

Dos and Don'ts Card Sort Activity

Schools should....

Dos

Don'ts

Align self-evaluation work to school improvement as an integrated process	Spend a lot of time on ensuring the paperwork looks good for an external audience.
Develop a learning culture that promotes continuous improvement aimed at realising the four purposes	Make self-evaluation an annual event
Use evidence-based practice to innovate and improve	Ensure that the school's self-evaluation is undertaken by the leadership team only.
Be reflective, open and honest	Evaluate all aspects of the school's work at all times.
Reflect on and refine self-evaluation activities	Focus only on things that are working well.

Dos

Don'ts

Make evaluation for and about the school and its learners	Ensure that evaluations are clearly made for an external audience.
Involve and listen to all staff, learners, parents/carers, governors and other stakeholders	Keep the outcomes within the school.
Use a good range of approaches to gather reliable evidence	Focus only on what can be measured.
Use data proportionately alongside first-hand evidence	Address all areas that need improvement immediately
Share effective practice within and between schools	Judge aspects based upon data alone
Retain and build on existing and effective practice	Exclude staff that aren't leaders from the self-evaluation process.

Dos

Don'ts

Keep progress against improvement priorities under review

Work with peers to support their own and others' practice.

Have a clear link between self-evaluation and school improvement priorities

Use evidence-based practice to innovate and improve
