



Quality Assurance Policy

Quality assurance is an essential element of self-evaluation. The outcome of quality assurance will contribute to enhancing the quality of teaching and learning, improving pupil progress and levels of attainment.

At The Old Post Office C.I.C. (Organisation), quality assurance is also intended to identify training and development needs, ensure policy is being implemented and to encourage reflection and innovation. Quality assurance should be open, transparent and supportive with an appropriate balance between external quality assurance and individual / internal self-evaluation.

The following section provides clear guidance and protocols for the main types of quality assurance that are regularly used at The Old Post Office.

The Old Post Office Review

The Old Post Office C.I.C. will conduct a review once per academic year and this will be undertaken by the Directors of The Old Post Office C.I.C.

The Old Post Office C.I.C. review will consist of:

- Mini self-evaluation form (SEF) completed by the Directors of The Old Post Office C.I.C in the light of the previous review;
- Meeting between the Directors of The Old Post Office C.I.C to scrutinise data, outcomes, vulnerable groups and current and planned strategies for improvement (and their impact);
- Interviews with a range of students from different service provider sessions;
- Learning Walks (see below) will provide the evidence for the remainder of the review.

The Directors will meet to agree outcomes and priorities. The Directors will write a report with an action plan to respond to priorities identified. Information taken from observations during the year may also be used.

Quality assurance of Assessment and Feedback

Quality assurance of assessed work and feedback (work scrutiny) takes numerous forms and is conducted at several levels:

- Within The Old Post Office annual review (Directors)
- Within Service Provider meetings
- Ad hoc in response to individual student's progress checks
- Yearly monitoring of the AQA UAS by AQA

This approach should ensure that the standard of student work is routinely checked and the assessment and feedback policy is followed.

Quality assurance of Provision

Quality assurance of the provision provided by service providers will take numerous forms and is conducted at several levels:

- Within The Old Post Office C.I.C. annual review (Directors)

- Within Service Provider meetings
- Pupil Voice
- Book Scrutiny
- Observations
- Parent Feedback
- Ad hoc in response to individual student's progress checks
- Yearly monitoring of the AQA UAS by AQA

This approach should ensure that the standard of student work is routinely checked.

Signed _____ *Anita Auer* _____ Mrs Anita Auer (Director)

Signed _____ *Paul Auer* _____ Mr Paul Auer (Director)

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