



Torphichen and Westfield Quality Improvement – Self-evaluation/QI Timetable 2025/26 (1.1)

WHAT	QI	Other toolkit	SIP focus	METHOD (incl. Who)	EVIDENCE	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Planning	2.3 2.4			SLT SM focus	Planning audit Meeting minute	s										
Pupil Profiles/Seesaw	3.2 2.3 2.4			SLT with pupils/parents	Profiling audit											
Observation of Learning and evidence of progression	3.2 2.3 2.4 3.2			SM focus SLT obs of practice Incl evidence QI and pupil focus groups SM focus CWT joint planning	Direct obs temp with notes Evidence audit notes Pupil views Staff views				SLT					QI day		
Collective QI/ moderation	2.3 2.4 3.2	CQI		activity Stage partners and SLT =plans based on attainment meeting ID Cross stage – plan learning episode and observe.	CQI summary sheet Direct obs note Staff views Pupil views Feedback sumr on CQI One No	nary	CQI			Mod			CQI		Mod	
Attainment - assessment evidence	2.3 2.4 3.2			WL trackers (incl. Participation) BGE tracker HWB trackers	Lit/num/skills trackers with comments BGE trackers w notes Staff views Pupil views	ith										
Environment/ displays	2.3 3.1	Circle doc		Audit documents SM dialogue	Audit doc data Parent / pupil vi SLT direct obs	ews										
Parents' Views	2.5	Ethos surveys		Annual Survey Weekly HT update Service design tools (at open day events)	Survey spreadsheets Ethos surveys You said, we didocs	d										
Child Protection	2.1	WL audit		WL audit document	Audit doc data											
Attendance (Seemis)	2.1			Attendance spreadsheet	Attendance rec from Seemis Pastoral notes Policy Stage overview	ords										
GIRFEC (ongoing) (how often do these go out? Tracked	2.3 2.4 3.1	Circle doc	• Inclusion • Circle	HWB trackers	HWB survey spreadsheets/ trackers Pastoral notes Community meeting – pupil views (minuted)											

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Health and Safety/Risk	2.1				•	Sphera risk	•	Audit doc data						
assessments						assessment audit								
ASN Docs	2.4	Circle doc	•	Assessment	•	SLT: IEP audit doc	•	IEP audit doc						
(including IEP, CPM)			•	Inclusion	•	SLT – termly	•	SLT Meeting						
				Circle		meeting focus		minutes						
				00.0	•	Termly parent/pupil	•	Parent/pupil						
						focus group (after		feedback overview						
						IEP/CPM)	•	PEF trackers						
Medication audit	2.1				•	Sphera audit	•	Audit doc data						
Practitioner PRD	1.2				•	Individual Staff	•	Staff records						
CLPL Impact	1.3					Induction and								
						Review Records.								
Staff views	1.3				•	Annual survey	•	Survey results						
	1.4				•	AOB ay staff	•	SM minutes						
						meetings								
Partnership Working:	1.3		•	Partnerships	•	Annual Survey to	•	Survey/results						
Cluster Schools,				'		Stakeholders		,						
Professional Agencies,	2.7													
Training Providers,														
Expert Network														
Progress of	1.1		•	All	•	Improvement Plan	•	SIP display						
Improvement Plan.	1.2					as a Working	•	Sprint documents						
(ongoing)	1.2					Document.	•	SM minutes						
	1.3													

Year	Qls
2024/25	1.5, 2.5
<mark>2025/26</mark>	<mark>1.2, 2.7</mark>
2026/27	1.1, 2.6
2028/29	1.4, 2.2, 3.3
2029/30	2.4, 2.1

1.3, 2.3, 3.1, 3.2 (2.2 and 2.7) annually