

# St Giles School Interim School Improvement Plan

April – July 2018



**St Giles School**  
No dreams are out of reach

FOCUS	ACTION (Green- completed /amber-on track-/ red-behind schedule- new date in brackets) if red- indication will be given for slippage	MILESTONES FOR COMPLETION	IMPACT OF ACTIONS And impact measure by end of Summer 2018	LEAD PERSONS	LINKS TO DOCUMENTS	ADDITIONAL RESOURCES	EIB MONITORING
1. QA monitoring	1a. Formulate QA policy document to include guidance for a range of appropriate monitoring and evaluation activities Share with IEB 10/5/18 in draft Share with staff 16/5/18 RR to lead	Week 2	High quality information appropriately informs the SIP and SEF for 2018-19	HT/ASS.HT/PH T	SIP 1.9	TSA support	Simon Massarella Aaron Connor Ann Allsop Matt Rooney W Illife Charles Savage Linda Foster Chris Levy
	1b. Create a termly planner to schedule appropriate QA monitoring to inform school improvement Share with staff 9/5/18	Week 4	No surprises culture for staff is developed – co-ordinated approach to planned activity is shared with staff through a comprehensive planner detailing all activity	HT/ASS.HT/PH T	SIP 1.9  L	SSIF bid SLE deployment	
	1c. Develop skills of SLT to undertake effective QA, through coaching and modelling activities (including induction of new AHT) Learning walk 14/5/18 JSB pm Moderation of JSB learning walk with RR 14/5/18 am Pupil Voice 11/5/18 RR – AHT input <b>Other activities as stated in planner- to be co-produced with AHT input and added to this plan</b> 1:1 AHT coaching and induction sessions with RR	Weeks 1-13  Week 6	SLT are able to lead robust QA activities to inform future school improvement	AHTs ASS.HT/PHT	LA action plan Work with Minster School L and M training	LA support AFTA/ CDS  TSA support	
	1d. Protocol for lesson observation developed in consultation with external partners and shared with staff in preparation for 2018-19 Minster school input 10/5/18  Shared with staff 16/5/18 RR	week 6	Staff have quality opportunities to develop their practice to meet pupil needs	ASS.HT/PHT  AHTs	LA action plan	TSA SSIF bid SLE deployment LA support AFTA/ CDS	
	1e Conduct learning walks to inform future planning to baseline practice and provision – see 1C Protocol to be shared with staff 09/05/18	Weeks 4 and 5	Quality of provision is mapped to inform CPD offer for 2018-19	HT/ASS.HT/PH T  /AHTs	SIP 1.9		
	2a PCA review and timetabling- in line with current needs 2017-18	Week 4		HT/ASS.HT/PH T Level 5 TAS			

	2h)PCAs planned for effective deployment 2018-19 across the school to meet pupil need			HT/ASS.HT/PH T Level 5 TAS		TSA SSIF bid SLE deployment LA support AFTA/ CDS	
4. Staff allocation to support needs	4a. Review all allocated non- contact time-to include organisation and deployment of all staff throughout the day <i>Red ragged as need to collate a basic minimum operating standards set of folders on shared area populated with staff and class time tables, one page profiles, planning, behaviour support plans as an organisational priority – to be actioned 10/5/18 by RR)</i>	(new date week 5)	Staff are available to support the needs of pupils throughout the day without the need to appoint additional staff and maintain pupils safety	AsHT/HT/and SLT	SIP 1.15 LA action plan Review documents		Simon Massarella Aaron Connor Ann Allsop Matt Rooney W Illife Charles Savage Linda Foster Chris Levy
	4b. Streamline SLT day to day tasks to create strategic capacity. Identification of non-strategic tasks and delegation to other appropriate members of the school team	Weeks 2-5	Best use is made of leadership resources to effect strategic change	AsHT/HT			
	4c. Audit current directed time budget in line with 1265 using guidance specified from approved sources for teachers	Week 3	Staff have greater clarity over expectations and can use their time more effectively to deliver the best outcomes for pupils	AsHT			
	4d. Share outcomes with IEB – 10/5/18 Share outcomes with staff ( TBC) Share outcomes with IEB ( TBC) Share outcomes with unions (TBC)	Week 5		AsHT/HT			
5. Time for learning	5a. Analysis of taught time across the week through looking at current timetables and planning	Week 2	A robust and effective school timetable allows all pupils to maximise their learning time in school	HT/ASS.HT/PH T /SLT	SIP 1.15 Review documents		Simon Massarella Aaron Connor Ann Allsop Matt Rooney W Illife Charles Savage Linda Foster Chris Levy
	5b. Analysis of a 'typical' pupil day including therapies and interventions and how these impact on learning	Week 5	A robust and effective school timetable allows all pupils to maximise their learning time in school				
	5c. Refine the organisation of the school day to provide more time for planned learning opportunities in readiness for September 2018	Weeks 8-13					
6. Effective class groupings	6a. Use HN levels of pupils to inform class groups and staffing levels for 18-19	End of summer term  Weeks 7-13	Classes are structured so they enable effective delivery of an and exciting	HT/ASS.HT/PH T	SIP LA action plan		Simon Massarella Aaron Connor

	6b. Review all HN levels for appropriateness with a view to future funding changes (Jan 19)		and engaging curriculum offer				Ann Allsop Matt Rooney W Illife	
	6c. Comparison of class groupings in similar schools to see if alternative approaches can be taken to meet needs	Weeks 2-5	Appropriate resources are drawn down to meet pupil needs	HT/AsHT/SLT			Charles Savage Linda Foster Chris Levy	
	6d. Staff development to support specialised pupil needs including an overview of training day and disaggregated offer for the next academic year	End of summer term	Staff are confident in supporting teaching and learning		SIP LA action plan			
<b>7. Produce Assessment, Teaching and Learning policy</b>	7a. Develop the current monitoring system so it captures the progress pupils make across the curriculum  7b, session with all teachers to share how to use the system effectively	End of the summer term	Assessment effectively captures the progress made in an appropriate curriculum	KH/RR/SLT/N B	SIP 4.1 LA action plan Review documents	DHT support partnership plan deployment Carlton Digby School	Simon Massarella Aaron Connor Ann Allsop Matt Rooney W Illife Charles Savage Linda Foster Chris Levy	
	7b. Modify the whole school curriculum offer across the school to meet individual need- to include a more comprehensive sensory offer.- purchase a range of new resources  Purchase 'Cornerstones 'resource scheme to support thematic planning Staff training on 21.6.18 RR and Rachel Garner	End of the summer term  Week 2			KH/RR/SLT/N B		Ashfield Academy SLE support (pro bono)	
	7c Evaluate current offer for ASD group, plan and implement new curriculum with personalised offer	Weeks 4-6		Make better use of available staff and resources to promote learning independence	KH/RR/SLT/N B			
	7d. Baseline pupil progress in line with appropriate changes made to SOLAR	Week 6						
<b>8. School administration</b>	8a. Clarify responsibilities, roles and organisation to support the work of the school	End of the summer term	Administration staff capacity is fully utilised to support the work of the school	KH/RR/SLT	SIP	TSA business manager SLE deployment	Simon Massarella Aaron Connor	

	8b. Devise appropriate training to administration staff (key priorities to be developed and added to plan by 15.5.18 after SLE initial visit)	End of the summer term					Matt Rooney W Illife Charles Savage Linda Foster Chris Levy
9. Whole school communication	9a. Clarify communication structures within groups of staff in school ( see 1b)	End of summer term	Clear communication allows all staff to contribute purposefully to whole school improvement and day to day organisation	KH/RR/SLT	SIP		Simon Massarella Aaron Connor Matt Rooney W Illife Charles Savage Linda Foster Chris Levy
	9b. Create robust methods of communication building on current school practice that support improvement in line with recommendations from partners Meet with staff action group – July 5/7/18	End of summer term	Effective communication strategies allow parents to be better informed and engaged in their children’s’ school experience and progress				
	9c. Investigate current processes used to communicate effectively with parents ( see QA handbook)	Weeks 9-13	Parents are better informed about school processes				
	9d. Introduce clear parent handbook to convey relevant information to parents for dissemination in September 2018	Weeks 9-13					
	9e. work with a working party to produce clear guidance on policy and procedures	Week 8	Clear communication allows all staff to contribute purposefully to whole school improvement and day to day organisation				
10. Safeguarding	10a. Purchase and install CPOMS as the online safeguarding tool by 18.5.18	Week 4		KH/RR/SLT ICT support	LA action plan	LA strategic support from SCIEO	Simon Massarella Aaron Connor Matt Rooney W Illife Charles Savage Linda Foster
	10b. Roll out appropriate training to all staff in the school to use the system effectively. Autumn 1 training day ( RR to organise training)	Week 11-13	Systems allow better communication between				

	10c. Review all current procedures in line with national guidance and local authority advice to ensure it is robust	Weeks 1-5	professionals to support pupil safety in line with GDPR recommendations	KM		LA support	Chris Levy
	10d. Share new policy with staff for clarity and consistency of practice 27.5.18 KH/KM 7.6.18 - LA	Week 6 Week 7		KM/KH			
11. GDPR	11a. Audit current school practice in line with local authority guidance	Week 3	The school is fully compliant with GDPR regulations for educational settings	KH/SBM			Simon Massarella Aaron Connor Matt Rooney W Illife Charles Savage Linda Foster Chris Levy
	11b. Provide timely and appropriate training to all staff so the school is compliant with requirements Training day 29.6.18 Educare 'GDPR in schools ' module purchased for all staff to complete 11.7.18	Week 10	Staff are confident in their responsibilities to fulfil GDPR legislation	LA KH/SBM ICT support			
	11c. school DPO identified and appropriate training attended	Week 10					
12. Behaviour and Safety	12a. Review use of SOLAR to collate information for recording information that is not progress related	Week 11	Staff have a consistent approach to supporting pupils with their emotional health and wellbeing		LA review	LA MAPA trainer	Simon Massarella Aaron Connor Matt Rooney W Illife Charles Savage Linda Foster Chris Levy
	Feasibility study to see if CPOMS would be a better and more effective tool	Week 2					
	12b. Review physical intervention plan and behaviour policy Share with SLT for consideration by 18.5.18 Share with IEB by 7.6.18	Weeks 3-7					
	12c. Evaluate staff debrief systems so skills and confidence are developed – ensure a process and rationale is included in the policy above by 18.5.18 Further work and liaison with Joe Butler and AHTs	Week 8					
	12d. Ensure all staff receive MAPA training on June training day	Week 7					
13. Health and Safety	13a). Fire practice and policy is updated and allows staff to maintain pupil safety with confidence	Week	There is robust and well understood practice for				Simon Massarella

	<p>13b moving and handling policy and plan in place And shared with staff (29.6.18)</p> <p>13c PEEPS moving and handling plans and communication passports in place for all pupils</p> <p>13c a staff wellbeing survey is to be completed by all staff to identify areas for improvement across the school</p> <p>13d systems and structures are in place to support staff absence</p> <p>13e track hoists are all operational</p> <p>13f a long term plan for the renewal of equipment is agreed by PFI provider (Engie)</p>	Week 6	<p>supporting pupils with fire evacuation</p> <p>Systems allow better communication between professionals to support pupil safety</p> <p>all equipment for moving and handling (e.g hoists) is working and fit for purpose</p>				<p>Aaron Connor</p> <p>Matt Rooney</p> <p>W Illife</p> <p>Charles Savage</p> <p>Linda Foster</p> <p>Chris Levy</p>
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Weeks in milestones relate to weeks in Summer Term

Week 1		Week 7	4.6.18 – 8.6.18
Week 2		Week 8	11.6.18 – 15.6.18
Week 3	30.4.18-4.5.18	Week 9	18.6.18 – 22.6.18
Week 4	7.5.18-11.5.18	Week 10	25.6.18 – 29.6.18
Week 5	15.5.18 – 18.5.18	Week 11	2.7.17 – 6.7.18
Week 6	21.5.18 – 25.5.18	Week 12	12.7.18 – 13.7.18
Half Term	26.5.18 – 30.5.18	Week 13	23.7.18 – 25.7.18

#### Impact Measures

1. Outcome from internal QA activities
2. Progress data
3. Outcome from external QA activity
4. Staff voice
5. Parent Voice

Abbreviations for Lead staff

HT – Head teacher

AHT – Assistant Headteacher

AsHT – Associate Headteacher

SBM – School Business Manager

PHT - Partner Head teacher

SCIEO – Safeguarding Children in Education Officer

DHT – Deputy Headteacher

Last updated 06/07/18