

## The Small School, Hartland

### School Improvement Plan – April to September 2016

#### Key Objectives:

1. Establish robust systems to accurately monitor and evaluate the school's work and ensure that the outcomes are consistently used by all staff to bring about improvements
2. Communicate high expectations to pupils and increase the level of self-motivation in order to achieve better GCSE outcomes
3. Further develop schemes of work and assessment strategies to produce a co-ordinated approach to subject delivery and monitoring of student progress
4. Develop pupil's independent learning skills effectively
5. Review the principles under which the school operates to ensure that they are relevant to current educational needs and meet the requirements of The Independent School Standards (2014)
6. Progress plans to improve the physical learning environment and facilities of the school

Proposed Actions	To be completed by	Responsible Person(s)	Costs and Resources	Success Criteria or Outcome	Monitoring
1. Communicate School Improvement plan to staff, parents and key volunteers	After sign off at next Trustees meeting (27 April)	Trustees	Time, email, paper copy on school notice board, school newsletter.	Completed staff signing sheet. Publication on school website.	
2. Regular auditing and updating of Safeguarding Procedures	July, and every 6 months thereafter.	Safeguarding Lead (HF) and Safeguarding Trustee (SW)	Time, advice from outside agencies	Safeguarding policies & procedures reviewed and updated as necessary. All staff/trustees/volunteers made aware of any changes.	
3. Use regular setting of student targets process to communicate high expectations to pupils	Termly reviews	Pastoral Tutors, with admin support from Trustees (MB)	Time, email, paper	Published review & updated cycle. Complete set of targets agreed & signed by student, parents & pastoral tutor. Targets challenging and SMART.	

4. Review and improve pastoral care provision	September	Head, staff	Time – staff and to introduce/implement with students	An effective pastoral system in place for new school year in September.	
5. Use current practices for recording and monitoring progress to develop a more consistent whole school approach	September	Head, staff	Staff development time	New, co-ordinated system introduced to students at start of new school year	
6. Create a central record to monitor student's progress and achievements	September	Head, staff	Time – Head & staff, Recording sheets - physical folder and/or Cloud based (such as Dropbox).	Central record created & maintained - available to all teaching staff	
7. Termly monitoring of students' work	Mid-July	Head, with check by relevant Trustee (FS)	Time to check pupils' work once a term, using work in exercise books & folders	Head to feed back at staff and trustee meetings – any follow-up actions minuted and actioned.	March checks completed by HF.
8. Analyse pupil achievement and progress twice a year	Parents' eve & end of year reports	Head, staff	Time – Head & staff	Progress reported to parents via Parents meeting & annual summary reports	
9. Review curriculum provision for 2016-17	June – to link with budgeting cycle	Head Trustees	Options choices from Year9, staff availability for 2016-17, budget forecast for 2016-17	Curriculum policy amended if necessary, first draft of 2016-17 timetable	
10. Introduce a Spelling, Punctuation & Grammar policy across all subjects	September	Head, staff	Staff meeting time	Appropriate policy in place, implementation to be monitored by Head during checks of students' work during Action 3 above.	
11. Staff to identify opportunities to promote independent learning during sessions for their subject	September	Staff	Staff training or twilight session to share ideas & best practice	Independent learning strategies incorporated into 2016-17 SoWs and Lesson Plans	
12. Further develop cross-curricular links to allow scheduling of supportive working across subject areas	September	Staff	Staff training or twilight session to look at timing of delivery of linked content	Links scheduled into 2016-17 SoWs and Lesson Plans	

13. All staff & teaching volunteers are observed teaching during each school year	July	Head + designated trustee (FS) to observe head.	Head's time/ Trustee time	Completed set of lesson observations with issues arising discussed and addressed with trustees	
14. Use completed lesson observations and CPD records to identify weaknesses and support required	July	Head + designated Trustee (FS)	Head & Trustees' time	CPD needs for 2016-17 identified	
15. Plan CPD/Staff Training Day programme for 2016-17	Mid September	Head	Possible costs – e.g. updating Safeguarding, First Aid, Food Hygiene	Annual programme of individual and whole school training	
16. Identify and evaluate options for short and long term improvements to the school facilities	June	Trustees	Time – to contact shareholders	Clarification of shareholding & trust arrangements, planning options evaluated	
17. Produce costed plan for improvement works to take place during 2016-17	September	Trustees	Time – to contact potential contractors/ developers. Possible costs – legal fees, surveyor, planning application	Costed plans for short term work & clear proposals for longer term. Any necessary planning applications submitted.	
18. Carry out annual self-evaluation, including review of GCSE results	Early September	All staff & Trustees	Pre-term staff meeting Trustees meeting	Self-evaluation documented and used to inform future improvements	
19. Review and update School Improvement Plan	End September	Trustees	Time in Trustees Meeting Ofsted Monitoring reports	Draft of updated plan	
20. Communicate Updated School Improvement plan to all staff and key volunteers	End October	Trustees	Time, email, paper copy on school notice board	Plan agreed & circulated. Completed signing sheet. Publication on school website.	