

Stratford-sub-Castle Primary School

SIAP: Weekly Implementation, Monitoring & Evaluation Task Sheet: (Dated 29/10/16)

NEXT MILESTONES:

Teaching and Learning: School Improvement Priorities taken from the SIAP.

1) OFSTED Priority target: Improve the teaching of writing (grammar, punctuation, spelling) to be as effective as that of reading and mathematics (Major focus on Y1, Y2 and Y6, GPS boys)

1. **By October 2016** teachers have had CPD to identify the quantity and quality of work to be expected, **by December 2016** teachers plan for and provide pupils with opportunities to complete written work of increased quantity and quality (suitable challenge),
2. **By October 2016** pupils self-help routines, learning techniques and expectations have been established in all classes, **by December 2016** all teachers and teaching assistants insist pupils grapple with their learning when they get stuck, before they ask for help from adults and apply learning to learn techniques
3. **By December 2016** pupils respond more often to the feedback they are given, particularly in Y2,3 & 4 (applying learning to learn techniques to grammar, punctuation and spelling),

2) School Priority target: Improve the teaching of maths (mental arithmetic) to be as effective as that of reading (Major focus on Y6 and girls in Y4, 5 & 6, GPS boys)

1. **By October 2016** teachers understand the quantity and quality of work to be expected, **by December 2016** teachers plan for and provide pupils with opportunities to develop mental arithmetic (suitable challenge),
2. **By October 2016** pupils' independent learning /self-help routines and expectations have been established in all classes, **by December 2016** all teachers and teaching assistants insist pupils learn number facts by rote and hold pupils accountable for their learning / knowledge
3. **By October 2016** pupils understand the importance of learning number facts and understand the quantity (pace) and quality (facts) of learning expected of them, **by December 2016** all pupils take part in 'Number Facts Time' at the agreed point in the day/ on a daily basis.

Outcomes/ Achievement: School Improvement Priorities taken from the SIAP.

3) Ofsted Priority target: Raise standards in writing at key stages 1 and 2 (Major focus on Y1, Y2 and Y6, GPS boys)

1. **By December 2016** teachers have identified challenging/ appropriate learning targets for all pupils (SPAG) and use them routinely in lessons.
2. **By December 2016** the improved model for differentiating the curriculum (established in all classes 2015/2016) is embedded in all Key Stages and classrooms.

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4) Ofsted Priority target: Raise standards in maths at key stages 1 and 2 (Major focus on Y6 and girls in Y4, 5 & 6, GPS boys)

1. **By October 2016** teachers have identified challenging/ appropriate learning targets for all pupils and used them routinely in lessons, **by December 2016** pupils use the targets teachers have given them to develop 'number facts' in maths.
2. **By October 2016** the agreed and improved model for differentiating the curriculum (for the more able) is being introduced into all classes, **by December 2016** teachers planning identifies how stretch and challenge is provided for the most able in all lessons.

Leadership and management / Governance School Improvement Priorities taken from the SIAP.

5) Ofsted Priority Target: Ensure that Governors hold the school to account more robustly for the pace and consistency of improvements

(Including more specific recommendations from Full Review of Governance conducted in October 2015)

Review recommendations: AREAS FOR DEVELOPMENT: 1. Governors' understanding of their roles and responsibilities. 2. Fully addressing the three recommendations for the governing board from the Ofsted report. 3. Recruiting and appointing a new professional clerk. 4. Consideration of a possible increase in the size of the board to enable new members to join, providing a wider pool of potential new chairs and enabling all committees to be equally effective. 5. Ensuring a proper focus on mid-long term strategic development of the school as well as on the immediate issues. 6. Seeking to become more outward – looking and embracing opportunities to meet governors from other schools. 7. Considering more regular reviews of the chair and governors. 8. Ensuring that governors' visits are better focused on monitoring aspects of the school's improvement and strategic plans.

1. **By September 2016** The Safeguarding Committee has updated the Safeguarding and Child Protection Policy in line with 'Keeping Children safe in Education (for implementation by 05.09.16). **by October 2016** the Safeguarding Committee has ensured that key policies for Safeguarding are compliant with current with legislation and practice, these policies are on the school web-site and the 'Share point', **by December 2016** Governors have received information updates regarding the most up-to-date legislation and practice, especially those related to keeping pupils safe. Governors know how to access the most up-to-date information on the schools new 'Share point'.
2. **By September 2016** Governors have a clear understanding of what needs to be improved and why, **by December 2016** Governors have developed a concise format to collect outcomes from monitoring and evaluating the impact of improvement initiatives
3. **By September 2016** The FGB has recruited and appointed a new professional clerk, **by December 2016** Governor 'Share point' is used for information sharing and all governors have an official e-mail address, **by December 2016** new school web-site has been audited and has all statutory requirements fulfilled,

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Term 1. 01/09/16 – 21/09/16

	Tasks running throughout the term: TERM 1
Tasks for all staff.	<ul style="list-style-type: none"> • Use the new e-mail and share-point / cloud system • Implement Restorative Justice strategies. • Complete base-line Assessments • Implement new Home Learning policy
Tasks for all teachers.	<ul style="list-style-type: none"> • Ensure pupils are provided with appropriate RTM time. Tasks are not just corrections. Use the bank of tasks we have discussed. • Ensure more able writers continue to be set off quickly and given opportunities to write at length. • Remember to mark punctuation across all subjects (not just spelling!) • Marking leads to planning leads to marking leads to planning! Use the agreed formats. • Planning demonstrates stretch and challenge for more able pupils. Focus on end of year expectations. • Ensure pupils challenge themselves are able to do so because success criteria is suitably challenging.
Collaborative tasks	<ul style="list-style-type: none"> • Marking for Learning Policy – finalise take to FGB • Assessment for Learning Policy • Review Home learning using parental and pupil questionnaires • Prepare for SIAMs •
Monitoring Tasks	<ul style="list-style-type: none"> • Appraisal Meetings: • Home Learning 1.1B Are pupils held accountable for their learning? • Work with parents • Do all pupils have a Planets booklet, spellings and reading record? 1.1B • Is the focus on number facts having an impact? Are the pupils motivated to learn x tables? Do they know how and what to do? • Audit web-site • English leader meet English leader. What has happened so far? Any impact? •

Stratford-sub-Castle Primary School

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


CPD: TERM 1

TD Day 1 01.09.16	AM: Where are we now? SDP 2016/2017 PM: Safeguarding and H&S. Using the new 'cloud' system.
TD Day 2 02.09.16	AM: Staff Handbook / Safeguarding and H&S PM: Restorative justice
Thursday 08.09.16	Review Home Learning
Thursday 15.09.16	Use data from 2015/ 2016 to set target groups and target pupils for Phonics retests / KS1 and KS2. Agree Booster groups. Identify vulnerable learners. (Ensure all teachers to know the groups in their class)
Thursday 22.09.16	Baseline Assessments Parents Eve preparation. Agree staff meetings / CPD focus 13.10.16 and 20.10.16
Thursday 29.09.16	Prepare for Teacher Appraisal / Teaching Standards etc.
Thursday 06.10.16	PARENTS EVE (Ensure target pupil's parents are invited)
Thursday 13.10.16	
Thursday 20.10.16	

Stratford-sub-Castle Primary School

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



Term 1. 01/09/16 – 21/10/16 (Major events are *highlighted* for information.)

Week 1	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 	Recruit new Clerk to Governors	Prepare for FGB Meeting: HT Report to Governors Prepare adverts for TA posts. Organise gender separated boosters! Send out Booster letters.	Ensure all pupils have X Tables Planet booklet, Reading Book and Reading Record.
Monday 05/09/16			New Beginnings Service in Church / First Day Café. ALL TEACHERS: Ensure half term and weekly plans sent to SLT.
Tuesday 06/09/16		KB: Complete Stratosphere, Curriculum Statements including Top Tips for helping your child with counting.	
Wednesday 07/09/16	CURRICULUM & STANDARDS COMMITTEE: Are the SIAP priorities appropriate? Cross reference with data analysis. Monitor finalised <i>Marking for Learning Policy</i> .	KB & HC: Review Key Stage 2 performance tables: check data and cross reference with SIAP priorities. Are the SIAP priorities appropriate?	
Thursday 08/09/16			Staff meeting: Agree timetable for CPD sessions. Review Home Learning Policy using parental and pupil feedback gained from the questionnaires completed July 2016
Friday 09/09/16		KB & HC: Complete analysis of year groups other than EYFS/ Y2 and Y6. How do groups of pupils compare?	
Week 2	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 		Research resources to support parents with Maths.	
Monday 12/09/16	PREMISES COMMITTEE MEETING.		
Tuesday 13/09/16			
Wednesday 14/09/16		KB & HC: Complete analysis of year groups other than EYFS/ Y2 and Y6. How do groups of pupils compare? Prepare proposals for Home Learning 2016/2017. Ensure HL focusses on necessary knowledge and skills. Essential to know rather than nice to do! How can we help parents to help their children with the knowledge required?	Staff meeting: Assessment: Baseline Assessments. Complete Assessment for Learning Policy
Thursday 15/09/16		KB & JMW: Finesse SIAP using staff and governor input.	Staff meeting: Agree target groups using SIAP priorities. Complete grid for whole school needs/ targets looking at all children across the school. Use tracking from 2015/2016
Friday 16/09/16		HC: Update website and ensure governor meeting record is available on the web-site.	

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


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Week 3	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 		Send out invites for Parents Evening. General and Individual. ESL / MSL send out end of year expectations for English and Maths. Include word lists.	
Monday 19/09/16	Finance Committee 18:00 FGB 19:15 Do all governors know & understand the SIAP priorities?		
Tuesday 20/09/16			
Wednesday 21/09/16			
Thursday 22/09/16		DHT / EYFS STAFF : Q & A session with new parents. Supporting pupils with reading (share Reading Journey Books) and ideas for counting. SLT including MATHS LEADER & ENGLISH LEADER Q & A session about new Home learning Policy. Ideas for how to support your child to learn facts!	
Friday 23/09/16			Harvest Festival in Church
Week 4	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 			
Monday 26/09/16		KB : Lesson Observations: Are all agreed routines and procedures being implemented across the school? (SIAP 2015/2016)	SCHOOL PHOTOS am
Tuesday 27/09/16		KB: LEARNING WALK: Are all agreed routines and procedures being implemented across the school? (SIAP 2015/2016)	
Wednesday 28/09/16			
Thursday 29/09/16			Staff meeting
Friday 30/09/16			



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Week 5	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 	Monitor and Evaluate the implementation of the new Home Learning Policy.		
Monday 03/10/16		KB : Lesson Observations: Are all agreed routines and procedures being implemented across the school? (SIAP 2015/2016)	
Tuesday 04/10/16			
Wednesday 05/10/16			
Thursday 06/10/16		KB & JIM SMITH (WIA) SIAP Planning and Learning Walk: Are 2015/2016 T&L priorities embedded?	PARENTS EVENING
Friday 07/10/16			PARENTS EVENING
Week 6	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 			
Monday 10/10/16		KB: Teacher Appraisal Meetings Link targets to SIAP	
Tuesday 11/10/16		KB: Teacher Appraisal Meetings Link targets to SIAP	
Wednesday 12/10/16		KB: Attend Disadvantaged learners network and feedback to staff. JMW and HC: work with Andrew Howard from LA to update Wiltshire Tracker.	
Thursday 13/10/16			Staff meeting
Friday 14/10/16			

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Week 7	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 			
Monday 17/10/16	<i>GOVERNORS REPORT TO PARENTS</i>		
Tuesday 18/10/16			
Wednesday 19/10/16			
Thursday 20/10/16			<u>Staff meeting</u>
Friday 21/10/16			

Summary of September – October

- New Home-learning procedures in place. Feedback from pupils and parents largely positive. Pupils are enthused about learning x tables, especially in KS2 where they are held accountable at predictable times in the week. Planet booklets are valued and being used.
- Wiltshire Tracker continues to be a useful tool to track individual and pupil progress and attainment
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What next?

- As a result of SATs question analysis, need to ensure that measurement improves (problem solving & reasoning)
- Vocabulary not shared explicitly enough. Demonstrate progress through acquisition of technical / appropriate vocabulary

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