

## **Stratford-sub-Castle Primary School: TERM 2**

### **SIAP: Weekly Implementation, Monitoring & Evaluation Task Sheet: (Dated 15/12/16)**

#### **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**

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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.

### Term 2. 31/10/16 – 16/12/16

Tasks running throughout the term: TERM 2	
<b>Tasks for all staff.</b>	<ul style="list-style-type: none"> <li>• Use the new e-mail and share-point / cloud system</li> <li>• Implement Restorative Justice strategies.</li> <li>• Implement new Home Learning policy</li> <li>• Ensure VOCABULARY is given a high priority in school life (VERBAL and WRITTEN) BE EXPLICIT</li> <li>• Make end of year expectations bite size</li> <li>• Use Blooms Taxonomy to ask challenging questions.</li> </ul>
<b>Tasks for all teachers.</b>	<ul style="list-style-type: none"> <li>• Ensure pupils are provided with appropriate RTM time. Tasks are not just corrections. Use the bank of tasks we have discussed.</li> <li>• Ensure more able writers continue to be set off quickly and given opportunities to write at length.</li> <li>• Remember to mark punctuation across all subjects (not just spelling!)</li> <li>• Marking leads to planning leads to marking leads to planning! <b>Use the agreed formats.</b></li> <li>• Planning demonstrates stretch and challenge for more able pupils. <b>Focus on end of year expectations. Vocabulary</b></li> <li>• Ensure pupils challenge themselves are able to do so because success criteria is suitably challenging.</li> <li>• Communicate with parents over the home learning ABACUS!</li> </ul>
<b>Collaborative tasks</b>	<ul style="list-style-type: none"> <li>• Marking for Learning Policy</li> <li>• Assessment for Learning Policy</li> <li>• Curriculum / T and L Policy review</li> <li>• Prepare for SIAMs</li> <li>• </li> </ul>
<b>Monitoring Tasks</b>	<ul style="list-style-type: none"> <li>• Home Learning</li> <li>• Work with parents</li> <li>• Do all pupils have a Planets booklet, spellings and reading record? 1.1B</li> <li>• 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?</li> <li>• Audit web-site</li> <li>• </li> </ul>

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


### SIAP: Weekly Implementation, Monitoring & Evaluation Task Sheet: (Dated 15/12/16)

<u>CPD: TERM 1</u>	
<b>TD Day 3</b> <b>31.11.16</b>	AM: Where are we now? SIAP Monitoring Grid (Term 1), Planning for T2. Vision for learning in EYFS / KS1 and KS2. What motivates the children? Planning for technical vocabulary. Bloom's Taxonomy. Sutton Trust findings (Impact). PM: Review Restorative Justice procedures / Fractions
<b>Thursday</b> <b>03.11.16</b>	Review Home Learning (Termly Topics) Quality control!!!
<b>Thursday</b> <b>10.11.16</b>	Book scrutiny: Monitor RTM (Girls Maths / Boy's English and Topic Books) Monitor Question level analysis for 'typical pupils' in last year's cohort. Identify more able learners. (Ensure all teachers to know the groups in their class) Update grid.
<b>Thursday</b> <b>17.11.16</b>	OFSTED criteria for teaching and learning. The ingredients and ideas of how to share.
<b>Thursday</b> <b>24.11.16</b>	Feedback from lesson observations with Jim Smith / Writing workshops with Janet Watson. Team marking.
<b>Thursday</b> <b>01.12.16</b>	Curriculum Planning. Are we consistent? Are the shared documents easily accessible? Assessment Policy and Procedures. Home Learning – how's it going?
<b>Thursday</b> <b>08.12.16</b>	GPS Suitable challenge? (Work in key stages to monitor and evaluate) How do we share the big picture of spelling with parents? Reading – is the new policy working? Moderate Cohort Ranking Sheets
<b>Thursday</b> <b>15.12.16</b>	Planning for TD Day and next term. Feedback on Planet Booklets.

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Term 1. 31/11/16 – 16/12/16 (Major events are *highlighted* for information.)





Week 1	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 	Evaluate the October milestones from the SIAP. What has been the impact so far? (C&S Committee)	Prepare for FGB Meeting: HT Report to Governors Prepare for SER	Ensure all Termly Topics are marked, including targets for next time.
Monday 31/11/16		KB: HT Report to Governors and SER files	<i>Teacher Training Day: All staff.</i>
Tuesday 01/11/16	RE Governor/ Tessa Mann: Meet with HC. <i>How can the Church strategically support the implementation of the RE Scheme of Work?</i> TM to report to Curriculum and Standards Committee.	SW: ENGLISH LEADER: Attend English Leaders Network Meeting: Analyse Question level Report and feedback to staff and HT. <i>What are the key areas for improvement?</i>	
Wednesday 02/11/16	CURRICULUM & STANDARDS COMMITTEE: <i>Have the SIAP milestones for October been met? Is any further monitoring required? Are the planned next steps appropriate?</i>	KB & HC: Complete SIAP Monitoring Grid. : <i>Have the SIAP milestones for October been met? Is any further monitoring required? Are the planned next steps appropriate?</i>	
Thursday 03/11/16			Staff meeting: Monitor Termly Topics: Agreement Trail. Agree timetable for CPD sessions. <i>Are the topics being completed appropriately for age related expectations? How can they be improved next time? Has the new system of holding the pupils accountable worked?</i> Share evaluations from Curriculum and Standards Committee. SIAP #4. Discuss the further monitoring required this term.
Friday 02/11/16	SAFEGUARDING COMMITTEE: Complete LA Safeguarding Audit.	JMW EYFS/KS1 LEADER: Analyse EYFS baseline data and report to HT.	
Week 2	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 	Monitor & Evaluate the changes made to Home-learning policy. What has been the impact so far? (Lloyd Turner)	Follow up from SER Follow up from FGB – Further questionnaires seeking clarification?	
Monday 07/11/16	PREMISES COMMITTEE MEETING: TM & KB attend Academy Information meeting @DBE (18:30)	KB & HC: Develop the policy section of the Sharepoint and ensure policies are on the school web-site	
Tuesday 08/11/16	GOVERNOR LLOYD TURNER: Monitor the implementation of the new HL policy as a whole. <i>Do pupils feel HL is more focussed to help them learn spellings, x tables and number facts? Does the reading expectation help? What needs to be changed to improve the new system?</i> Report to C&S Committee.		
Wednesday 09/11/16		HC (CURRICULUM LEADER) <i>Is Planning consistent across the school. Is planning for vocabulary evident?</i>	

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Thursday 10/11/16	SELF EVALUATION REVIEW: 09:15 What is our evaluation of the school's performance to date?	SELF EVALUATION REVIEW: 09:15 What is our evaluation of the school's performance to date?	Staff meeting: Book Scrutiny (RTM) and Question level analysis of typical pupils. Are RTM procedures being carried out consistently across year groups and groups of pupils?
Friday 11/11/16			Remembrance /British Values Day School Disco 18:00 – 20:00

Major events are **highlighted** for information.

Week 3	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 	Understand the outcomes from monitoring and evaluation T1. Have milestones been met? (FGB)		
Monday 14/11/16	Finance Committee 18:00 FGB 19:15 Do all governors know & understand the outcome from monitoring and evaluation of T1 including SER?	HT LEARNING WALK: Is vocabulary being shared explicitly with pupils in lessons? Are pupils learning their spellings and being held accountable?	Butterfly Class: Diwali Workshop session with Demi Ladwa
Tuesday 15/11/16		HT LEARNING WALK: Is vocabulary being shared explicitly with pupils in lessons? Are pupils learning their spellings and being held accountable?	
Wednesday 16/11/16		HT LEARNING WALK: Is vocabulary being shared explicitly with pupils in lessons? Are pupils learning their spellings and being held accountable?	
Thursday 17/11/16		HT LEARNING WALK: Is vocabulary being shared explicitly with pupils in lessons? Are pupils learning their spellings and being held accountable?	
Friday 18/11/16		HT LEARNING WALK: Is vocabulary being shared explicitly with pupils in lessons? Are pupils learning their spellings and being held accountable?	HT Cluster Meetings
Week 4	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 	Become acquainted with RAISEONLINE and Inspection Dashboards. (FGB)		
Monday 21/11/16			
Tuesday 22/11/16			
Wednesday			





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23/11/16			
Thursday 24/11/16		HT & WIA (Jim Smith): LESSON OBSERVATIONS What are the current standards of teaching and learning?	Staff meeting Janet Watson writing surgery/ HT lesson observation feedback
Friday 25/11/16			

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Week 5	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 	<b>Are independent self-help routines and expectations established in all classes? (2.2E)</b> <b>What is the quality of leadership and management in the school? Evidence?</b>		
Monday 28/11/16			
Tuesday 29/11/16			
Wednesday 30/11/16			
Thursday 01/12/16	HT APPRAISAL: TM and AB with Jim Smith WIA <del>(RE-ARRANGED DUE TO JIM SMITH BEING CALLED TO MEETING WITH AN HMI AT ANOTHER SCHOOL)</del>	<b>ENGLISH GOVERNOR &amp; ENGLISH SUBJECT LEADER</b> <b>Are pupils</b>	
Friday 02/12/16		<b>HT LEARNING WALK: Is vocabulary being shared explicitly with pupils in lessons? Are pupils learning their spellings and being held accountable?</b>	<i>PTA Christmas Bazaar</i>
Week 6	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 	<b>Are pupils held accountable for their learning and do TAs and teachers insist pupils learn number facts by rote? (2.2H)</b>	<b>Do teachers plan and provide pupils with opportunities to develop mental arithmetic? (2.1C)</b>	
Monday 05/12/16			<i>Salisbury Schools Christmas Carol Concert in the City Hall (Evening)</i>
Tuesday 06/12/16			<i>Nativity Dress Rehearsal to school</i>
Wednesday 07/12/16			<i>Nativity to parents</i>
Thursday 08/12/16		<b>MATHS LEADER: PLANET BOOKLETS AND MATHS BOOK SCRUTINY</b> <b>Do teachers and TAs insist pupils learn number facts by rote and hold pupils accountable for their learning? (LKS2)</b>	<i>Nativity to parents</i>
Friday 09/12/16			



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Week 7	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 	<b>Ensure all actions following Safeguarding Audit have been completed. (Angi Britten) Evaluate in January</b>		
Monday 12/12/16			
Tuesday 13/12/16			<i>School Christmas Meal</i>
Wednesday 14/12/16			
Thursday 15/12/16			<u>Talent Show</u>  <u>Staff meeting</u>
Friday 16/12/16			<i>Carol Service in the Church</i>