

**SIAP: Weekly Implementation, Monitoring & Evaluation Task Sheet: (Dated 17/02/17)**

Term 3. 03/01/17 – 10/02/17 (Major events are *highlighted* for information.)

**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, Pupil Premium)
  - 1.1 **by February 2017** all teachers have high expectations and are explicit in their demands for increased quality and quantity in written work.
  - 1.2 **by April 2017** pupils are routinely observed independently accessing self-help resources in all classes and using learning to learn techniques.
  - 1.3. **by April 2017** all teachers routinely hold pupils accountable for response to marking time at the start of lessons.
  
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 and Pupil Premium)
  - 2.1 **by February 2017** all teachers have high expectations and provide good challenge for children, in mental arithmetic,
  - 2.2 **by February 2017** pupils are routinely observed, independently taking responsibility to learn number facts, using and mastering known number facts in lessons to solve problems in all classes,
  - 2.3 **by February 2017** pupils learn appropriate number facts (age/ skills) and respond positively to the feedback they are given.

**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 Pupil Premium)
  - 3.1 **by April 2017** pupils use the GPS targets teachers have given them to improve their writing in all subjects,
  - 3.2 **by February 2017** teachers planning identifies how stretch and challenge is provided for the most able in all GPS lessons
  
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)
  - 4.1, **by April 2017 pupils** know and can talk about their targets and understand how they may use in their demonstration of mastery in maths.
  - 4.2 **by April 2017** pupils work at higher levels, with greater intensity and responsibility, more frequently and access the resources they need to help them independently and from an earlier age, **by May 2017** pupils know the appropriate number facts for their age, **by June 2017** standards in the KS2 SATs Mental Arithmetic paper have improved.

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**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.

5.2 **by July 2017** Governors check that improvements are implemented quickly and consistently to have a rapid impact upon pupils' progress.

5.3 **by January 2017** Governors have introduced themselves and raised their profile with pupils and parents. Parents have a better understanding of the role of the FGB and how to contact governors, **by March 2017** all stake-holders have contributed to the future vision for the school (ensuring the mid-to-long term strategic development of the school includes milestones and key performance indicators) to enable the governors to monitor and evaluate progress, **by July 2016** introduce regular reviews of the chair and governors.

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## **Term 3. 03/01/17 – 10/02/17**

Tasks running throughout the term: TERM 3	
<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>• Ensure VOCABULARY is given high priority in school life (VERBAL and WRITTEN). Include on DISPLAYS. PROVIDE ALTERNATIVES.</li> <li>• Make expectations bite size – <b>remember to provide bigger mouthfuls for those who can cope. DISCUSS WITH PUPILS!</b></li> <li>• Ask challenging questions – Blooms Taxonomy.</li> <li>• Ensure balance between <b>number facts and times tables.</b></li> <li>• Provide opportunities for pupils to <b>use their spellings</b></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> <li>• <b>Assess pupils – how much progress has been made with spelling?</b></li> </ul>
<b>Collaborative tasks</b>	<ul style="list-style-type: none"> <li>• Curriculum / T and L Policy review</li> <li>• Strategy for pupils who are excelling – Planet Booklets</li> <li>• Prepare for SIAMs</li> <li>• Strategic Plan – update</li> </ul>
<b>Monitoring Tasks</b>	<ul style="list-style-type: none"> <li>• Marking – across all subjects (SLT)</li> <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>• <b>What is going on with Y5 boys' progress in Maths? Why did this group make less than expected progress? T1/T2</b></li> </ul>

**Stratford-sub-Castle Primary School: TERM 3**

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Term 3. 03/01/17 – 10/02/17 (Major events are **highlighted** for information.)

<b>CPD: TERM 3</b>		
Date	Main Focus	Notes
<b>TD Day 4 Tuesday 03.01.17</b>	RAISEonline analysis Pupil Progress meetings Groups Grid – each teacher/team formulate action plan to address need Safeguarding Policies & Updates	WOW work <i>Before TD DAY: identification of concerns and successes; monitor progress of target children and vulnerable learners</i>
<b>Thursday 05.01.17</b>	Moderation of Home-Learning (Termly Topic) Cora Seargent - Scaffolding	Pathways evidence for Terms 1 & 2: RE, science, British Values, PE
<b>Thursday 12.01.17</b>	Monitor and evaluate the key areas for Ofsted inspection. Prepare for Mocksted? Planet Booklets – <b>what's working well? How have they impacted on the children's learning? What needs to change? Decide next steps. Communication with parents – how are we doing this?</b> Moderation for next week input: decide on methodology Feedback from attendance monitoring/ behaviour Pupil Progress meetings for disadvantaged learners	<i>Before Staff Meeting: Moderation of reading hear 3 pupils on the same AIR score</i>
<b>Thursday 19.01.17</b>	Cross school writing moderation using Air scores Cross school maths moderation using Air scores Feedback from KB (HT) Work scrutiny: monitor and evaluate the quality of marking, feedback and pupils' response to marking	
<b>Thursday 26.01.17</b>	Assessment Week Prep – how are we going to assess spelling? Consult Assessment Policy on methodology and ensure consistency of approach across the school Curriculum Planning. Are we consistent? Are the shared documents easily accessible? Planning Policy (HC)	
<b>Thursday 02.02.17</b>	Disadvantaged Learners. Feedback from TM monitoring. Pupil Premium Strategy. <b>What do we know about our disadvantaged learners and how do we evaluate outcomes?</b>	
<b>Thursday 09.02.17</b>	Mastery – Abacus additions, nctm resources (review milestones and plan ahead) Feedback from CPD: HC Maths Subject Network Mtg; KS & JR Boolean Maths Course	WOW work

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
Term 3. 03/01/17 – 10/02/17 (Major events are *highlighted* for information.)

Week 1	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general. Daily tasks	Final evaluation of the December milestones from the SIAP. What has been the impact so far? (C&S Committee)	Prepare for FGB Meeting: HT Report to Governors. Follow-up from TD Day.	Ensure all Termly Topics are marked, including targets for next time.
Monday 02/01/17	SCHOOL CLOSED	SCHOOL CLOSED	SCHOOL CLOSED
Tuesday 03/01/17		<b>KB (HT) &amp; HC (Curriculum Leader):</b> Update the policy section of the Sharepoint and ensure policies and SIAP / task sheets are on the school web-site.	<i>Teacher Training Day: All staff.</i>
Wednesday 04/01/17	<b>CURRICULUM &amp; STANDARDS COMMITTEE:</b> Have the SIAP milestones for December been met? Is any further monitoring required? Are the planned next steps appropriate? RAISEonline and current standards. (5:2C)	<b>KB (HT) &amp; HC (Curriculum Leader):</b> Complete SIAP Monitoring Grid. Are the planned next steps appropriate? (5:2C)	
Thursday 05/01/17		<b>KB (HT) &amp; HC (Curriculum Leader):</b> HT Report to Governors. Monitor attendance and behaviour in order to report to Governors (5:2C)	<b>Staff meeting:</b> <b>CS (Educational Psychologist)</b> CPD training for all teachers & Teaching Assistants. How do we allow children to grapple with their learning? (scaffolding – 'lightest touch' possible) Monitor Termly Topics; Agreement Trail. Agree timetable for CPD sessions. Are the topics being completed appropriately for age related expectations? How can they be improved next time? Has the new system of holding the youth accountable worked? Share evaluations from Curriculum and Standards Committee. SIAP #5. Discuss the further actions /monitoring required this term.
Friday 06/01/17	<b>SAFEGUARDING COMMITTEE:</b> Monitor action plan following LA Safeguarding Audit. (5:2C)	<b>KB (HT) &amp; HC (Curriculum Leader):</b> Collate information for Curriculum & Standards Committee (5:2C)	
Week 2	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general. Daily tasks		Prepare for FGB Meeting: HT Report to Governors. Finalise this document 11.01.17	
Monday 09/01/17		<b>KB (HT) &amp; HC (Curriculum Leader):</b> Update policies following consultation with governors(5:2C)	
Tuesday 10/01/17			
Wednesday 11/01/17		<b>KB (HT) &amp; HC (Curriculum Leader):</b> Update SIAP weekly task sheet. Monitor SIAP#6. Disadvantaged Learners Pupil Progress Grid – review methodology <b>HC (CURRICULUM LEADER)</b> Monitor medium term planning. Are learning objectives, success criteria and activities of a suitable challenge? (1.1D), 2.1D)	
Thursday 12/01/17		<b>KB(HT) &amp; JW(DHT)</b> Learning Walk & Book scrutiny. Monitor and evaluate - what is the quality of marking, feedback and pupils' response to marking? (1:1D), (1.2G), (1.3B), (2:2I)	<b>Staff meeting:</b> Monitor and evaluate the key areas for Ofsted inspection. Prepare for Mocksted? Planet Booklets – what's working well? How have they impacted on the children's learning? What needs to change? Decide next steps. Communication with parents – how are we doing this? Moderation for next week input: decide on methodology (2.1D)
Friday 13/01/17			

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

Term 3. 03/01/17 – 10/02/17 (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 T2. Have milestones been met? (FGB)	Follow up from FGB – Further questionnaires seeking clarification? Pupil Premium Strategy Web-site	
Monday 16/01/17	Finance Committee 18:00 FGB 19:15 Do all governors know & understand the outcome from monitoring and evaluation of T2 including SFR? Do all governors understand the national data?		
Tuesday 17/01/17	FOLLOW-UP FROM PARENTAL QUESTIONNAIRE. LT / KB What do we need to communicate back to parents and what further info do we require to feed into strategic plan? (5:2C), (5.3D), (5.3E)		
Wednesday 18/01/17		HC (CURRICULUM LEADER) Monitor weekly planning. Are learning objectives, success criteria and activities of a suitable challenge? (focus: more able, disadvantaged learners) (2:1D) (3.2C)	
Thursday 19/01/17		KB (HT) & J.Smith (WIA) Work scrutiny. Monitor and evaluate - what is the quality of marking, feedback and pupils' response to marking? (1:1D), (1.2G), (1.3B), (2:2I)	Staff meeting: Cross school writing moderation using Air scores Cross school maths moderation using Air scores Feedback from KB (HT) following work scrutiny. Monitor and evaluate the quality of marking, feedback and pupils' response to marking.
Friday 20/01/17		KB (HT) & HC (Curriculum Leader) Update website. Ensure SIAP / task sheets are on the school web-site. Ensure Policies, Safeguarding, Governor sections are updated. Ensure Pupil Premium Strategy updated. Disadvantaged Learners monitoring grid (for TM) (5:2C)	
Week 4	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 		Pupil Premium Strategy Web-site	
Monday 23/01/17		KB (HT) & AT (Admin Officer) Safeguarding. Audit of Single Central Record and action plan. (5.1A)	
Tuesday 24/01/17		KB (HT) & HC (Curriculum Leader) Update website. Ensure SIAP / task sheets are on the school web-site. Ensure Policies, Safeguarding, Governor sections are updated. Ensure Pupil Premium Strategy updated. Disadvantaged Learners monitoring grid (for TM)	
Wednesday 25/01/17			
Thursday 26/01/17			Staff meeting Assessment Week Prep – how are we going to assess spelling? Consult Assessment Policy on methodology and ensure consistency of approach across the school Curriculum Planning. Are we consistent? Are the shared documents easily accessible? Planning Policy (HC)
Friday 27/01/17		KB (HT) Headteacher Cluster Meetings HC (Curriculum Leader) Update website	

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Week 5	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team <u>ASSESSMENT &amp; FEEDBACK WEEK</u>
This week in general.  Daily tasks 	CL (Governor) Book Scrutiny disadvantaged learners and evaluate outcomes using new grid	Follow up from FGB – Further questionnaires seeking clarification? Pupil Premium Strategy Web-site	ASSESS PROGRESS IN SPELLING MATHS & WRITING TUTORIALS READING UPDATE & REVIEW TARGETS
Monday 30/01/17			
Tuesday 31/01/17	TM (Governor) Interview disadvantaged learners and evaluate outcomes using new outcomes grid. (5:2C)		
Wednesday 01/02/17	DM (Governor) Interview more able learners and evaluate outcomes using new 'outcomes grid'. DM Monitor Topic & English books (more able) – are children using their GPS skills and targets across the curriculum? (3.1F, 3.1G, 3.2C) (REARRANGED AFTER HOLIDAY DUE TO ILLNESS)		
Thursday 02/02/17			Staff meeting: Disadvantaged Learners. Feedback from TM monitoring. Pupil Premium Strategy. What do we know about our disadvantaged learners and how do we evaluate outcomes?
Friday 03/02/17			
Week 6	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team <u>ASSESSMENT &amp; FEEDBACK WEEK</u>
This week in general.  Daily tasks 			ASSESS PROGRESS IN SPELLING MATHS & WRITING TUTORIALS READING UPDATE & REVIEW TARGETS
Monday 06/02/17	HEADTEACHER APPRAISAL MEETING (TM Gov & AB Gov) What is the progress with the 2016-2017 targets? (5:2C)		
Tuesday 07/02/17	LT (Governor) Learning Walk with KB (HT) Are pupils motivated, engaged and active in their learning?		Safer Internet Day
Wednesday 08/02/17			Maths Workshop for Parents
Thursday 09/02/17			Staff meeting: Spelling. Are children on track to make end of year expectations? Which strategies are successful and need repeating? What do we need to omit?
Friday 10/02/17			Break for holiday

- KH (Governor) & SW (English SL) Monitor Topic & English books (more able) – are children using their GPS skills and targets across the curriculum? To be decided!