

## SIAP: Weekly Implementation, Monitoring & Evaluation Task Sheet: (Dated 07/04/17)

Term 4. 20/02/17 – 07/04/17 (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**
  - 1.1 **by February 2017** all teachers have high expectations and are explicit in their demands for increased quality and quantity in written work. **by April 2017** teachers routinely work with 'home' to promote and facilitate the learning of grammar, punctuation & spelling.
  - 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, **by June 2017** pupils improve their grammar, punctuation and spelling work in response to the feedback they are given, errors/ miscues do not persist into subsequent work, **by June 2017** standards in the KS2 SATs GPS paper have improved
2. **School Priority target: Improve the teaching of maths in KS2 (mental arithmetic)**
  - 2.1 **by February 2017** all teachers have high expectations and provide good challenge for children, in mental arithmetic. **by April 2017** teachers routinely work with 'home' to promote and facilitate the learning of number facts.
  - 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. **by April 2017** teachers and parents report increased activity, motivation and success by pupils to learn number facts at home and school.
  - 2.3 **by February 2017** pupils learn appropriate number facts (age/ skills) and respond positively to the feedback they are given, **by April 2017** pupils work independently (with the support of home / school) to learn number facts and are held accountable for their learning, **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.
3. **Ofsted Priority target: Raise standards in writing at key stages 1 and 2**
  - 3.1 **by April 2017** pupils use the GPS targets teachers have given them to improve their writing in all subjects, **by May 2016 pupils** know and can talk about their targets.
  - 3.2 **by February 2017** teachers planning identifies how stretch and challenge is provided for the most able in all GPS lessons, **by April 2017** the most able pupils work at higher levels and on their own, more frequently and from an earlier age, by May 2017 standards in KS2 SATs GPS paper have improved. Boys attainment has improved and is nearer the national average.

## **SIAP: Weekly Implementation, Monitoring & Evaluation Task Sheet: (Dated 07/04/17)**

Term 4. 20/02/17 – 07/04/17 (Major events are **highlighted** for information.)

### **4. School Priority target: Raise standards in maths at key stage 2 (Major focus on Y6 and girls in Y4, 5 & 6)**

**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.

### **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.

#### **5.1 Completed**

**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 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.

# **SIAP: Weekly Implementation, Monitoring & Evaluation Task Sheet: (Dated 07/04/17)**

**Term 4. 20/02/17 – 07/04/17** (Major events are **highlighted** for information.)

## **Term 4. 20/02/17 – 07/04/17**

<b>Tasks running throughout the term: TERM 4</b>	
<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 4**

**SIAP: Weekly Implementation, Monitoring & Evaluation Task Sheet: (Dated 07/04/17)**





Term 4. 20/02/17 – 07/04/17 (Major events are **highlighted** for information.)

<b><u>CPD: TERM 4 (20/02/17 – 07/04/17)</u></b>		
<b>Date</b>	<b>Main Focus</b>	<b>Notes</b>
<b>Thursday</b> <b>23.02.17</b>	Agree timetable for CPD sessions. Reading Awards..Monitor Termly Topics: Agreement Trail <b>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?</b> Prepare for Mocksted - Pen Portraits, Timetable WOW Work	Timetables to KB for Mocksted
<b>Thursday</b> <b>02.03.17</b>	Prepare for Mocksted - continue Pen Portraits Share evaluations from Curriculum and Standards Committee. SIAP #6. Discuss the further actions /monitoring required this term. Disadvantaged Learners Progress Meeting	Ranking Sheets to be uploaded onto SharePoint (Fri 3 <sup>rd</sup> March)
<b>Thursday</b> <b>09.03.17</b>	Pupil Progress Meetings	
<b>Thursday</b> <b>16.03.17</b>	Outcomes and next steps from Mocksted. <b>Do we need to adapt the SIAP?</b>	
<b>Thursday</b> <b>23.03.17</b>	Prepare for Parents' Evening; Writing moderation using ranking sheets and workbooks Maths moderation using ranking sheets and workbooks Share Planning Policy, Curriculum Policy, Teaching & Learning Policy for the next meeting (HC)	
<b>Thursday</b> <b>30.03.17</b>	PARENTS EVE (Ensure target pupil's parents are invited)	
<b>Thursday</b> <b>06.04.17</b>	Curriculum Planning. <b>Are we consistent? Are the shared documents easily accessible?</b> Planning Policy, Curriculum Policy, Teaching & Learning Policy (HC)	WOW work

## Stratford-sub-Castle Primary School: TERM 4

# SIAP: Weekly Implementation, Monitoring & Evaluation Task Sheet: (Dated 07/04/17)





Term 4. 20/02/17 – 07/04/17 (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 February milestones from the SIAP. What has been the impact so far? (C&S Committee)	Prepare for SER / Mocksted Prepare for Curriculum & Standards Meeting	Ensure all Termly Topics are marked, including targets for next time.
Monday 20/02/17			
Tuesday 21/02/17	CL (Governor) and KB (Headteacher) disadvantaged learners Meeting Discuss Pupil Premium Strategy; Monitor and evaluate outcomes using new outcomes grid. (5:2C)	KB & HC: Update the Governance section of the Sharepoint and ensure policies and SIAP / task sheets are on the school web-site.	
Wednesday 22/02/17	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)	KB & HC: Complete SIAP Monitoring Grid: Are the planned next steps appropriate? Prepare for Curriculum & Standards Committee; Policies for FGB	
Thursday 23/02/17		KB: SER. Data since September	Staff meeting: Agree timetable for CPD sessions. Reading Awards..Monitor Termly Topics: Agreement Trail 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? Prepare for Mocksted Pen Portraits; Timetable; WOW Work
Friday 24/02/17	CL (Governor) and KB (Headteacher) Learning Walk Are the needs of children with SEN and/or vulnerable learners being met? * postponed due to illness	KB & HC: Update the Governance section of the Sharepoint and ensure policies and SIAP / task sheets are on the school web-site; Prepare for Curriculum & Standards Committee; Policies for FGB	Disco 18:00-20:00 (all teachers)
Week 2	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 	Final evaluation of the February milestones from the SIAP. What has been the impact so far? (C&S Committee)	Prepare for SER / Mocksted	
Monday 27/02/17			
Tuesday 28/02/17			
Wednesday 01/03/17	CURRICULUM & STANDARDS COMMITTEE: Have the SIAP milestones for February been met? Is any further monitoring required? Are the planned next steps appropriate?	KB & HC: Prepare for Curriculum & Standards Committee; Policies for FGB	PTA Meeting 19:00 – 21:00 (KB)
Thursday 02/03/17	SELF EVALUATION REVIEW 09:15 What is our evaluation of the school's performance to date? Have milestones on SIAP been met?	SELF EVALUATION REVIEW 09:15 What is our evaluation of the school's performance to date? Have milestones on SIAP been met?	World Book Day Staff meeting: Prepare for Mocksted - continue Pen Portraits Share evaluations from Curriculum and Standards Committee. SIAP #6. Discuss the further actions /monitoring required this term.
Friday 03/03/17	SAFEGUARDING COMMITTEE: Monitor action plan following LA Safeguarding Audit. (5:2C)		

## Stratford-sub-Castle Primary School: TERM 4

# SIAP: Weekly Implementation, Monitoring & Evaluation Task Sheet: (Dated 07/04/17)





Term 4. 20/02/17 – 07/04/17 (Major events are **highlighted** for information.)

Week 3	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 		Follow up from SER Prepare for SER / Mocksted	
Monday 06/03/17		<b>JMW &amp; HC (Assessment Team)</b> Input and analyse data	
Tuesday 07/03/17		<b>KB &amp; JWM (SLT Team)</b> Identify areas for concern and discuss issues for Pupil Progress Meetings and re-allocation of resources (i.e. interventions and TA time). Evaluate standards compared to national averages.	
Wednesday 08/03/17		<b>HC (Maths Subject Leader)</b> Maths monitoring – evidence of mastery; impact of times-tables. Book scrutiny and discussion with children. <b>Have the planet booklets impacted positively on children's attainment, progress and confidence?</b> <b>KB &amp; SW (English Team) &amp; HC &amp; JMW (Maths Team)</b> Data update meeting using validated ROI	<b>Tag Rugby Tournament – KB &amp; WD</b>
Thursday 09/03/17		<b>KB &amp; JMW</b> Preparing for Mocksted. Follow-up from assessment analysis/ outcomes for groups. Focus on DISADVANTAGED and MORE ABLE	<b>Staff meeting:</b> Prepare for Mocksted Pupil Progress Meetings
Friday 10/03/17			
Week 4	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 			
Monday 13/03/17			
Tuesday 14/03/17	<b>'Mocksted'</b>	<b>'Mocksted'</b>	<b>'Mocksted'</b>
Wednesday 15/03/17	<b>'Mocksted'</b> Governor meeting with LA Team @ 13:45 Feedback meeting with LA Team @ 16:00	<b>'Mocksted'</b> Feedback meeting with LA Team @ 16:00	<b>'Mocksted'</b>
Thursday 16/03/17		<b>SW (Subject Network Meeting – English)</b> Updates locally and nationally about assessment and the curriculum	<b>Staff meeting:</b> Outcomes and next steps from Mocksted. <b>Do we need to adapt the SIAP?</b> <b>(* moved to 06.04.17)</b>
Friday 17/03/17			<b>VIP Day (pm)</b>

**Stratford-sub-Castle Primary School: TERM 4**



# SIAP: Weekly Implementation, Monitoring & Evaluation Task Sheet: (Dated 07/04/17)

Term 4. 20/02/17 – 07/04/17 (Major events are **highlighted** for information.)

Week 5	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 		Prepare a questionnaire for parents asking for feedback about curriculum workshops, home-learning and other SIAP developments Prepare a questionnaire for pupils asking for feedback about home-learning and other SIAP developments	
Monday 20/03/17	<b>Finance Meeting (18:00)</b> <b>Do all governors know &amp; understand the outcome from monitoring and evaluation of T2 including SER? Do all governors understand the national data?</b> <b>FGB Meeting (19:15) - Follow-up from Mocksted</b>		
Tuesday 21/03/17			
Wednesday 22/03/17			<b>Robin Class trip to Salisbury Playhouse (pm)</b>
Thursday 23/03/17	<b>SIAMS INSPECTION</b>	<b>SIAMS INSPECTION</b>	<b>Staff meeting:</b> Prepare for Parents' Evening; Writing moderation using ranking sheets and workbooks Maths moderation using ranking sheets and workbooks Share Planning Policy, Curriculum Policy, Teaching & Learning Policy for the next meeting (HC) (* moved to Term 5) <b>SIAMS INSPECTION</b>
Friday 24/03/17			<b>Comic Relief</b> <b>VIP Day (pm); PTA Bingo Evening</b>
Week 6	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
This week in general.  Daily tasks 			
Monday 27/03/17			
Tuesday 28/03/17			
Wednesday 29/03/17			
Thursday 30/03/17			<b>Staff meeting: Parents' Evening 15:30 – 17:30</b>
Friday 31/03/17			<b>Small Schools Tournament (09:00 – 12:00)</b> <b>Parents' Evening 15:30 – 19:00</b>

# **SIAP: Weekly Implementation, Monitoring & Evaluation Task Sheet: (Dated 07/04/17)**

Term 4. 20/02/17 – 07/04/17 (Major events are **highlighted** for information.)

Week 7	TASKS: Governors	TASKS: Leadership team	TASKS: Staff team
<div>This week in general. </div> <div>Daily tasks </div>			
Monday 03/04/17			
Tuesday 04/04/17			
Wednesday 05/04/17		KB & JWM (SLT) Safeguarding Training	PTA Meeting (19:00 – 21:00) KB
Thursday 06/04/17			<b>Staff meeting:</b> Curriculum Planning. <b>Are we consistent? Are the shared documents easily accessible?</b> Planning Policy, Curriculum Policy, Teaching & Learning Policy (HC) (* moved to Term 5)  Outcomes and next steps from Mocksted. <b>Do we need to adapt the SIAP?</b> Storybox Theatre (09:15 – 10:30) Sing-Up (pm)
Friday 07/04/17			Easter Service Break for holiday

*\* Plans for this term had to be altered in response to the 2-day LA Evaluation and SIAMs inspection. SLT time was reduced due to cover for staff sickness (SW – operation). Higher levels of TA sickness this term leading to only able to cover children with EHCPs.*