SHANKLEA PRIMARY SCHOOL

Self-Evaluation Cycle

2017 - 2018

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| **Policy Control Details** |
| Date policy approved: | September 2017 |
| Prepared by: | Helen Brown  | Signature | Date |
| Approved for issue by: | Gareth Pearson  | Signature | Date |
| Review period: | 1 year |
| Review required by: | September 2018 |
| Responsibility for review: | Performance Improvement Committee |

**Self-Evaluation Cycle: 2017 - 2018**

The Self Evaluation Plan is a one year plan which links with the School Improvement process and the School’s Budget.

The School Improvement Plan has been formulated using information gathered from analysis of data and school attainment together with feedback from all stakeholders including staff, governors, parents and carers and children. The purpose of the school improvement plan is to review and evaluate the impact of previous developments, identify key areas for school improvement over the coming year and to outline the action to be taken in key areas. The school budget is matched to the priorities for the School Improvement Plan.

**School Improvement Planning 2017-2018**

**School Review and Self Evaluation Cycle**

**Autumn Term 2017**

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| **Priorities**  | **Start Date**  | **Person Responsible**  | **Consultation Process** | **Completion date**  |
| 1. **Collating Information for planning of School Improvement plan**
 | July 2017 | Head teacherSchool Leadership Team | School review process – update of the self-evaluation procedure.Leadership Meetings Update pupil lists | September 2017 |
| 1. **Deciding priorities and aims**
 | September 2017 | Head teacher GovernorsSchool SIP | Questionnaires to staff, parents, governors and children; survey re: E-safety Present the timetable for the next school year to staffEnsure eligible pupils register for free school meals.  | December 2017 |
| 1. **Drawing up 1 year action plans**
 | September 2017 | All staff and governors | Construct a calendar of events and meetings for the next academic year. Plan and book INSET days for the next academic year Staff CPD – Prevent; Safeguarding; Child Protection; Impact of RSAs on pupil performance and independent learning; Review of performance data; revised Ofsted; Paediatric First Aid requirements  | November 2017 |
| 1. **Drawing up 3 year Improvement Plan**
 | September 2017 | Head teacherBusiness Manager  | GB meetings SENIOR Leadership Team Phase teams  | November 2017 |
| 1. **Matching Budget priorities to detailed 1 year action plans and 4 year financial plan**
 | November 2017 | Head teacherBusiness ManagerGovernors  | GB meetingsFinancial audit – resource efficiencies and skills matrix/segregation of duties and annual financial audit for School Fund. E-safety audit Health and Safety audit | December 2017 |
| 1. **Producing and circulating written plan to staff and governors**
 | September 2017 | Head teacher Senior Leadership Team  | Staff CPD – teacher training days; impact of pupil premium spending; target setting; Inclusion focus – Pupil Premium GB meetings Review governing body performance and procedures Receive the head teacher report on performance management Review pupil exclusions for the year Review progress against the school governor planReview governors’ visits Construct a calendar of events and meetings for the next academic year.  | December 2017 |
| Tasks | September 2017 | October 2017 | November 2017 | December 2017 |
| 1. **Performance Management**
 | Personnel objectives Pay and conditions policy 2017/2018 updated based upon national guidance  | Performance Appraisal, complete staff annual reviews and set new objectives | Support staff appraisal Appraisal targets set and review of job descriptionProgress meetings and target setting – set pupil performance targets  | HT Appraisal review |
| 1. **Monitoring of teaching**
 | New teachersSIP Inspection visit and lesson observations  | Lesson Observations – all teachers SIP Focus visits | Lesson observations for NQT | - |
| 1. **Scrutiny of work**
 | Weekly planningCycle of scrutiny for English and Maths  | Weekly planningCycle of scrutiny for English, Maths and Science | Weekly planningCycle of scrutiny for English, Maths and topic | Weekly planningProgress meetings  |
| 1. **Learning Environment**
 | SLT Learning Walk SIP Learning Walk  | Whole school themed hall display | EYFS moderation | SLT Learning WalkMonitoring of two 2 year olds provision and entry data. |
| 1. **Assessment and Data Analysis**
 | Review attendance of pupils and staff Update pupil lists  | Whole school targets set Schools Direct | Raise Online Inspection DashboardAssessment Without Levels CPD – schools Network | School Profile  |
| 1. **Key stage School data analysis**
 | EYFS, KS1 and KS2 SATS analysis and review public exam results KS2 Checking Exercise – against national attainment threshold and progress measures  | ASP produced  | Implementation of EYFS baselinePerformance Tables and Best School Guides published.  | - |
| 1. **Inclusion**
 | Health and Care PLAN review meetings Safeguarding CPDS11 audit / Emotional wellbeing auditSingle Central Record Launch of CPoms for safeguarding and welfare outcomes  | Ensure smooth induction of new staff and pupils Define relevant Staff CPD linked to specific SEND or Medical needs Prevent AgendaUpdate SEND register and G & T register Homework/ Parent drop – ins –phonics; handwriting; maths | IEP reviews; EHAs; ECHPs; Child Protection reviewsPupil Progress meetings Link Governor focus visit regarding safeguarding; pupil premium and sports premium impact Link Governor focus visit regarding emotional and personal development, spirituality, cultural and moral development. Anti-Bullying Focus Radicalism and Extremism focus Sex and Relationships focus  | Review interventions and impactParent view Community events – Christmas productions; KS2 RESIDENTIALS  |
| 1. **Subject Leaders Planning and Evaluations**
 | Autumn term phase plansPublication of curriculum overviews Full audit of ICT/website compliance  | English, Maths, Science and EYFS leadersAction plans approved and reviewed on a termly basis | Maths co-ordinator to report action plan | Targets sent to the Local Authority – Year group and gender and Pupil Premium  |
| 1. **SIP review and evaluation**
 | SIP (School Improvement Plan implemented | Submit school census data Local Authority Inspection EYFS statutory audit | Present the head teacher’s report to the governing body  | Self- Evaluation of curriculum areas  |
| 1. **Governors**
 | Budget review – check spending against the SIP Health and Safety review Set objectives for the governing body for the next year.Elect chair and vice chair and schedule their next election.Confirm/adopt governors’ code of conductConfirm/ establish link governorsApprove the School Improvement Plan Receive the head teacher’s report Review the head teacher’s performance Set pupil performance targets Arrange governor visits to school Review the school’s self-evaluation Agree budget Governor skills matrix – recruitment of 2 co-opted governor vacancies.  | Specific Focus visits defined by GB and linked to SIP Complete pecuniary interest and declaration of connectivity  | Learning walks with SLT Website Ofsted compliance guidelines – assigned link governor and assigned teacher | Financial StandardAudit Safeguarding review  |
| 1. **Stakeholders**
 | Meet The TeachersRe-launch of The Toddler Group, 30 hours provision and OOSC. Organise open evenings for prospective parents Basic Skills audit Live Kitchen launch School Comms  | Parent ConsultationsCommunication and ICT infrastructure Pay pal and use of the Gateway for bookings  | Re-launch of School APP/new websiteReview of website complianceReview of lettings arrangements – safeguarding, insurance and liability, security Review of extra-curricular provision and attendance of specific cohorts  | OFSTED survey |
| **School Review and Self Evaluation Cycle Spring Term 2018** |
|  | **January 2018** | **February 2018** | **March 2018** | **April 2018** |
| 1. **Performance Appraisal**
 | SIP Inspection visit  | Appraisal support and twilight training  | Pupil Progress meetings | Teacher/support staff appraisal review |
| 1. **Monitoring of teaching**
 | New teachersSIP Inspection visit and lesson observationsRSE curriculum training  | Lesson Observations – all teachers SIP Focus visit and joint judgements and moderation  | Lesson observations for any RI teachers  |  |
| 1. **Scrutiny of work**
 | Weekly planningCycle of scrutiny for English and Maths  | Weekly planningCycle of scrutiny for English, Maths and Science | Weekly planningCycle of scrutiny for English, Maths and Humanities  | Weekly planningProgress meetings  |
| 1. **Learning Environment**
 | SLT Learning Walk SIP Learning Walk Safer Recruitment training  | Whole school themed hall display | EYFS moderation | SLT Learning WalkMonitoring of two 2 year olds provision and entry data. |
| 1. **Assessment and Data Analysis**
 | Primary Tracker – analysis and measuring of pupil progress and attainment against national benchmarks  | Whole school targets set and teacher assessments entered.  | Raise Online Inspection DashboardAssessment CPD – use of questioning and enquiry/reasoning approaches CPD – schools NetworkInspection Dashboard Review  | School Profile  |
| 1. **Keystage School data analysis**
 | EYFS, KS1 and KS2 SATS analysis KS2 Checking Exercise  | Review of Pupil Premium milestones  | EYFS baseline review against GLD measure  | - |
| 1. **Inclusion**
 | Health and Care PLAN review meetings Safeguarding CPDS11 audit / Emotional wellbeing auditSingle Central Record Measure impact  | Staff refresher CPD around Prevent AgendaUpdate SEND register and G & T register Homework/ Parent drop – ins –phonics; handwriting; maths | IEP reviewsParent consultations – focus SEND  | Review interventions and impact |
| 1. **Subject Leaders Planning and Evaluations**
 | Autumn term phase plansFull audit of ICT/website compliance  | English, Maths, Science and EYFS leadersAction plans approved and reviewed on a termly basis | Maths co-ordinator to report action plan | Targets sent to the Local Authority – Year group and gender and Pupil Premium  |
| 1. **SIP review and evaluation**
 | SIP implemented | - | - | Self- Evaluation of curriculum areas  |

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| **School Review and Self Evaluation Cycle Summer Term 2018** |
|  | **April 2018** | **May 2018** | **June 2018** | **July 2018** |
| 1. **Performance Appraisal**
 | Teacher appraisal objectives  | Support staff appraisal Objectives  | Lesson Observations | HT Appraisal review  |
| 1. **Monitoring of teaching**
 | New teachers reviewed  | Lesson Observations – all teachers  | Lesson observations for NQT and audit of teaching standards  | - |
| 1. **Scrutiny of work**
 | Weekly planningCycle of scrutiny for English and Maths  | Weekly planningCycle of scrutiny for English, Maths and Science | Weekly planningCycle of scrutiny for English, Maths and topic | Weekly planningProgress meetings  |
| 1. **Learning Environment**
 | SLT Learning Walk  | Whole school themed hall display – Science  | EYFS moderation | Open Evening  |
|  **5. Assessment and Data Analysis**  | - | Whole school targets set Y6 SATS | EYFS Profile KS1 tests/teacher assessmentsY1 National screening assessment Y2 SATS | Annual ReportsEnd of year data analysis  |
| **6.Keystage School data analysis**  | EYFS, Y1, KS1 and KS2 TEST analysis  | - | EYFS baseline/reviewNFER standardised score tests  | - |
| 1. **Inclusion**
 | Health and Care PLAN review meetings S11 audit Single Central Record  | Staff CPDUpdate SEND register and G & T register  | IEP reviewsReview EHAs; ECHPs; CP Plans  | Review interventions and impact Monitor SEN spending and impact |
| 1. **Subject Leaders Planning and Evaluations**
 | Review phase plansFull audit of ICT/ website compliance  | Review English, Maths and EYFS action plans | EYFS to report action plan | - |
| 1. **SIP review and evaluation**
 | SIP implemented | SLT review of priorities | POL review | Self-Evaluation of curriculum areas  |
| 1. **Governors**
 | Budget review  | Focus visits Impact of Pupil Premium/ Sports Premium  | Learning walks with SLT Timetabling Recruitment Review of staffing structure | Review of governor tracker and risk assessment  |
| 1. **Stakeholders**
 | Meet The Teachers | Parent Consultations HomeworkDrop-ins | Phonics and Numeracy workshop | Open Evenings |