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 teacher  School 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  Governors  School SIP | Questionnaires to staff, parents, governors and children; survey re: E-safety  Present the timetable for the next school year to staff  Ensure 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 teacher  Business 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 teacher  Business Manager  Governors | GB meetings  Financial 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 plan  Review 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 description  Progress meetings and target setting – set pupil performance targets | HT Appraisal review |
| 1. **Monitoring of teaching** | New teachers  SIP Inspection visit and lesson observations | Lesson Observations – all teachers  SIP Focus visits | Lesson observations for NQT | - |
| 1. **Scrutiny of work** | Weekly planning  Cycle of scrutiny for English and Maths | Weekly planning  Cycle of scrutiny for English, Maths and Science | Weekly planning  Cycle of scrutiny for English, Maths and topic | Weekly planning  Progress meetings |
| 1. **Learning Environment** | SLT Learning Walk  SIP Learning Walk | Whole school themed hall display | EYFS moderation | SLT Learning Walk  Monitoring 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 Dashboard  Assessment 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 baseline  Performance Tables and Best School Guides published. | - |
| 1. **Inclusion** | Health and Care PLAN review meetings  Safeguarding CPD  S11 audit / Emotional wellbeing audit  Single 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 Agenda  Update SEND register and  G & T register  Homework/ Parent drop – ins –phonics; handwriting; maths | IEP reviews; EHAs; ECHPs; Child Protection reviews  Pupil 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 impact  Parent view  Community events – Christmas productions; KS2 RESIDENTIALS |
| 1. **Subject Leaders Planning and Evaluations** | Autumn term phase plans  Publication of curriculum overviews  Full audit of ICT/website compliance | English, Maths, Science and EYFS leaders  Action 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 conduct  Confirm/ establish link governors  Approve 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 Standard  Audit  Safeguarding review |
| 1. **Stakeholders** | Meet The Teachers  Re-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 Consultations  Communication and ICT infrastructure  Pay pal and use of the Gateway for bookings | Re-launch of School APP/new website  Review of website compliance  Review 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 teachers  SIP Inspection visit and lesson observations  RSE 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 planning  Cycle of scrutiny for English and Maths | Weekly planning  Cycle of scrutiny for English, Maths and Science | Weekly planning  Cycle of scrutiny for English, Maths and Humanities | Weekly planning  Progress meetings |
| 1. **Learning Environment** | SLT Learning Walk  SIP Learning Walk  Safer Recruitment training | Whole school themed hall display | EYFS moderation | SLT Learning Walk  Monitoring 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 Dashboard  Assessment CPD – use of questioning and enquiry/reasoning approaches  CPD – schools Network  Inspection 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 CPD  S11 audit / Emotional wellbeing audit  Single Central Record  Measure impact | Staff refresher CPD around Prevent Agenda  Update SEND register and G & T register  Homework/ Parent drop – ins –phonics; handwriting; maths | IEP reviews  Parent consultations – focus SEND | Review interventions and impact |
| 1. **Subject Leaders Planning and Evaluations** | Autumn term phase plans  Full audit of ICT/website compliance | English, Maths, Science and EYFS leaders  Action 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 planning  Cycle of scrutiny for English and Maths | Weekly planning  Cycle of scrutiny for English, Maths and Science | Weekly planning  Cycle of scrutiny for English, Maths and topic | Weekly planning  Progress 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 assessments  Y1 National screening assessment  Y2 SATS | Annual Reports  End of year data analysis |
| **6.Keystage School data analysis** | EYFS, Y1, KS1 and KS2 TEST analysis | - | EYFS baseline/review  NFER standardised score tests | - |
| 1. **Inclusion** | Health and Care PLAN review meetings  S11 audit  Single Central Record | Staff CPD  Update SEND register and G & T register | IEP reviews  Review EHAs; ECHPs; CP Plans | Review interventions and impact  Monitor SEN spending and impact |
| 1. **Subject Leaders Planning and Evaluations** | Review phase plans  Full 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  Homework  Drop-ins | Phonics and Numeracy workshop | Open Evenings |