

SHANKLEA PRIMARY SCHOOL



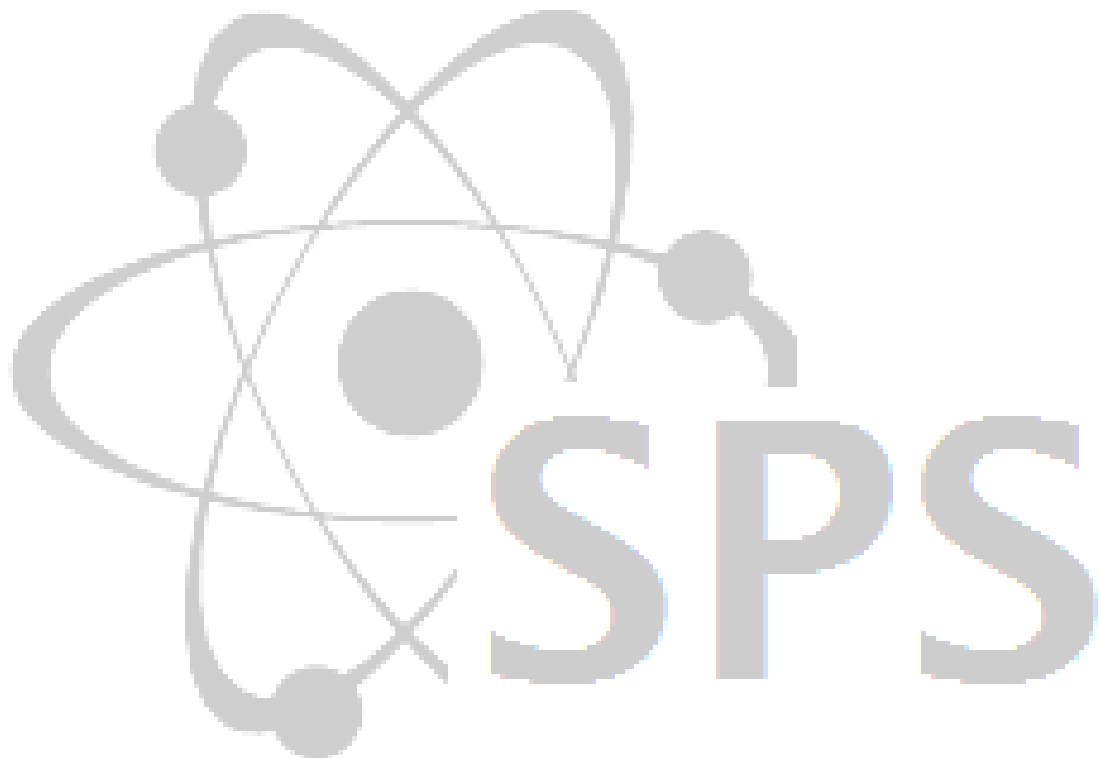
Self-Evaluation Cycle 2019 - 2020

Policy Control Details			
Date policy approved:	September 2019		
Prepared by:	Helen Brown	Signature	Date
Approved for issue by:	Gareth Pearson	Signature	Date
Review period:	1 year		
Review required by:	September 2020		
Responsibility for review:	Performance Improvement Committee		

Self-Evaluation Cycle: 2019 - 2020

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 2019-2020

School Review and Self Evaluation Cycle

Autumn Term 2019

Priorities	Start Date	Person Responsible	Consultation Process	Completion date
1. Collating Information for planning of School Improvement plan	July 2019	Head teacher School Leadership Team	School review process – update of the self-evaluation procedure. Leadership Meetings Update pupil lists	September 2019
2. Deciding priorities and aims	September 2019	Head teacher Governors School SIP	Questionnaires to staff, parents, governors and children; survey re: E-safety; staff and governor code of conduct; disqualification pro-formas. Present the timetable for the next school year to staff Ensure eligible pupils register for free school meals. Annual review of Performance management objectives and appraisal/pay progression/ pay uplift.	December 2019
3. Drawing up 1 year action plans	September 2019	All staff and governors	Construct a calendar of events and meetings for the next	November 2019

			<p>academic year.</p> <p>Plan and book INSET day/twilight for the next academic year</p> <p>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</p>	
4. Drawing up 3 year Improvement Plan	September 2019	<p>Head teacher</p> <p>Business Manager</p>	<p>GB meetings</p> <p>SENIOR Leadership Team</p> <p>Phase teams</p>	November 2019
5. Matching Budget priorities to detailed 1 year action plans and 4 year financial plan	November 2019	<p>Head teacher</p> <p>Business Manager</p> <p>Governors</p>	<p>GB meetings</p> <p>Financial audit – resource efficiencies and skills matrix/segregation of duties and annual financial audit for School Fund.</p> <p>E-safety audit</p> <p>Health and Safety audit</p>	December 2019
6. Producing and circulating written plan to staff and governors	September 2019	<p>Head teacher</p> <p>Senior Leadership Team</p>	<p>Staff CPD – teacher training days; impact of pupil premium spending; target setting; Inclusion focus – Pupil Premium</p> <p>GB meetings.</p>	December 2019

			<p>Review governing body performance and procedures.</p> <p>Induction of new governors into school systems and phase link roles.</p> <p>Receive the head teacher report on performance management</p> <p>Review pupil exclusions for the year and racist incidents.</p> <p>Review progress against the school governor plan</p> <p>Review governors' focus visits. Construct a calendar of focus visits and training meetings for the next academic year based upon skills matrix.</p>	
Tasks	September 2019	October 2019	November 2019	December 2019
1. Performance Management	<p>Personnel objectives against employee national standards.</p> <p>Pay and conditions policy 2018/2019 updated with support of</p>	<p>Performance Appraisal, complete staff annual reviews and set new objectives</p>	<p>Support staff appraisal</p> <p>Appraisal targets set and review of job descriptions/job evaluations</p> <p>Progress meetings and target setting – set pupil performance targets and outcomes.</p>	<p>HT Appraisal review</p>

	AVEC and revised national guidance.			
2. Monitoring of teaching	New teachers SIP Inspection visit and lesson observations	Lesson Observations – all teachers SIP Focus visits	Lesson observations for NQT	-
3. 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 wider curriculum.	Weekly planning Progress meetings
4. 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.
5. 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
6. Key stage School data analysis	EYFS, KS1 and KS2 SATS analysis and review public exam results KS2 Checking Checking	ASP produced	Implementation of EYFS baseline Performance Tables and Best School Guides published.	-

	Exercise – against national attainment threshold and progress measures			
7. Inclusion	<p>Health and Care PLAN review meetings</p> <p>Safeguarding CPD</p> <p>Achievement For All – analysis of needs</p> <p>Emotional wellbeing audit</p> <p>Single Central Record checked and signed off by SIP and Safeguarding Officer</p> <p>Launch of CPoms for safeguarding and welfare outcomes</p>	<p>Ensure smooth induction of new staff and pupils</p> <p>Define relevant Staff CPD linked to specific SEND or Medical needs</p> <p>Prevent Agenda</p> <p>Update SEND register and G & T register</p> <p>Homework/ Parent drop – ins –phonics; handwriting; maths</p>	<p>IEP reviews; EHAs; ECHPs; Child Protection reviews</p> <p>Pupil Progress meetings</p> <p>Link Governor focus visit regarding safeguarding; pupil premium and sports premium impact</p> <p>Link Governor focus visit regarding emotional and personal development, spirituality, cultural and moral development.</p> <p>Anti-Bullying Focus</p> <p>Radicalism and Extremism focus</p> <p>Sex and Relationships focus</p>	<p>Review subject specific interventions and impact</p> <p>Parent view</p> <p>Community events – Christmas productions; KS2 RESIDENTIALS</p>
8. Subject Leaders Planning and Evaluations	<p>Autumn term phase plans</p> <p>Publication of curriculum overviews</p>	<p>English, Maths, Science and EYFS leaders</p> <p>Action plans approved and reviewed on a</p>	<p>Maths co-ordinator to report action plan</p>	<p>Targets sent to the Local Authority – Year group and gender and Pupil Premium</p>

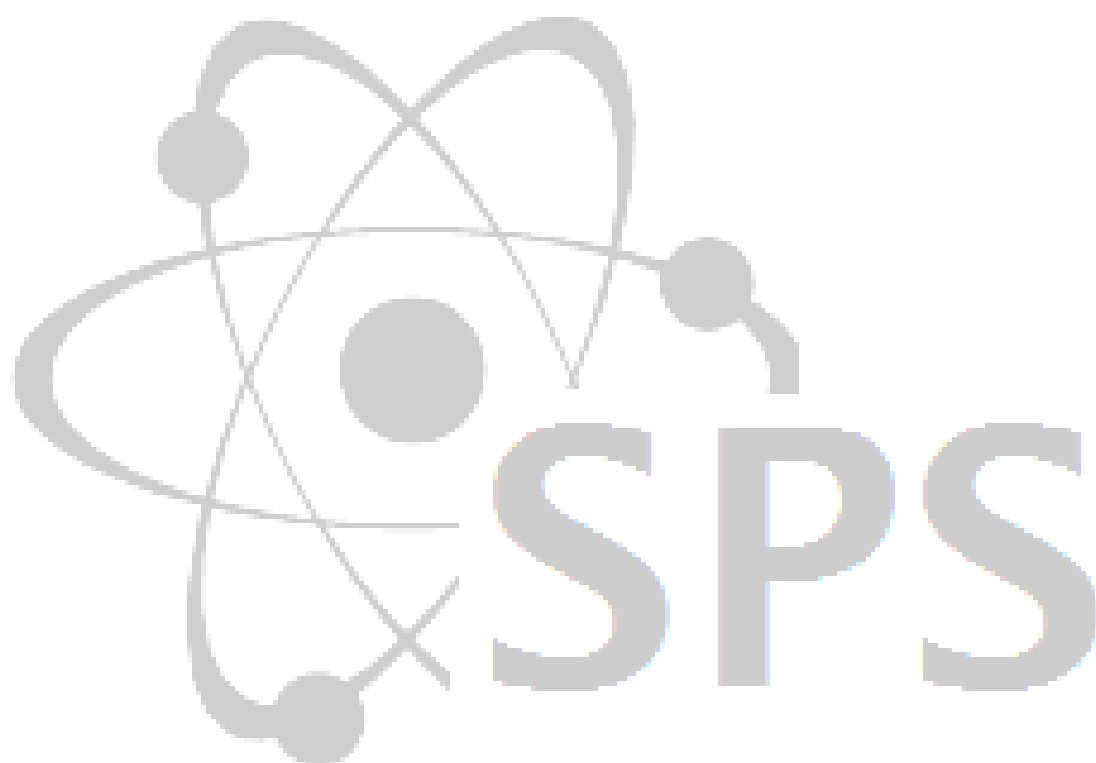
	Full audit of ICT/website compliance	termly basis		
9. SIP review and evaluation	SIP (School Improvement Plan implemented	Submit school census data Local Authority Inspection EYFS statutory audit	Present the head teacher's report to the governing body	Self- Evaluation of curriculum areas
10. Governors	<p>Budget review – check spending against the SIP</p> <p>Health and Safety review</p> <p>Set objectives for the governing body for the next year.</p> <p>Elect chair and vice chair and schedule their next election.</p> <p>Confirm/adopt governors' code of conduct</p> <p>Confirm/establish link governors</p> <p>Approve the School Improvement Plan</p> <p>Receive the</p>	<p>Specific Focus visits defined by GB and linked to SIP</p> <p>Complete pecuniary interest and declaration of connectivity</p>	<p>Learning walks with SLT</p> <p>Website Ofsted compliance guidelines – assigned link governor and assigned teacher</p>	<p>Financial Standard</p> <p>Audit</p> <p>Safeguarding review</p>

	<p>Head teacher's report</p> <p>Review the Head teacher's performance</p> <p>Set pupil performance targets</p> <p>Arrange governor visits to school</p> <p>Review the school's self-evaluation</p> <p>Agree budget</p> <p>Governor skills matrix – recruitment of 2 co-opted governor vacancies.</p>			
11. Stakeholders	<p>Meet The Teachers</p> <p>Re-launch of The Toddler Group, 30 hours provision and OOSC.</p> <p>Organise open evenings for prospective parents</p> <p>Basic Skills</p>	<p>Parent Consultations</p> <p>Communication and ICT infrastructure</p> <p>Pay pal and use of the Gateway for bookings</p>	<p>Re-launch of School APP/new website</p> <p>Review of website compliance</p> <p>Review of lettings arrangements – safeguarding, insurance and liability, security</p> <p>Review of extra-curricular provision and attendance of specific cohorts</p>	<p>OFSTED survey</p>

	audit Parent workshops audit Live Kitchen launch School Comms			
School Review and Self Evaluation Cycle Spring Term 2020				
	January 2020	February 2020	March 2020	April 2020
1. Performance Appraisal	SIP Inspection visit	Appraisal support and twilight training	Pupil Progress meetings	Teacher/support staff appraisal review
2. 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	
3. 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
4. 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.
5. Assessment and Data Analysis	Primary Tracker – analysis and	Whole school targets set and teacher	Raise Online Inspection Dashboard	School Profile

	measuring of pupil progress and attainment against national benchmarks	assessments entered.	Assessment CPD – use of questioning and enquiry/reasoning approaches CPD – schools Network Inspection Dashboard Review	
6. Keystage School data analysis	EYFS, KS1 and KS2 SATS analysis KS2 Checking Exercise	Review of Pupil Premium milestones	EYFS baseline review against GLD measure	-
7. Inclusion	Health and Care Plan/PEP review meetings Safeguarding CPD Achievement For All measure/ Emotional wellbeing audit Single Central Record	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
8. 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

9. SIP review and evaluation	SIP implemented	-	-	Self- Evaluation of curriculum areas
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School Review and Self Evaluation Cycle Summer Term 2020				
	April 2020	May 2020	June 2020	July 2020
1. Performance Appraisal	Teacher appraisal objectives	Support staff appraisal Objectives	Lesson Observations	HT Appraisal review
2. Monitoring of teaching	New teachers reviewed	Lesson Observations – all teachers	Lesson observations for NQT and audit of teaching standards	-
3. 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
4. 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	-
7. Inclusion	Health and Care PLAN/PEP review meetings Re-assessment for Achievement For All programme impact 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
8. 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	-
9. SIP review and evaluation	SIP implemented	SLT review of priorities	POL review	Self-Evaluation of curriculum areas
10. Governors	Budget review	Focus visits Impact of Pupil Premium/ Sports Premium	Learning walks with SLT Timetabling Recruitment	Review of governor tracker and risk assessment

			Review of staffing structure	
11. Stakeholders	Meet The Teachers	Parent Consultations/ Homework Drop-ins	Phonics and Numeracy workshop	Open Evenings

