

# School Development Plan

2011/2016

**Completed Targets**

### ***The Quality of Academic and Other Achievements including the Early Years Foundation Stage (EYFS)***

- 1 Improve assessment procedures by ensuring that all written and verbal feedback enables pupils to know and understand exactly what they need to do to improve their work.
- 2 Ensure the school has a precise picture of the progress all pupils make from their starting points through establishing a consistent approach to how and when pupils' progress is evaluated.
- 3 Ensure the provision for pupils' differing abilities always meets pupils' needs fully.
- 4 Embed the revised EYFS Framework to ensure all children are prepared for their future learning and successes.
- 5 Purchase of additional IT equipment.
- 6 Purchase of resources and development of Outdoor Area.
- 7 Continue to strengthen links with local schools.
- 8 Continue to develop extra-curricular activities and maintain the diversity of activities available through the Tea Time and Holiday Clubs and out of school clubs.
- 9 Establish consistency of teaching across the EYFS to enable independent learning for all children, through a balance of child-initiated and adult-led opportunities.
- 10 Introduce a systematic approach to assessment throughout the EYFS.

### ***The Quality of the Pupils' Personal Development***

- 1 Ensure the school's special needs policy includes clear procedures and guidance to staff on how to manage pupils' specific special needs.

### ***The Effectiveness of Governance, Leadership and Management***

- 1 To continue to meet all regulatory requirements.
- 2 Secure membership of the Independent Schools Association.
- 3 Use the expertise of the Advisory Board and other professional links to review the breadth of pupils' experience and styles of learning.
- 4 Redesign School prospectus.
- 5 Develop the marketing strategy for the whole school.
- 6 Continue to maintain high standards within Safeguarding as regulations change.
- 7 Introduce a formal scheme for evaluating and improving teaching.

### ***Partnership with Parents and the Community***

- 1 Continue to improve links with parents and the local community. (FOSS, emails, ParentMail, talking books, open days, learning stories, speakers, church, charities, fund raising, local schools)

### ***Premises and Maintenance***

- 1 Refurbishment of Prep 1, including upgrade of heating and electrical systems.
- 2 Upgrade heating and electrical systems within Nursery and Nippers.
- 3 Redevelop outside playground space and replace surface to improve playground area for children and parents.
- 4 Refurbishment of Prep 2.
- 5 Refurbishment of Prep 3.
- 6 Refurbishment of Nippers.
- 8 Refurbishment of Nursery.
- 9 Replacement of tables and chairs in Nursery
- 10 Refurbishment of Nursery toilets.

- 11 Refurbishment of Transition toilets.
- 12 Redesign the entrance hall to allow more display space.
- 13 Upgrade office IT systems.
- 14 Improve data security and back up of information held in school office.

## THE QUALITY OF ACADEMIC AND OTHER ACHIEVEMENTS

### TARGET 1

Improve assessment procedures by ensuring that all written and verbal feedback enables pupils to know and understand exactly what they need to do to improve their work

| Why Identified?   | Success Criteria  | Review Dates |
|---|---|--------------|
| Identified as an area for improvement by staff and Ofsted Inspection Report September 2010. | Children will have a better understanding of their work and how and where they can improve. Staff are able to demonstrate and evaluate progress of children more effectively. | Summer 2013  |

| How? (including any resources needed)   | Responsibility           | Timescale      | Status                |
|---|--------------------------|----------------|-----------------------|
| Clear training for staff and revision and agreement of Marking and Assessment policy.   | Principal Teaching staff | By Autumn 2012 | Completed Autumn 2012 |
| Colour coded marking for Year 1 and Year 2 for written marking which is clearly explained to all pupils. Any work underlined in Red indicates children have achieved what was required, "things are blossoming" and any work underlined in Green identifies room for improvement, "the leaves are still growing". | Principal Teaching staff | By Summer 2013 | Fully embedded        |

## THE QUALITY OF ACADEMIC AND OTHER ACHIEVEMENTS

### TARGET 2

Ensure the school has a precise picture of the progress all pupils make from their starting points through establishing a consistent approach to how and when pupils' progress is evaluated

| Why Identified?   | Success Criteria  | Review Dates                              |
|---|---|---|
| Identified as an area for improvement by staff and Ofsted Inspection Report September 2010. | The school and staff will have a precise picture of progress at entry and transition points and at key points within the school year. This will be established through a consistent approach to how and when pupils' progress is evaluated. | Summer 2013<br>Summer 2014<br>Summer 2015 |

| How? (including any resources needed)                        | Responsibility   | Timescale      | Status   |
|--|--|----------------|--|
| Explore a variety of different standardised testing options. | Principal<br>School Advisory Board<br>Senior Teaching staff        | By Summer 2012 | Completed<br>Summer 2012                       |
| Purchase approved testing for Reception and Year 1           | Principal  | By Summer 2012 | PIPS assessments introduced<br>September 2012. |
| Train staff on new testing procedures                        | Principal and Deputy<br>Head Teacher<br>Reception and Year 1 staff | By Autumn 2012 | Completed<br>Autumn 2012                       |

## THE QUALITY OF ACADEMIC AND OTHER ACHIEVEMENTS

### TARGET 3

Ensure there is a provision for pupils' differing abilities which always meets pupils' needs fully

| Why Identified?   | Success Criteria   | Review Dates               |
|---|--|----------------------------|
| Identified as an area for improvement by staff and Ofsted Inspection Report September 2010. | Every child will make sufficient progress within lessons according to their ability. | Summer 2013<br>Summer 2014 |

| How? (including any resources needed)   | Responsibility  | Timescale | Status   |
|---|---|-----------|--|
| Teachers to improve planning to ensure all lessons offer a greater differentiation according to individual needs. This is already evident within the EYFS as planning reflects individual needs of all children   | All staff under the direction of the Deputy Principal and Deputy Head teacher | Ongoing   | Observations show greater differentiation according to abilities of children.                                |
| Children with any additional needs will have agreed IEP's in place to support their specific needs and learning.  | SENCo<br>All staff  | Ongoing   | Currently in place for a number of children. Children are identified as requiring support at an early stage. |
| Lessons will offer a greater variety of learning styles, including more auditory and kinaesthetic activities to avoid too much visual copying from the board. Review the short and medium term planning to ensure there is a provision for a range of abilities. Any omissions should be recorded and actioned. | All teaching staff  | Ongoing   | Regular observations show greater range is in place.   |

|  |                                       |                       |   |
|--|---------------------------------------|-----------------------|---|
| <p>Undertake a review of the school software (Espresso, etc) to ensure all staff are using effectively and that it supports the curriculum appropriately.</p>  | <p>Deputy Principal<br/>All staff</p> | <p>By Summer 2013</p> | <p>Completed but to be reviewed<br/>Summer 2015</p> |
| <p>Undertake an annual review with all Prep staff to ensure that all learning is matched to abilities, lesson planning is differentiated, and appropriate resources are available. Staff must also identify any additional training they may need to support professional development.</p> | <p>Deputy Principal<br/>All staff</p> | <p>By Summer 2013</p> | <p>Completed.</p>                                   |

## THE QUALITY OF ACADEMIC AND OTHER ACHIEVEMENTS

### TARGET 4

Embed the revised EYFS Framework to ensure all children are prepared for their future learning and successes

| Why Identified?  | Success Criteria  | Review Dates                              |
|--|---|---|
| Identified before the revised EYFS Framework was introduced in September 2012. | All staff will be knowledgeable and confident working with the new framework and children will be prepared for future learning as a result. | Summer 2013<br>Summer 2014<br>Summer 2015 |

| How? (including any resources needed)   | Responsibility                             | Timescale       | Status                           |
|---|--|-----------------|----------------------------------|
| Deputy Principal and Head of the Early Years to attend briefing session on new Framework.   | Deputy Principal<br>Head of EYFS           | By Summer 2012  | Completed<br>Summer 2012         |
| Early Years staff to meet and discuss redesigning of the EYFS Learning Story to reflect changes.  | All Early Years staff                      | By Autumn 2012  | Completed<br>September 2012      |
| Manageress in Nursery to discuss and design format for statutory 2 Year Progress Check.   | Deputy Principal and<br>Nursery Manageress | By Autumn 2012  | Completed<br>September 2012      |
| Deputy Principal to meet with new Early Years Advisor to ensure revised EYFS paperwork meets regulatory requirements  | Deputy Principal                           | By Autumn 2012  | Completed<br>September 2012      |
| Deputy Principal to arrange a briefing meeting for all parents of children within the EYFS to ensure they are clear about the new framework, including the statutory 2 Year Progress Check. Meeting to include Early Years Advisor. | Deputy Principal                           | By January 2013 | Confirmed for 16<br>January 2013 |

|   |                                  |                |   |
|---|----------------------------------|----------------|---|
| Deputy Principal and Head of Early Years to ensure all staff within the setting are aware of the changes to the new framework.                                | Deputy Principal<br>Head of EYFS | By Autumn 2012 | Completed at Staff Training Day September 2012.   |
| Review with all staff to ensure they are confident to deliver the new framework, and identify any areas which may require more training or could be improved. | Deputy Principal<br>Head of EYFS | Ongoing        | Regular meetings take place with all staff to ensure Learning Stories show an understanding of the framework. |

## THE QUALITY OF ACADEMIC AND OTHER ACHIEVEMENTS

### TARGET 5

Purchase of additional IT equipment

| Why Identified?  | Success Criteria  | Review Dates                              |
|--|---|---|
| Self Evaluation within the setting has identified an area for improvement. | The school will ensure there is suitable IT equipment in all classrooms matching the age and ability of the children. | Summer 2013<br>Summer 2014<br>Summer 2015 |

| How? (including any resources needed)  | Responsibility                 | Timescale      | Status   |
|--|--------------------------------|----------------|--|
| Carry out an audit with staff in each classroom to establish requirements for each age group.                          | All staff                      | By Summer 2015 | Completed. New laptops bought for Prep 2 & 3. Whiteboard to be considered for Transition.                                    |
| Involve the views of the School Council to establish what the children would like to see in the classrooms.            | School Council Staff           | By Summer 2015 | Completed  |
| Liaise with the PTA (FOSS) to establish whether fund raising could include some provision for additional IT equipment. | Deputy Principal<br>FOSS Chair | By Spring 2015 | Completed. No provision at present as funds used towards refurbishment. Suggestion that future monies could be used for ICT. |

## THE QUALITY OF ACADEMIC AND OTHER ACHIEVEMENTS

### TARGET 6

Purchase of resources and development of Outdoor Area.

| Why Identified?  | Success Criteria  | Review Dates               |
|--|---|----------------------------|
| Identified as part of the school's self evaluation and improving the delivery of the revised EYFS Framework. | The school will provide a variety of resources and learning in the Outdoor Environment which enhances and supports children's learning and success. | Summer 2013<br>Summer 2014 |

| How? (including any resources needed)  | Responsibility                 | Timescale      | Status  |
|--|--------------------------------|----------------|---|
| Early Years staff to explore the interests and wishes of the children to establish suitable resources.   | All EYFS staff                 | By Summer 2013 | Completed Spring 2012.  |
| Modernise the school outdoor premises, including the play area, drive and garden. School Advisory Board to fully support the redevelopment and suggest possible modernisation. Raise funds to support the redevelopment. | Deputy Principal<br>FOSS Chair | By Summer 2013 | Part completed Summer 2011, final stages completed Summer 2012. |
| Deputy Principal in discussion with Early Years staff to identify suitable resource to support recommendations by Ofsted and use Local Authority Grant to purchase.  | Deputy Principal<br>EYFS staff | By Summer 2012 | Completed Summer 2012.<br>Pirate ship purchased for Wooded Area |

|   |                                |                |   |
|---|--------------------------------|----------------|---|
| Deputy Principal and all Early Years staff through discussion to identify additional outdoor resources to enhance Wooded Area and new playground space.                                   | Deputy Principal<br>EYFS staff | Spring 2013    | Completed<br>Autumn 2012                  |
| School Council to discuss and agree playground zones for different playtime activities including football, hockey, skipping etc to identify safest way to allow activities to take place. | School Council<br>Prep staff   | By Spring 2012 | Completed<br>Autumn 2011.                 |
| Resurface old playground area by Prep Rooms and Nippers.  | Deputy Principal               | By Autumn 2013 | First stages<br>completed Autumn<br>2012. |

## THE QUALITY OF ACADEMIC AND OTHER ACHIEVEMENTS

### TARGET 7

Continue to strengthen links with local schools

| Why Identified?   | Success Criteria   | Review Dates                                       |
|---|--|--|
| <p>Identified through self evaluation as part of staff professional development by sharing good practice.</p> <p>School recognises the benefits of working with other schools and wants to ensure it continues to use additional facilities to provide extensive learning opportunities for all children.</p> | <p>School staff will benefit from observing other settings and working with practitioners within them.</p> <p>School will continue to offer a broad ranging curriculum especially in areas where the school has restricted facilities.</p> | <p>Summer 2013<br/>Summer 2014<br/>Summer 2015</p> |

| How? (including any resources needed)   | Responsibility                                  | Timescale      | Status  |
|---|---|----------------|---|
| <p>Deputy Principal and staff to continue to visit other settings, meet with local head teachers and arrange a variety of observations to allow staff to experience good practices.</p> | <p>Deputy Principal<br/>Deputy Head teacher</p> | <p>Ongoing</p> |   |
| <p>Continue to use specialist staff and extensive facilities at Norwich School to provide teaching within ICT and Music.</p>  | <p>Deputy Principal<br/>Deputy Head teacher</p> | <p>Ongoing</p> | <p>Children currently attend once a week.</p> |

|   |   |                       |  |
|---|---|-----------------------|--|
| <p>Continue to use the Swimming Pool and Games Fields offered by Norwich High School for Girls.</p>   | <p>Deputy Principal<br/>Deputy Head teacher</p> | <p>Ongoing</p>        | <p>Children currently attend bi-weekly lessons at Town Close. Deputy Principal to explore the possibility of reverting to NHS in order to swim weekly.</p> |
| <p>Liaise with Town Close to arrange suitable time to use Indoor Sports Hall to run a regular sports club eg Indoor lacrosse, hockey or softball.</p> | <p>Deputy Principal</p>                         | <p>By Autumn 2013</p> | <p>Timetable clash prevented a Thursday club. this academic year.</p>  |
| <p>Deputy Principal to continue to visit local schools to gather ideas for improvements to the general appearance of the school.</p>                  | <p>Deputy Principal</p>                         | <p>Ongoing</p>        | <p>Has met with many heads at independent school.</p>  |

## THE QUALITY OF ACADEMIC AND OTHER ACHIEVEMENTS

### TARGET 8

Continue to develop extra-curricular activities and maintain the diversity of activities available through the Tea Time Club and Holiday Clubs and out of school clubs.

| Why Identified?   | Success Criteria   | Review Dates                              |
|---|--|---|
| The setting and inspection reports have recognised that the extra curricular timetable is effective and diverse due to regular reviews and evaluation. The school wants to continue to develop a broad range of activities and will review the provision annually. The views of children are sought through questionnaires. | Parents will continue to use the extra curricular activities and the children will continue to be engaged and happy. | Summer 2012<br>Summer 2013<br>Summer 2014 |

| How? (including any resources needed)   | Responsibility                             | Timescale | Status |
|---|--|-----------|--------|
| Staff running extra-curricular activities will continue to regularly evaluate clubs to ensure they are effective. | Tea Time, Breakfast and Holiday Club Staff | Ongoing   |        |
| Staff will continue to explore ideas and facilities for additional clubs.   | Tea Time, Breakfast and Holiday Club Staff | Ongoing   |        |

Annual Parent and Children Questionnaire to establish what parents and children would like.

Tea Time, Breakfast and Holiday Club Staff

By January 2013

Parent Questionnaire sent out December 2012  
Children Questionnaire completed 2012

## THE QUALITY OF ACADEMIC AND OTHER ACHIEVEMENTS

### TARGET 9

Establish consistency of teaching across the EYFS to enable independent learning for all children, through a balance of child-initiated and adult-led opportunities.

| Why Identified?  | Success Criteria  | Review Dates                     |
|--|---|----------------------------------|
| The ISI Early Years Inspection in March 2013 identified that whilst most rooms within the Early Years have a good balance of child-initiated and adult-led opportunities, some rooms do not. | Children enjoy a balance of varied child and adult led activities, increasing their independence. This will be evidenced through planning and observations. | September 2014<br>September 2015 |

| How? (including any resources needed)  | Responsibility                            | Timescale         | Status   |
|--|---|-------------------|--|
| All planning to be reviewed to ensure staff provide a balance of both child and adult led activities, age and ability appropriate. | Deputy Principal<br>Managers in all rooms | By September 2014 | Planning within all rooms shows Free Play is timetabled and observations demonstrate a good balance of child and adult led activities. |
| Staff to attend regular Cluster meetings to share good practice and collect ideas.   | Deputy Principal<br>All staff             | Ongoing           | Cluster meetings offer relevant information and ideas which are implemented.   |
| Continue with regular observations in all rooms to ensure consistency and balance of activities.                                   | Deputy Principal<br>All staff             | By September 2014 | Observations show consistency and good balance.  |

## THE QUALITY OF ACADEMIC AND OTHER ACHIEVEMENTS

### TARGET 10

Introduce a systematic approach to assessment throughout the EYFS

| Why Identified?  | Success Criteria  | Review Dates                                     |
|--|---|--|
| The ISI Early Years Inspection in March 2013 identified that there needed to be more consistency in recording children's achievements, particularly as they transferred to another room. | Recorded assessment of children will be consistent and effective, linking into planning and Next Steps for all children. A Transitions Policy will clearly set out clear guidelines on sharing of assessments and information when children transfer rooms. | January 2014<br>September 2014<br>September 2015 |

| How? (including any resources needed)  | Responsibility                | Timescale | Status  |
|--|-------------------------------|-----------|---|
| Learning Stories will be reviewed regularly to ensure children's achievements and progress are being monitored and recorded consistently.  | Deputy Principal<br>Managers  | Ongoing   | Learning Stories in all rooms are regularly reviewed by the Deputy Principal. Feedback is given to all staff including areas for development. |
| Emerging, Expecting and Exceeding sheets have been created for each age group using the EYFS Framework strands. Staff are able to record progress for all children using observations. | Deputy Principal<br>All staff | Ongoing   | Regular reviews show staff are using the assessment sheets in all areas of development throughout all rooms.                                  |

|   |           |         |  |
|---|-----------|---------|--|
| Regular discussions and sharing ideas and good practice during staff meetings.                            | All staff | Ongoing | Observations and recording within Learning Stories has become more consistent.   |
| Transition policy to be embedded to ensure assessments and records are shared as children transfer rooms. | All staff | Ongoing | Shared with staff September 2012 and embedded into setting. All staff have regular meetings before a child transfers and records are shared. |

## THE QUALITY OF PUPILS' PERSONAL DEVELOPMENT

### TARGET 1

Ensure the school's special needs policy includes clear procedures and guidance to staff on how to manage pupils' specific special needs

| Why Identified?   | Success Criteria   | Review Dates                              |
|---|--|---|
| Identified as an area for improvement by staff and Ofsted Inspection Report September 2010. | The school will ensure all staff understand the procedures on identifying and managing special needs with the support of the SENCo, outside agencies and Early Years Advisor. The School's policy will be revised and staff will be made aware of all changes. | Summer 2013<br>Summer 2014<br>Summer 2015 |

| How? (including any resources needed)   | Responsibility      | Timescale      | Status   |
|---|---------------------|----------------|--|
| Ensure staff review existing SEN Policy and contribute ideas for best practice procedures and guidance. | All staff and SENCo | By Spring 2013 | SEN Policy reviewed Staff Training 7/1/13                                      |
| Ensure SENCo receives regular training relating to policy, procedures and staff guidance.               | Deputy Principal    | Ongoing        |  |
| Ensure policy is modified and shared with staff   | SENCo               | Summer 2013    | Regular updates are shared with staff as and when necessary at Staff Training. |

## THE EFFECTIVENESS OF GOVERNANCE, LEADERSHIP AND MANAGEMENT

### TARGET 1

To continue to meet all regulatory requirements

| Why Identified?   | Success Criteria  | Review Dates  |
|---|---|---|
| As part of the ongoing Inspection Cycle, regulatory requirements must be met. | School is compliant in all areas of regulatory requirements | September 2012<br>September 2013<br>September 2014<br><b>or</b> whenever regulations change |

| How? (including any resources needed)   | Responsibility  | Timescale         | Status    |
|---|---|-------------------|-----------|
| Principal, Deputy Principal and School Advisory Board to continue to review, update and accept relevant school policies.  | Principal,<br>Deputy Principal<br>School Advisory Board | Ongoing           |           |
| Principal and Deputy Principal to ensure regulatory requirements are fully embedded within the setting and staff are made aware of current legislations and regularly updated when changed occur. | Principal<br>Deputy Principal                           | Ongoing           |           |
| Deputy Principal to send policies to ISI Inspector who specialises in reviewing policies to ensure they meet requirements and to implement any changes.   | Deputy Principal  | By September 2012 | Completed |

|   |                  |         |  |
|---|------------------|---------|--|
| Deputy Principal to ensure staff meet regulatory requirements with regards to training. | Deputy Principal | Ongoing |  |
|---|------------------|---------|--|

# THE EFFECTIVENESS OF GOVERNANCE, LEADERSHIP AND MANAGEMENT

## TARGET 2

Secure membership of the Independent Schools Association

| Why Identified?   | Success Criteria  | Review Dates                |
|---|---|-----------------------------|
| Identified by School Advisory Board member as the Association provides unlimited support and advice. It also sets high criteria for membership which will improve the reputation of the school. | Membership will be granted following an Accreditation Inspection. | December 2011<br>March 2012 |

| How? (including any resources needed)                                | Responsibility                | Timescale        | Status   |
|--|-------------------------------|------------------|--|
| Preliminary application to be submitted to the ISA for consideration | Principal<br>Deputy Principal | By Autumn 2010   | Submitted  |
| Preliminary visit by ISA Membership Secretary                        | Principal<br>Deputy Principal | By December 2010 | Completed  |
| Initial visit by ISA East Region Chairperson                         | Principal<br>Deputy Principal | By February 2011 | Completed  |
| Accreditation Inspection   | Principal<br>Deputy Principal | By December 2011 | Completed<br>November 2011   |
| Confirmation of secured ISA membership following inspection          | Principal<br>Deputy Principal | By April 2012    | Membership confirmed following Membership Committee Meeting February 2012. |

## THE EFFECTIVENESS OF GOVERNANCE, LEADERSHIP AND MANAGEMENT

### TARGET 3

Use the expertise of the School Advisory Board and other professional links to review the breadth of pupils' experience and styles of learning.

| Why Identified?   | Success Criteria  | Review Dates               |
|---|---|----------------------------|
| Identified through school self-evaluation and inspection reports. | Planning and lessons will take greater account of individual experiences of children and learning styles. | Summer 2013<br>Autumn 2013 |

| How? (including any resources needed)   | Responsibility                             | Timescale   | Status   |
|---|--|-------------|--|
| Staff to review planning and introduce more 'personalised' curriculum ideas based on pupil's experiences and styles of learning.  | Teaching Staff                             | Spring 2013 | Completed but ongoing                              |
| Deputy Principal to liaise with School Advisory Board and other professionals in order to review current 'best practice' for adapting teaching to current pupils' experiences and different styles of learning. | Deputy Principal and School Advisory Board | Spring 2013 | Completed. Regular observations of staff continue. |
| Staff meeting to review and develop curriculum planning and share ideas. Then to implement ideas in revised planning ready for September 2013.  | Deputy Principal and Teaching Staff        | Summer 2013 | Completed  |

# THE EFFECTIVENESS OF GOVERNANCE, LEADERSHIP AND MANAGEMENT

## TARGET 4

Develop the marketing strategy for the whole school.

| Why Identified?  | Success Criteria   | Review Dates                                       |
|--|--|--|
| Numbers of children on roll, particularly in Preps 1, 2 and 3 are low. | Increase the class sizes to a maximum of 12 children in Prep 1, 2 and 3. | September 2013<br>September 2014<br>September 2015 |

| How? (including any resources needed) | Responsibility   | Timescale      | Status                                    |
|---------------------------------------|--|----------------|---|
| Review website.                       | Deputy Principal<br>Deputy Head<br>Teacher<br>School Advisory<br>Board | By Summer 2015 | This is continually updated and reviewed. |

# THE EFFECTIVENESS OF GOVERNANCE, LEADERSHIP AND MANAGEMENT

## TARGET 5

Redesign the School Prospectus

| Why Identified?  | Success Criteria  | Review Dates                   |
|--|---|--------------------------------|
| The prospectus, last republished in 2007, is out of date, following the introduction of the new EYFS Framework in September 2012, the redevelopment of the outdoor environment and the addition of specialist teaching and facilities at Norwich School. | New prospectus will reflect recent changes to the school and include more up to date photographs. | September 2013<br>January 2014 |

| How? (including any resources needed)   | Responsibility                | Timescale     | Status   |
|---|-------------------------------|---------------|--|
| Draft details of what is to be included in the new publication for approval by the School Advisory Board.                       | Principal<br>Deputy Principal | By April 2015 | Draft completed<br>January 2015  |
| Meet with and obtain quotes from print companies to produce the publication.  | Principal<br>Deputy Principal | By April 2015 | Deputy Principal meeting with writer and company<br>January 2015   |
| Identify a suitable photographer to visit the school and agree a programme of subjects and suitable photographic opportunities. | Principal<br>Deputy Principal | By April 2014 | Completed.<br>Photographer has spent 2 days in school during summer 2014 and is revisiting January 2015 to photograph children in new uniform. |

|  |  |               |   |
|--|--|---------------|---|
| Gain written consent from all parents whose children may be included in the new publication. | Principal<br>Deputy Principal                          | By April 2014 | Completed July 2014 but ongoing for new children.                   |
| School Advisory Board to agree final draft of publication                                    | Principal<br>Deputy Principal<br>School Advisory Board | By April 2015 | Completed May 2015. Final publication should be ready by June 2015. |

## THE EFFECTIVENESS OF GOVERNANCE, LEADERSHIP AND MANAGEMENT

### TARGET 6

Continue to maintain high standards within Safeguarding as regulations change.

| Why Identified?  | Success Criteria   | Review Dates   |
|--|--|--|
| Improving safeguarding continues to be a high priority in all schools and is an integral part of school inspections. | Meet all regulatory requirements including policies, and all staff will have successfully completed appropriate and relevant training. | June 2012<br>June 2013<br>June 2014<br><b>or</b> when regulations change |

| How? (including any resources needed)   | Responsibility                            | Timescale | Status  |
|---|---|-----------|---|
| Senior Leadership Team to keep abreast of best practice and developments in safeguarding, particularly with Stretton School setting in mind.                  | Principal, Deputy Principal and all staff | Ongoing   | Deputy Principal, as Safeguarding Officer attends at least termly Safeguarding meetings.                                    |
| Principal to ensure recruitment and training of staff, including new staff, maintains and strengthens Stretton School's comprehensive safeguarding standards. | Principal and School Advisory Board       | Ongoing   | All staff continue to renew safeguarding certificates and Deputy Principal shares all changes with staff at staff meetings. |

# THE EFFECTIVENESS OF GOVERNANCE, LEADERSHIP AND MANAGEMENT

## TARGET 7

Introduce a formal scheme for evaluating and improving teaching

| Why Identified?  | Success Criteria   | Review Dates  |
|--|--|---|
| <p>As part of the formal appraisal system, staff have identified peer assessment and evaluation contributes to professional development and improvements in practice. Observations within the setting have previously taken place on an informal basis but a better system of regular observations and formal recording needs to be implemented.</p> | <p>Staff continue to improve teaching methods leading to successful outcomes for all children.</p> | <p>September 2013<br/>September 2014<br/>September 2015</p> |

| How? (including any resources needed)   | Responsibility                                 | Timescale          | Status  |
|---|--|--------------------|---|
| <p>Deputy Principal to introduce a regular and more formal/informal system for observations linking them to performance management of staff wherever appropriate.</p> | <p>Deputy Principal and Deputy Headteacher</p> | <p>Summer 2013</p> | <p>Observations have been introduced Spring Term 2013</p> |
| <p>Staff to introduce formal recording of peer assessments and evaluation to assist professional development.</p>   | <p>Deputy Headteacher and Teaching Staff</p>   | <p>Ongoing</p>     | <p>Introduced and embedded.</p>                           |

## PARTNERSHIP WITH PARENTS AND THE COMMUNITY

### TARGET 1

Continue to improve links with parents and the local community (FOSS, emails, ParentMail, Talking Books, Open Days, Learning Stories, outside speakers, church, charities, fund raising, and local schools)

| Why Identified?  | Success Criteria   | Review Dates               |
|--|--|----------------------------|
| Self evaluation of the school recognises the important links already made with parents and the wider community. The school must continue to move forward in this area. | Children will demonstrate 'wider' learning through events, visits and engagement with visitors, including parents. | Summer 2013<br>Summer 2014 |

| How? (including any resources needed)   | Responsibility                             | Timescale   | Status  |
|---|--|-------------|---|
| Build on existing visits to Norwich School, Norwich High School, East Anglia Tennis and Squash Centre, Eaton Parish, etc. | Deputy Principal<br>Deputy Head<br>Teacher | Ongoing     |   |
| Widen the membership of FOSS and replace members likely to leave. Make the remit of FOSS clear to all members.            | Deputy Principal<br>FOSS Committee         | Summer 2013 | Coffee Morning for all parents on 14 February 2013 to encourage new members to FOSS |

## PREMISES AND MAINTENANCE

### TARGET 1

Refurbishment of Prep 1, including upgrade of heating and electrical system

| Why Identified?  | Success Criteria   | Review Dates   |
|--|--|----------------|
| School Advisory Board has identified a programme of classroom refurbishment and agreed one classroom per year should be refurbished. | Redesign of Prep 1 will result in better use of space, upgrade of toilets and increased areas for displays of children's work. | September 2012 |

| How? (including any resources needed)   | Responsibility                                   | Timescale           | Status    |
|---|--|---------------------|-----------|
| Prep 1 teacher to discuss with Principal ideas for redevelopment of classroom, including list of any new resources.   | Prep 1 Teacher<br>Principal<br>Deputy Principal  | By April 2012       | Completed |
| Principal/Deputy Principal to meet with contractors/School Advisory Board Member projecting managing refurbishment to discuss timeframe for work and costings | Principal<br>Deputy Principal<br>Robin Wetherall | By June 2012        | Completed |
| Costings, plans and timetable of works to be approved by Principal  | Principal  | By end of June 2012 | Completed |
| Work to be carried out in School Holidays   | Principal<br>Deputy Principal<br>Robin Wetherall | By September 2012   | Completed |

## PREMISES AND MAINTENANCE

### TARGET 2

Upgrade heating and electrical systems within Nursery and Nippers

| Why Identified?  | Success Criteria   | Review Dates              |
|--|--|---------------------------|
| Identified through staff appraisals and following annual electrical inspections. | Rooms are always at an acceptable temperature and electrical certificates indicate complete upgrade. | July 2013<br>January 2014 |

| How? (including any resources needed)   | Responsibility                | Timescale    | Status  |
|---|-------------------------------|--------------|---|
| Employ electrical contractors to carry out inspection of all electrics within Nursery and Nippers to establish what work needs to be carried out. | Principal<br>Deputy Principal | July 2012    | Completed                                       |
| Agree suitable replacement heating system in Nursery and Nippers and obtain costings and timetable to carry out work.                             | Principal<br>Deputy Principal | July 2012    | Completed                                       |
| Costings to be approved by Principal.   | Principal                     | July 2012    | Completed                                       |
| Current gas blow heaters in Nursery to be replaced with high level panel heaters.   | Principal<br>Deputy Principal | January 2013 | Completed<br>October 2012                       |
| Current gas blow heaters in Nippers to be replaced with high level panel heaters.   | Principal<br>Deputy Principal | January 2014 | To be completed<br>during 2015<br>refurbishment |

## PREMISES AND MAINTENANCE

### TARGET 3

Redevelop outside playground space and replace surface to improve playground area for children and parents.

| Why Identified?  | Success Criteria  | Review Dates                             |
|--|---|--|
| <p>School Advisory Board identified that entrance to school and general playground area is out of date and does not give a good first impression. Paving and surface over time will start to lift and could become a tripping hazard. With the upgrade of the electrics in Prep 1, Nippers and Nursery, the playground paving will need to be removed in order to lay new cabling.</p> | <p>Suitable surface will enable more playground space and lead to better Outdoor Learning within the EYFS and increased facilities for older children to play outdoor games at play and lunchtimes.</p> | <p>September 2012<br/>September 2013</p> |

| How? (including any resources needed)   | Responsibility                        | Timescale              | Status  |
|---|---------------------------------------|------------------------|---|
| <p>Quotes to be obtained from suitable paving contractors and timescale of work to be undertaken.</p> | <p>Principal<br/>Deputy Principal</p> | <p>By January 2013</p> | <p>Completed July 2011</p>  |
| <p>Costings to be agreed by Principal.</p>  | <p>Principal</p>                      | <p>By July 2013</p>    | <p>Completed July 2011</p>  |
| <p>Timetable of works to be carried out to be confirmed.</p>  | <p>Principal<br/>Deputy Principal</p> | <p>By January 2013</p> | <p>Work completed in 3 stages, July 2011, October 2012 and December 2012.</p> |

## REMISES AND MAINTENANCE

### TARGET 4

Refurbishment of Prep 2

| Why Identified?  | Success Criteria  | Review Dates           |
|--|---|------------------------|
| School Advisory Board has identified a programme of classroom refurbishment and agreed one classroom per year should be refurbished. This has also been identified by gathering the views of the children. | Redesign of Prep 2 will result in better use of space, upgrade of toilets, addition of separate entrance for Prep 2 and Prep 3 and increased areas for displays of children's work. | June 2013<br>June 2014 |

| How? (including any resources needed)   | Responsibility                                   | Timescale           | Status    |
|---|--|---------------------|-----------|
| Prep 2 teacher to discuss with Principal ideas for redevelopment of classroom, including list of any new resources.   | Prep 2 Teacher<br>Principal<br>Deputy Principal  | By June 2013        | Completed |
| Principal/Deputy Principal to meet with contractors/School Advisory Board Member projecting managing refurbishment to discuss timeframe for work and costings | Principal<br>Deputy Principal<br>Robin Wetherall | By July 2013        | Completed |
| Costings, plans and timetable of works to be approved by Principal  | Principal  | By end of July 2013 | Completed |
| Work to be carried out in School Holidays   | Principal<br>Deputy Principal<br>Robin Wetherall | By September 2013   | Completed |

## PREMISES AND MAINTENANCE

### TARGET 5

Refurbishment of Prep 3

| Why Identified?  | Success Criteria   | Review Dates           |
|--|--|------------------------|
| School Advisory Board has identified a programme of classroom refurbishment and agreed one classroom per year should be refurbished. | Refurbishment of Prep 3 will result in better use of space, upgrade of toilets, addition of separate entrance for Prep 2 and Prep 3 and increased areas for displays of children's work. | June 2014<br>June 2015 |

| How? (including any resources needed)   | Responsibility                                   | Timescale           | Status         |
|---|--|---------------------|----------------|
| Prep 3 teacher to discuss with Principal ideas for redevelopment of classroom, including list of any new resources.   | Prep 3 Teacher<br>Principal<br>Deputy Principal  | By June 2014        | Completed 2013 |
| Principal/Deputy Principal to meet with contractors/School Advisory Board Member projecting managing refurbishment to discuss timeframe for work and costings | Principal<br>Deputy Principal<br>Robin Wetherall | By July 2014        | Completed 2013 |
| Costings, plans and timetable of works to be approved by Principal  | Principal  | By end of July 2014 | Completed 2013 |
| Work to be carried out in School Holidays   | Principal<br>Deputy Principal<br>Robin Wetherall | By September 2014   | Completed 2013 |

## PREMISES AND MAINTENANCE

### TARGET 6

Refurbishment of Nippers

| Why Identified?  | Success Criteria   | Review Dates   |
|--|--|----------------|
| School Advisory Board has identified a programme of classroom refurbishment and agreed one classroom per year should be refurbished. | Refurbishment of Nippers will result in better use of space, access to outdoor area and outcomes for children. | September 2015 |

| How? (including any resources needed)   | Responsibility  | Timescale           | Status  |
|---|---|---------------------|---|
| Nippers staff and Early Years Advisor to discuss with Principal ideas for redevelopment of rooms, including list of any new resources.                        | Nippers Staff<br>Principal<br>Deputy Principal<br>Early Years Advisor | By June 2015        | A number of discussions have taken place and staff continue to record ideas for new room. |
| Principal/Deputy Principal to meet with contractors/School Advisory Board Member projecting managing refurbishment to discuss timeframe for work and costings | Principal<br>Deputy Principal<br>Robin Wetherall                      | By July 2015        | Complete<br>December 2014   |
| Costings, plans and timetable of works to be approved by Principal  | Principal   | By end of July 2015 | Completed<br>December 2014.<br>Work to be carried out<br>February/Easter<br>2015.         |

Work to be carried out in School Holidays

Principal  
Deputy Principal  
Robin Wetherall

By September 2015

Work planned for  
February half term  
and Easter  
holidays 2015

## PREMISES AND MAINTENANCE

### TARGET 8

Refurbishment of Nursery

| Why Identified?  | Success Criteria   | Review Dates   |
|--|--|----------------|
| School Advisory Board has identified a programme of classroom refurbishment and agreed one classroom per year should be refurbished. | Refurbishment of Nursery will result in better use of space, access to outdoor area and outcomes for children. | September 2016 |

| How? (including any resources needed)   | Responsibility  | Timescale           | Status              |
|---|---|---------------------|---------------------|
| Nursery staff and Early Years Advisor to discuss with Principal ideas for redevelopment of rooms, including list of any new resources.                        | Nursery staff<br>Principal<br>Deputy Principal<br>Early Years Advisor | By June 2016        | Completed May 2015  |
| Principal/Deputy Principal to meet with contractors/School Advisory Board Member projecting managing refurbishment to discuss timeframe for work and costings | Principal<br>Deputy Principal<br>Robin Wetherall                      | By July 2016        | Completed May 2015  |
| Costings, plans and timetable of works to be approved by Principal  | Principal   | By end of July 2016 | Completed May 2015  |
| Work to be carried out in School Holidays   | Principal<br>Deputy Principal<br>Robin Wetherall                      | By September 2016   | Completed July 2015 |

## PREMISES AND MAINTENANCE

### TARGET 9

Replacement of tables and chairs in Nursery

| Why Identified?  | Success Criteria   | Review Dates   |
|--|--|----------------|
| Current tables are out of date and need replacing. Chairs are in good condition but again look very out of date. | Tables and chairs will be safe and in keeping with the rest of the room. | September 2014 |

| How? (including any resources needed)                                    | Responsibility                  | Timescale    | Status    |
|--|---------------------------------|--------------|-----------|
| Principal to discuss with Nursery Manageress suitable replacement tables | Principal<br>Nursery Manageress | January 2013 | Completed |
| Costings to be agreed by Principal.                                      | Principal                       | January 2013 | Completed |

## PREMISES AND MAINTENANCE

### TARGET 10

Refurbishment of Nursery toilets

| Why Identified?   | Success Criteria   | Review Dates |
|---|--|--------------|
| Current toilets continue to leak, floor is lifting and room needs redecorating. | Installation of 2 new toilets, decoration, new storage cupboard, new display boards and new floor. | June 2013    |

| How? (including any resources needed)                                       | Responsibility                | Timescale     | Status                     |
|---|-------------------------------|---------------|----------------------------|
| Principal to obtain quote and agree costings and timescale of installation. | Principal<br>Deputy Principal | By April 2013 | Completed<br>December 2012 |

## PREMISES AND MAINTENANCE

### TARGET 11

Refurbishment of Transition toilets

| <b>Why Identified?</b>  | <b>Success Criteria</b>  | <b>Review Dates</b> |
|---|--|---------------------|
| Current toilets continue to leak, floor is lifting and room needs redecorating. | Installation of 2 new toilets, decoration, new storage cupboard, new display boards and new floor. | January 2013        |

| <b>How? (including any resources needed)</b>                                | <b>Responsibility</b>         | <b>Timescale</b> | <b>Status</b>             |
|---|-------------------------------|------------------|---------------------------|
| Principal to obtain quote and agree costings and timescale of installation. | Principal<br>Deputy Principal | By January 2013  | Completed<br>October 2012 |

## PREMISES AND MAINTENANCE

### TARGET 12

Redesign the entrance hall to allow more display space

| Why Identified?  | Success Criteria  | Review Dates   |
|--|---|----------------|
| Following the Deputy Principal's visit to a number of settings, it is apparent the school lacks display space in the entrance hall. More display boards and better reorganisation of the bookcases and photographs will allow more display space, particularly for Preps 1, 2 and 3. | A wall mounted TV and display boards will allow children's work to be displayed allowing parents and prospective parents the opportunity to see what the children have created. | September 2013 |

| How? (including any resources needed)  | Responsibility   | Timescale         | Status                      |
|--|------------------|-------------------|-----------------------------|
| Deputy Principal to meet with builders to discuss reorganisation of shelving, boxing in of pipes, and reallocation of First Aid boxes. | Deputy Principal | By July 2013      | Completed<br>November 2012  |
| Principal to agree costings and timetable for work to be carried out.  | Principal        | By July 2013      | Completed<br>November 2012. |
| Deputy Principal to agree with staff backing paper, borders and work to be included on the boards and TV.                              | Principal        | By September 2013 | Completed<br>January 2013.  |

## PREMISES AND MAINTENANCE

### TARGET 13

Upgrade office IT systems

| Why Identified?   | Success Criteria   | Review Dates   |
|---|--|----------------|
| Current systems are slow, unreliable and need updating. | Installation of three new pcs and upgrade of broadband and software will result in more efficient network. | September 2013 |

| How? (including any resources needed)   | Responsibility   | Timescale | Status         |
|---|------------------|-----------|----------------|
| Deputy Principal to meet with IT company to discuss upgrade, purchase of new hardware, costings and timescale. This includes the purchase and installation of Sage Accounting software. | Deputy Principal | June 2013 | Completed 2013 |
| Principal to agree costings and timetable for installation.   | Principal        | July 2013 | Completed 2013 |

## PREMISES AND MAINTENANCE

### TARGET 14

Improve data security and back up of information held in school office

| Why Identified?  | Success Criteria  | Review Dates   |
|--|---|----------------|
| School needs to implement a system of remotely backing up all data on a daily basis in the event of a fire or theft. | Information will be stored remotely offsite with immediate access if necessary. | September 2013 |

| How? (including any resources needed)   | Responsibility   | Timescale    | Status               |
|---|------------------|--------------|----------------------|
| Deputy Principal to meet with IT company to discuss implementation of remote backup system. | Deputy Principal | By July 2013 | Completed July 2012. |
| Principal to agree costings and timetable for installation.                                 | Principal        | By July 2013 | Completed July 2012. |

## PREMISES AND MAINTENANCE

### TARGET 15

Upgrade of telephone systems throughout the school

| Why Identified?   | Success Criteria   | Review Dates   |
|---|--|----------------|
| The School needs to upgrade the current system as it becomes obsolete at the end of 2015. Additional handsets need to be installed in Nursery and Prep 3. | Staff will have better access to telephones and new system will be easier to use and more efficient. | September 2015 |

| How? (including any resources needed)   | Responsibility   | Timescale     | Status  |
|---|------------------|---------------|---|
| Deputy Principal to meet with telephone company to discuss implementation and purchase of new system. | Deputy Principal | By April 2015 | Deputy Principal met with BT in January 2015. Other options to be explored. |
| Deputy Principal to agree costings with Power of Attorney and timetable for installation.             | Deputy Principal | By July 2015  |   |