

School Improvement Plan 2023-24 (updated Nov 23)

| Objective | Action | Success Criteria | Staff | Date | Progress |
|---|---|--|-----------------|---------|--|
| Key Objectives identified in the SEF and Inspection Data Summary Report 2022 | | | | | |
| <p>Improve spelling and the teaching of phonics across the school. Y1 Phonic Screening Check 2023 = 71% (Nat 79%) Y2 Phonics Screening recheck 9/16</p> | <p>IHLTA to lead phonic interventions for the Y2 children who did not pass Phonic Screening Check in Y1 and targeted children in Y1</p> | <p>Y1 Phonic Screening Check result to be closer to National Ave 79%</p> | JF | Sept 23 | Commenced Sept 23 |
| | <p>Introduce Phonic Intervention groups in KS2 for children who did not pass Phonic Screening Check in Y2.</p> | | SK,RCJ | Sept 23 | Commenced Sept 23 |
| | <p>Train new staff in Twinkl Phonics</p> | | RCJ, JP, VS | Sept 23 | Commenced Sept 23 |
| | <p>Purchase addition sets of Rhino readers (Twinkl) for KS2</p> | | SW | Oct 23 | Purchased Nov 23 |
| <p>Improve Writing across the school. Y2 Writing 2023 = 52% (Nat =60%)</p> | <p>Embed Twinkl phonics</p> | <p>Y2 Writing result is close to National Ave 60%</p> | KS/BY, TG,CL,JP | Sept 23 | Twinkl Phonics lessons commenced in YR,Y1,Y2,Y3 Sept 22 Visit to observe Phonics/ writing being taught at Kinsale Infant School 10/1/23 |
| | <p>English Catch up groups in KS2</p> | | MW, RCJ, CT | Sept 23 | Commenced in Y4,Y5,Y6 (15 children) Sept 23 |

| | | | | | |
|--|--|-------------------------------|---|---|--|
| | Train 2 more TA's to lead Catch up interventions | | RCJ,CT | | CT and RCJ completed Literacy Catch up training Sept 23 |
| <p>Improve the Attendance rate 2021/22 = 90.5% (Nat=93.8%) Autumn 1 2022 = 93.5% Autumn 2 2022 = 86.6%* Spring 1 2023 = 93.2% Spring 2 2023 = 92.4% Summer 1 2023 = 93.3% Summer 2 2023 = 93.8% Autumn 1 2023 = 95.9% Autumn 2 2023 = 95.3% (25/11/23) Current attendance Rate (25/11/23) = 95.7% Current PA rate = 14%</p> | <p>Update Attendance policy and send attendance letter to all parents. TG to attend training and Network training. TG to work with Attendance Officer to target PA families. Daily text to parents of absent children. Follow up phone call if no reply is received. Email/ letter/ home visit if no reply is received. Attendance report to be sent home each term. Attendance to be the main subject in P/T meetings. Weekly attendance prize. Weekly class attendance owl prize. Termly attendance family hamper prize. 100 % Attendance certificates each term. 100% attendance tea party each term. 100% attendance badge. Complete attendance self review and action plan.</p> | Attendance Rate is at Nat Ave | <p>SW TG TG MA CR SW TG All Staff SS SS SW CR SW SW TG/SW</p> | <p>Sept 23 Oct 22 Sept22- Sept 22 Jan 23 Sept 22 Sept 22 Feb 23 Sept 22 Sept 22 Apr 23 Dec 22 Apr 23 Sept 22 Apr 23</p> | <p>Completed Sept 23 TG attended Fast Track training Sept 22 Rebooked Network training 2/11/23 TG in regular contact with Attendance Officer - Oct 22 Commenced Sept 22 Commenced Jan 23 Commenced Sept 22 Commenced Jan 23 Commenced Feb 23 Commenced Sept 22 Commenced Sept 22 Introduced Jan 23 Commenced Dec 22 Commenced Apr 23 Commenced Sept 22 Completed 1/3/23</p> |

| | | | | | |
|---|--|--|---|--|--|
| <p>Improve Subject leadership</p> | <p>Maths and Eng Subject leaders to attend Subject leader briefings.</p> <p>Subject leader and a governor assigned to oversee each subject.</p> <p>Subject leader and governor to meet regularly.</p> <p>Subject leader/Gov to update Subject Statement.</p> <p>Restart moderation meetings with local schools</p> | | <p>TG / SC</p> <p>All</p> <p>All</p> <p>All</p> <p>SW</p> | <p>Sept 23 -July 24</p> <p>Sept 22</p> <p>Dec 22</p> <p>Dec 22</p> <p>Dec 23</p> | <p>Governor assigned to each subject May 22</p> <p>Commenced June 22 All have met in Autumn term 22</p> <p>Subject Statements updated after Subject leader/Gov meetings</p> |
| <p>Key Objectives from Ofsted (Jun 18)</p> | | | | | |
| <p>Governors are clear about the Key priorities of the school</p> | <p>Share the School Improvement document and SEF with all governors and staff.</p> <p>Governors to set up regular meetings with Subject Leaders.</p> <p>Governors to recommence weekly learning walks.</p> | | <p>SW</p> <p>Govs + subject leaders</p> <p>Govs</p> <p>Govs</p> | <p>Sept 22</p> <p>Dec 22</p> <p>Sept 22</p> <p>Apr 23</p> | <p>Updated SEF on the website Sept 22 School Development Plan shared Sept 22</p> <p>Commenced Jun 22. All governors have met with their subject leaders last term - Nov 22</p> <p>Restarted Sept 22</p> <p>Training completed by MP, SB and JS, AE, SW</p> |

| | | | | | |
|---|---|---|---|--|---|
| | Governors to complete more training to fill gaps identified in the skills audit | | | | |
| Teaching of reading is consistently good | Embed Twinkl phonics/ reading scheme across the school. | KS2 Reading SATs is close to Nat Ave (73%) | SS/SW/KL | Sept 23 | Twinkl Phonics lessons commenced in YR,Y1,Y2,Y3 Sept 22 |
| Reading results have improved consistently since 2018 KS2 Sats = 76% Nat = 73% Ks1 Sats = 59% Nat = 68% | SS to attend English subject leader briefings Daily 1-1 reading with targeted ch 1-1 reading tuition English Catch up groups | KS1 Reading SATs is close to Nat Ave (68%) | SS All GW MW, RCJ,CT | Oct 23 - Jul24 Sept 23 Oct 23 Sept 23 | Commenced Sept 23 Commenced Sept 23 |
| Improve presentation across all subjects See Presentation Policy | Restart book scrutiny each half term Presentation to be a focus for Governor learning walks | Improved presentation observed by SMT and governors | SW Gov | Sept 23 Sept 23- July 24 | Each subject has been given a staff meeting slot each term - Sept 23 Weekly Gov learning walks commenced Sept 22 |
| Pupil Premium funding identifies actions to support the most able children. PP Gaps have reduced considerably since 2018 2023 KS2 Maths PP Gap = -8% 2023 KS2 Read PP Gap = -6% 2023 KS2 Writing PP Gap = -8% | Restart more able PP intervention groups. PP Holiday school PP 1-1 Tuition Introduce PP challenge partners | PP Gaps = 0 | SW SW/SS SW/GW SW | Oct 23 Feb 24 Sept 23 Dec 23 | Commenced Sept 23 Commenced Oct 23 |

| | | | | | |
|---|--|---|---------------------------|---------------------------------|--|
| 2023 KS2 R+W+M PP Gap = -8% | Restart Paths, Nurture groups and Pastoral support | | KL, SW CT,SK,JH | Sept 23 | Paths restarted Sept 22 |
| Other objectives from the SEF | | | | | |
| Raise standards | Restart intervention groups across school 1-1 tuition Holiday school | +ve Value Added KS2 R+W+M to be above national ave 59% | All SW/GW SW/SS | Sept 23 Oct 23 Feb 23 | Literacy catch up - Sept 23 Phonics intervention - Sept 23 Comprehension Booster group - Sept 23 Plus 1/Power of 2 - Sept 23 Commenced Sept 23 |
| Improve Speaking and Listening skills in YR | MF to complete Elklan training | | MF | Apr 23 | Commenced Feb 23 |
| Curriculum | | | | | |
| Embellish the curriculum | Residential trips | | SW/SS | June 23 | Horstead booked for 1/11/23 Crowden booked for Wk beg 24/6/24 |
| Maths Action Plan | Introduce new scheme to teach times tables - Rock Stars | Improvement in Times table check score in Y4 | TG | Jan 24 | |
| English Action Plan | Introduce Phonic Intervention groups in KS2 for children who did not pass Phonic Screening Check in Y2 | | SK,RCJ | Sept 23 | Commenced Sept 23 |

| | | | | | |
|-----------------------|---|--|------------------------|-------------------------------|--|
| | Increase number of English Catch up groups in KS2 Train 2 more TA's to lead Catch up interventions | | MW, RCJ, CT RCJ,CT | Oct 23 Oct 23 | Commenced in Y4,Y5,Y6 (15 children) Sept 23 CT and RCJ completed Literacy Catch up training Sept 23 |
| Science Action Plan | Promote the use of Pzaz to aid science planning and lesson delivery. Sort the science equipment Subject leader to lead training on the teaching of science investigation skills | | CL CL CL | | Pzaz purchased sept 23 |
| Geography Action Plan | Introduce National field work fortnight | | KS | Jun 24 | |
| History Action Plan | Produce one page topic overview document for each topic. Carry out a staff audit of skills Introduce self evaluation for children at the end of each topic | | GW GW GW | Oct 23 Dec 23 Juy 24 | Completed Set 23 |
| Art Action Plan | Audit, clean and repair Kiln room. Apply for Arts mark Undertake more Arts visits | | SC/SW SC SC | July 23 July 23 July 24 | Completed Silver award achieved |

| | | | | | |
|---------------------------|--|--|----------------|-----------------------------|---|
| | (The Venue, Church, Bayfield sculpture) and visitors Arts Council-train | | SC | Jan 24 | |
| DT Action Plan | Arrange further DT opportunities - STEM, Greshams', High School. Develop Children's self evaluation skills. Sort DT room | | SC SC SC | July 24 Apr 24 Apr 24 | |
| RE Action Plan | Arrange Prayer Space Arrange Multi cultural week | | SW SW/ BY | Apr 24 Jul 24 | |
| PE Action Plan | Apply for the School Games Mark | | SS | Jul 24 | |
| Music Action Plan | Restart the Choir Arrange trip to show in London. | | BY/CR BY/CR | Sept 23 Dec 23 | Choir restarted Sept 23 Frozen trip 30/11/23 |
| Special Needs Action Plan | | | | | |
| Pupil Focus Groups | Set up pupil focus groups/learning interviews | | KL | Jan 23 | |
| SEND Learning walks | Re-commence regular SEND learning walks | | KL | Dec 23 | |

| | | | | | |
|--|---|--|--|---|---|
| Complete IPSEF Complete INDES | | | KL All staff | Jul 24 Jul 24 | |
| Pupil Premium Action Plan - Pupil Premium Statement | | | | | |
| | | | | | |
| Safeguarding - Actions from Safeguarding SEF (July 22) | | | | | |
| CPOMs | Train all staff Commence using CPOMs to record behaviour Commence using CPoms to record Safeguarding Transfer of Safeguarding records to CPOMs | | SW/KL All staff All staff SW/KL | Jan 23 April 23 Sept 23 Nov 23 | Training completed 17/4/23 Commenced Apr 23 Commenced Sept 23 Transfer of records commenced Aug 23 |
| Improve training | Whole governing body to complete Safeguarding training. KL to complete Multi Agency training. SW to complete DSL refresher. All SMT to complete DSL training. KL to complete Early Help assessment and planning training. Governor to complete Safer Recruitment training. Staff to complete Prevent refresher training, | | SW/MP KL SW CR,TG, SC KL MP All | Apr 23 Sept 23 Dec 23 Jul 24 Apr 24 Dec 23 Dec 23 | JS, SB have completed training MA to book whole governing body training Completed 19/9/23 Completed 27/9/23 Completed 27/11/23 |
| Single Central record | Update SCR using the | | CR | Oct 23 | Updated Oct 23 |

| | | | | | |
|---|---|--|-----------|----------|---|
| | latest format CR to complete training | | CR | Oct 23 | Completed 9/10/23 |
| Improve Behaviour Management | Purchase Norfolk Steps package A for schools | | SW | Sept 23 | Purchased Sept 23 |
| | SW to complete Step on Lead professional training. | | SW | Dec 23 | Training booked for 4/12/23 and 5/12/23 |
| | Whole school to complete Step on training in twilight sessions. | | All Staff | Apr 24 | Twilight sessions planned for Jan 24 |
| Health and Safety - based on General Risk Assessment (Sept 23)and Fire Risk Assessment (Sept 23) targets | | | | | |
| General Risk Assessment | Repair Outdoor light in the Infant playground. | | KW | Dec 23 | Completed 14/11/23 |
| | Tree Inspection | | SW | July 24 | |
| | New caretaker to complete training | | KW | Dec 23 | |
| | SW to complete Premises Management Refresher | | SW | April 24 | |
| | All staff to update First Aid training in twilight session. | | SW | July 24 | |
| Fire Risk Assessment | Update the Fire Evacuation Plan | | SW | Oct 23 | Completed 6/10/23 |
| | Update Evacuation notices in KS2 | | SW | Oct 23 | Completed 6/10/23 |
| | Replace Escape Plan in Felbrigg Classroom | | CR | Nov 23 | |

| | | | | | |
|----------------------------------|---|--|-------------------------------------|--|--|
| Finance - based on SFVS (Feb 22) | | | | | |
| Asset Register | Needs to be updated and checked by governor | | AK/SW | Feb 23 | Completed Oct 23 |
| Training | Governors to complete more finance training | | Govs | Dec 23 | SW, CR, MP completed training |
| NAS Themed Audit | Cyber Security | | Govs | Dec 22 | Discussed at Gov meeting Dec 22 |
| SFVS | Complete SFVS | | Govs | Feb 24 | Approved by Govs Feb 23 Approved by Finance Officer |
| Bacs Payments | Set up Bacs Payments SW and CR to complete training Finance policy updated | | SW/CR | Oct 23 | Bacs set up Aug 23 |
| Finance Audit | Complete Finance Audit Purchasing Card Update Bank mandate Update Finance policy Asset Register Front sheet Security Marking | | CR/SW CR CR SW CR TG | Dec 23 Jan 24 Nov 23 Dec 23 Jan 24 Jan 24 | Completed Nov 23 Completed Nov 23 |
| Parent Pay | Introduce Parent Pay system | | CR | Jan 24 | Currently looking at alternatives |
| Equality Plan (Jan 23) | | | | | |
| | The Governors consult with groups of pupils about how to improve the school | | MP | Jan 24 | |

| | | | | | |
|------------------------|---|--|-------------------|--|--|
| | and local community. | | | | |
| | The Governors to survey parents about how to improve the school and local community. | | MP | Feb 24 | |
| | The Governors to collect the views of the local community about pupil's interaction with them. | | MP | Feb 24 | |
| Building | | | | | |
| Maintenance | Replace blinds in Wolterton classroom. Repaint the Junior Corridor. Repaint the outside of school. | | CR KW/SW SW | Apr 23 Oct 23 Oct 23 | Completed July 23 Commenced Aug 23 |
| New School | Attend meetings with LA | | Govs | Ongoing | Moved to Stage 2 - July 23 |
| Policies (Policy grid) | | | | | |
| | Safeguarding Policy Attendance Policy Behaviour Policy Anti Bullying Policy Curriculum Policy Performance Man Policy Pay Policy | | | Sept 23 Sept 23 Sept 23 Sept 23 Oct 23 Oct 23 Oct 23 | Approved by governors 25/9/23 Approved by governors 25/9/23 Approved by governors 25/9/23 Approved by governors 25/9/23 Approved by governors 11/10/23 Approved by governors 11/10/23 |

| | | | | | |
|--|---|--|--|--|--|
| | Recruitment Policy General Risk Assessment Fire Risk Assessment Complaints Policy Single Equality Plan Presentation Policy Assessment Policy RSE Policy Charging Policy Admissions Lettings First Aid Premise Management plan | | | Dec 23 Oct 23 Oct 23 Dec 23 Jan 24 Mar 24 Mar 24 Mar 24 Mar 24 Jul 24 Jul 24 Jul 24 Jul 24 | Approved by governors 11/10/23 Approved by governors 11/10/23 Approved by governors 11/10/23 |
|--|---|--|--|--|--|