

School Improvement Plan 2023-24 (updated Jan 24)

Objective	Action	Success Criteria	Staff	Date	Progress
<b>Key Objectives identified in the SEF and Inspection Data Summary Report 2022</b>					
<b>Improve spelling and the teaching of phonics across the school.</b> Y1 Phonic Screening Check 2023 = 71% (Nat 79%) Y2 Phonics Screening recheck 9/16	IHLTA to lead phonic interventions for the Y2 children who did not pass Phonic Screening Check in Y1 and targeted children in Y1	Y1 Phonic Screening Check result is at National Ave 79%	JF	Sept 23	Commenced Sept 23
	Introduce Phonic Intervention groups in KS2 for children who did not pass Phonic Screening Check in Y2.		SK,RCJ	Sept 23	Commenced Sept 23
	Train new staff in Twinkl Phonics		RCJ, JP, VS	Sept 23	Commenced Sept 23
	Purchase addition sets of Rhino readers (Twinkl) for KS2		SW	Oct 23	Purchased Nov 23
<b>Improve Writing across the school.</b> Y2 Writing 2023 = 52% (Nat =60%)	Embed Twinkl phonics	Y2 Writing result is at National Ave 60%	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
	English Catch up groups in KS2		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><b>Improve the Attendance rate</b>  2021/22 = 90.5% (Nat=93.8%)  PA = 37%</p> <p>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%  2022/23 = 92.4% PA= 25%</p> <p>Autumn 1 2023 = 95.9%  Autumn 2 2023 = 94.1%  Current attend Rate (20/12/23) =94.8% (Current Nat = 94.7%)  Current PA rate = 16%</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 (currently 95.1%)	<p>SW</p> <p>TG</p> <p>TG</p> <p>MA</p> <p>CR</p> <p>SW</p> <p>TG</p> <p>All Staff</p> <p>SS</p> <p>SS</p> <p>SW</p> <p>CR</p> <p>SW</p> <p>SW</p> <p>TG/SW</p>	<p>Sept 23</p> <p>Oct 22</p> <p>Sept22-</p> <p>Sept 22</p> <p>Jan 23</p> <p>Sept 22</p> <p>Sept 22</p> <p>Feb 23</p> <p>Sept 22</p> <p>Sept 22</p> <p>Apr 23</p> <p>Dec 22</p> <p>Apr 23</p> <p>Sept 22</p> <p>Apr 23</p>	<p>Completed Sept 23</p> <p>TG attended Fast Track training Sept 22  Rebooked Network training 2/11/23  TG in regular contact with Attendance Officer - Oct 22</p> <p>Commenced Sept 22</p> <p>Commenced Jan 23</p> <p>Commenced Sept 22</p> <p>Commenced Jan 23</p> <p>Commenced Feb 23</p> <p>Commenced Sept 22</p> <p>Commenced Sept 22</p> <p>Introduced Jan 23</p> <p>Commenced Dec 22</p> <p>Commenced Apr 23</p> <p>Commenced Sept 22</p> <p>Completed 1/3/23</p>

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

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

2023 KS2 Read PP Gap = -6% 2023 KS2 Writing PP Gap = -8% 2023 KS2 R+W+M PP Gap = -8%	Introduce PP challenge partners		SW	Dec 23	Commenced Oct 23
	Restart Paths, Nurture groups and Pastoral support		KL, SW CT,SK,JH	Sept 23	Paths restarted Sept 22
Other objectives from the SEF					
<b>Raise standards</b>	Restart intervention groups across school	+ve Value Added KS2 R+W+M to be above national ave 59%	All	Sept 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
	1-1 tuition Holiday school		SW/GW SW/SS	Oct 23 Feb 23	
<b>Improve Speaking and Listening skills in YR</b>	MF to complete Elklan training		MF	Apr 23	Commenced Feb 23
Curriculum					
<b>Embellish the curriculum</b>	Residential trips		SW/SS	June 23	Horstead booked for 1/11/23 Crowden booked for Wk beg 24/6/24 Commenced Sept 23
	Restart Choir Choir trip to a show in London		CR/ BY		Completed Dec 23
<b>Maths Action Plan</b> Improvement in recording of maths work in all classes.	Introduce White Rose Work books across the school.	Workbooks used in every class from Y1-Y6	TG	Oct 23	Workbooks introduce in Y2-6 Oct 23
Improve the recall of times table facts.	Introduce new scheme to teach times tables - Rock	Improvement in Times table check	TG	Jan 24	Rock Stars introduced Jan 24

	Stars. Reintroduce Maths Cafes	score in Y4	TG	Jul 24	
<b>English Action Plan</b> Improve Subject leadership	SC to complete NPQLL	The English subject leader feels confident in her new role.	SC	Oct 24	Enrolled Jan 24
Improve reading and writing skills in lower attaining children	Introduce Phonic Intervention groups in KS2 for children who did not pass Phonic Screening Check in Y2. Increase the number of English Catch up groups in KS2. Train 2 more TA's to lead Catch up interventions. Restock home reading books in KS1 and LKS2. Carry out audit of guided reading across the school	SEND children make positive value added in reading and writing results this year	SK,RCJ	Sept 23	Commenced Sept 23
			MW, RCJ, CT	Oct 23	Commenced in Y4,Y5,Y6 (15 children) Sept 23
			RCJ,CT SC,TG	Oct 23	CT and RCJ completed Literacy Catch up training Sept 23 Reading books purchased Oct 23
			SC	Jul 24	
Develop reading for pleasure	Open the Library for children/ parents after school. Reintroduce Reading Cafes. Reading Shed	Higher proportion of children say they like reading on the Pupil Survey July 24.	GW	Jan 24	Commenced Jan 24
			SC	Apr 24	Reading cafe planned for Feb 24
			SC	Jul 24	
Improve Boys Writing	Re-introduce writing cup in each class	Boys make +ve VA in writing	SC	Jul 24	

Increase number of children achieving GD in writing	Introduce an after school writing club. Easter writing Day	Higher number of children achieve GD in KS2 Sats	SC SC	Jul 24 Mar 24	
<b>Science Action Plan</b> Greater number of Science investigations to be carried out.	Promote the use of Pzaz to aid science planning and lesson delivery.  Sort the science equipment and Store in Sandringham Classroom  Subject leader to lead training on the teaching of science investigation skills	More Science Investigations observed, evidence in books and children interviews	CL CL CL	Sept 23 Jan 24 Apr 24	Pzaz purchased sept 23
<b>Geography Action Plan</b> Provide more opportunities to teach Geography skills  Ensure consistency of assessment in Geography across the school	Introduce National field work fortnight.  Introduce self evaluation for children at the end of each topic	Observed by subject leader/ governor. Assessment reported matches the quality of work observed in lesson observations,	KS KS	Jun 24 Juy 24	
<b>History Action Plan</b> Ensure consistency of assessment in History across the school	Produce one page topic overview document for each topic. Carry out a staff audit of	Assessment reported matches the quality of work observed in	GW GW	Oct 23 Dec 23	Completed Set 23

	skills Monitor use of assessment. Introduce self evaluation for children at the end of each topic.	lesson observations, work scrutinies, pupil interviews by subject leader.	GW GW	July 24 July 24	
<b>Art Action Plan</b> Increase the profile of Art at the school.      Increase the range of artists taught at the school	Audit, clean and repair Kiln room.  Apply for Arts mark  Undertake more Arts visits (The Venue, Church, Bayfield sculpture) and visitors  Arts Council-train Share vocabulary and artist overview with staff.	Kiln repaired  Award achieved  Increase in the number of visits planned in 23/24,  Children can talk about a wider range of artists in pupil interviews.	SC/SW  SC  SC  SC	July 23  July 23  July 24  Jan 24	Completed  Silver award achieved
<b>DT Action Plan</b> Increase the profile of DT at the school.  Improve Children's self evaluation skills.	Arrange further DT opportunities - STEM, Greshams', High School.  Develop Children's self evaluation skills.  Sort DT room	Increase in the number of visits planned in 23/24  Observed by Subject leader in Pupil interviews	SC  SC  SC	July 24  Apr 24  Apr 24	
<b>RE Action Plan</b>	Arrange Prayer Space	Prayer Space	SW	Apr 24	



Increase the profile of RE at the school.	Arrange Multi cultural week Arrange addition visits to local church	completed	SW/ BY SW	Jul 24 Jul 24	
<b>PE Action Plan</b>	Apply for the School Games Mark	Award achieved	SS	Jul 24	
<b>AMFL Action Plan</b>	Reapply for the International Schools Award	Award achieved	SW/BY	Jul 24	
<b>Music Action Plan</b> Increase the opportunities for learning music	Restart the Choir Arrange a trip to show in London.	Choir restarted	BY/CR BY/CR	Sept 23 Dec 23	Choir restarted Sept 23 Frozen trip 30/11/23
<b>Special Needs Action Plan</b>					
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	SEND learning walk completed with governor Dec 23/ Jan 24
Complete IPSEF Complete INDES			KL All staff	Jul 24 Jul 24	
<b>Safeguarding - Actions from Safeguarding SEF (July 22)</b>					
CPOMs	Train all staff Commence using CPOMs to record behaviour	Safeguarding concerns and actions recorded	SW/KL All staff	Jan 23 April 23	Training completed 17/4/23 Commenced Apr 23

	Commence using CPoms to record Safeguarding Transfer of Safeguarding records to CPOMs	using CPOMs - observed by safeguarding governor	All staff SW/KL	Sept 23 Nov 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,	Evidence of training documented in Safeguarding file	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 CR completed 17/1/24 Completed 27/11/23
Single Central record	Update SCR using the latest format CR to complete training	Updated SCR checked by Governor	CR CR	Oct 23 Oct 23	Updated Oct 23 Completed 9/10/23
Improve Behaviour Management	Purchase Norfolk Steps package A for schools  SW to complete Step on Lead professional training.  Whole school to complete Step on training in twilight sessions.	Reduction in behaviour incidents recorded on CPOMs	SW SW All Staff	Sept 23 Dec 23 Apr 24	Purchased Sept 23  Completed 4/12/23 and 5/12/23  Training competed on P.D day 4/1/24 and twilight training 15/1/24

	Introduce new Behaviour Plan format		All Staff		Introduced 4/1/24
<b>Health and Safety - based on General Risk Assessment (Sept 23) and Fire Risk Assessment (Sept 23) targets</b>					
General Risk Assessment	Repair Outdoor light in the Infant playground. Tree Inspection  New caretaker to complete training  SW to complete Premises Management Refresher  All staff to update First Aid training in twilight session.		KW SW KW SW SW	Dec 23 July 24 April 24 April 24 July 24	Completed 14/11/23
Fire Risk Assessment	Update the Fire Evacuation Plan Update Evacuation notices in KS2 Replace Escape Plan in Felbrigg Classroom		SW SW CR	Oct 23 Oct 23 Nov 23	Completed 6/10/23 Completed 6/10/23
<b>Finance - based on SFVS (Feb 23)</b>					
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	
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  Completed Jan 24 Marker purchased Dec 23
Parent Pay	Introduce Parent Pay system		CR	Jan 24	Currently looking at alternatives
Wraparound care	Survey parents about after school care.  Identify staffing for after school care (3pm-5pm)  Commence After school Care (3pm-5pm)	Wraparound care commences in Summer Term.	TG  TG/SW  SW	Jan24  Mar 24  Apr 24	Survey ready (Jan 24)
<b>Equality Plan (Jan 23)</b>					
	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	
<b>Building</b>					
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	Collecting quotes jan 24 Completed July 23 Commenced Aug 23
New School	Attend meetings with LA		Govs	Ongoing	Moved to Stage 2 - July 23
<b>Policies (Policy grid)</b>					
	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 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 Approved by governors  Approved by governors 17/1/24  Approved by governors 17/1/24
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