

School Improvement Plan 2023-24 (updated Feb 24) - Key objectives highlighted

Objective	Action	Success Criteria	Staff	Date	Progress
<b>Key Objectives identified in the SEF and Inspection Data Summary Report 2023</b>					
<b>Improve Subject leadership</b>	<p>Subject leaders to observe lessons in their subject using HLTA time.</p> <p>Book scrutinies to become more focussed on matching work with learning objectives.</p> <p>English Leader to complete NPQLL</p>	<p>Governors and Subject leaders have a clear understanding of strengths and weaknesses in each subject.</p> <p>Clear Action plan in each subject.</p>	<p>All teachers</p> <p>All teachers</p> <p>SC</p>	<p>Apr 24</p> <p>Apr 24</p> <p>Jan 24</p>	<p>Maths and English leaders have carried out joint observations with advisers (Feb 24) Geography, Music, AMFL and P.E leaders have carried out lesson observations/ learning walk this term. (Feb 24)</p> <p>.All teachers have a target of carrying out lesson observations as a target in their performance management (Oct 23).</p> <p>SC Enrolled on course</p>
<b>Ensure that all teaching is as good as the best at the school.</b>	<p>Share good practice with in the school by all teachers conducting learning walks to observe teaching, displays and work in books Teachers to be given the opportunity to see quality provision in other schools.</p>	<p>Improved quality of teaching, work in books and displays in all classes observed by HT and Govs.</p>	<p>All teachers</p>	<p>Mar 24</p>	<p>All teachers to be given time this term to carry out a learning walk. (Mar 24).</p>
<b>Evaluate the implementation of the Curriculum</b>	<p>Carry out a review of all class timetables to ensure adequate time is given to every subject.</p> <p>Separate English lessons are timetabled in addition to Phonics in Y1 and Y2.</p>	<p>Improved quality and quantity of writing observed in English books in KS1</p>	<p>KS1 teachers</p> <p>SC</p>	<p>Mar 24</p>	<p>Year plan and subject timetable to be discussed at staff meetings this term (Mar 24)</p> <p>Separate English lessons with a focus on writing to be introduced in KS1 (Mar 24)</p>

<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%  Spring 1 2024 = 92.9%  Current attend Rate (25/2/24)  =94.3% (Current Nat = 94.6%)  Current PA rate = 19%</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>	<p>Attendance Rate is at Nat Ave</p>	<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</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  Commenced Sept 22</p> <p>Introduced Jan 23</p> <p>Commenced Dec 22  Commenced Apr 23</p> <p>Commenced Sept 22  Completed 1/3/23</p>
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Key Objectives from Ofsted (Jun 18)					
<p><b>Governors are clear about the Key priorities of the school</b></p>	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
	Governors to complete more training to fill gaps identified in the skills audit		Govs	Apr 23	Training completed by MP, SB and JS, AE, SW
<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>	Embed Twinkl phonics/ reading scheme across the school.	KS2 Reading SATs is at Nat Ave (73%) +ve progress in KS2	SC/KL/	Sept 23	Twinkl Phonics lessons commenced in YR, Y1, Y2, Y3 Sept 22
	SC to attend English subject leader briefings		SC	Jan 24 - Jul 24	
	SC to complete NPQLL	KS1 Reading SATs is at Nat Ave (68%)	SC All	Feb 24	SC Enrolled
	Daily 1-1 reading with targeted ch			Sept 23	Commenced Sept 23
	1-1 reading tuition		GW	Oct 23	Commenced Sept 23
	English Catch up groups		MW, RCJ,CT	Sept 23	Commenced Sept 23

<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</p> <p>2023 KS2 Maths PP Gap = -8%</p> <p>2023 KS2 Read PP Gap = -6%</p> <p>2023 KS2 Writing PP Gap = -8%</p> <p>2023 KS2 R+W+M PP Gap = -8%</p>	<p>Restart more able PP intervention groups.</p> <p>PP Holiday school</p> <p>PP 1-1 Tuition</p> <p>Introduce PP challenge partners</p> <p>Restart Paths, Nurture groups and Pastoral support</p>	<p>PP Gaps = 0</p>	<p>SW</p> <p>SW/SS</p> <p>SW/GW</p> <p>SW</p> <p>KL, SW CT,SK,JH</p>	<p>Oct 23</p> <p>Feb 24</p> <p>Sept 23</p> <p>Dec 23</p> <p>Sept 23</p>	<p>Half term Maths club (Feb 24)</p> <p>Commenced Sept 23</p> <p>Commenced Oct 23</p> <p>Paths restarted Sept 22</p>
<p>Other objectives from the SEF</p>					
<p><b>Maths Action Plan</b></p> <p>Improvement in recording of maths work in all classes.</p> <p>Review the implementation of the White Rose Maths Scheme across the school.</p> <p>Improve the recall of times</p>	<p>Introduce White Rose Work books across the school.</p> <p>Observations of Maths lessons to check delivery, differentiation and quality of work.</p> <p>Introducing a new scheme</p>	<p>Workbooks used in every class from Y1-Y6</p> <p>Consistent delivery across the school obs</p> <p>Improvement in</p>	<p>TG</p> <p>TG</p> <p>TG</p>	<p>Oct 23</p> <p>May 24</p> <p>Jan 24</p>	<p>Workbooks introduce in Y2-6 Oct 23</p> <p>TG has carried out observations Feb/Mar 24 and will follow up with a staff meeting.</p>

table facts.	to teach times tables - Rock Stars.	Times table check score in Y4			Rock Stars introduced Jan 24
<b>English Action Plan</b> Improve Subject leadership	SC to complete NPQLL	The English leader feels confident in her new role.	SC	Oct 24	Enrolled Jan 24
Improve reading and writing skills in lower attaining children in KS2	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.	SEND children make positive value added in reading and writing results this year	SK,RCJ	Sept 23	Commenced Sept 23
Improve the quantity and quality of writing seen in KS1 and LKS2	Map out clearly the objectives to be taught in each year. Separate English lessons are timetabled in addition to Phonics in Y1 and Y2.	Improvement in quality and quantity of writing seen in writing books.	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	May 24	
			TG CL	Mar 24	
Develop reading for pleasure	Open the Library for children/ parents after school. Reintroduce Reading Cafes.	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

Improve Boys Writing	Reading Shed		SC	Jul 24	
	Re-introduce writing cup in each class	Boys make +ve VA in writing	SC	Jul 24	
		Higher number of children achieve GD in KS2 Sats	SC	Jul 24	
<b>Science Action Plan</b> Review the timetable to ensure that enough science is taught regularly across the school.	Whole staff review of topic timetable.	Science taught more evenly throughout the year	CL/SW	Mar 24	Staff meeting planned 18/3/24
Greater number of Science investigations to be carried out.	Promote the use of Pzaz to aid science planning and lesson delivery.	More Science Investigations observed.	CL	Sept 23	Pzaz purchased sept 23
	Subject leader to lead training on the teaching of science investigation skills		CL	Jul 24	
<b>Geography Action Plan</b> Provide more opportunities to teach Geography skills	Introduce National field work fortnight.	Observed by subject leader/governor.	KS	Jun 24	
Ensure consistency of assessment in Geography across the school	Introduce self evaluation for children at the end of each topic	Assessment reported matches the quality of work observed in lesson observations,	KS	Juy 24	

<p><b>History Action Plan</b> Ensure consistency of assessment in History across the school</p>	<p>Produce one page topic overview document for each topic. Carry out a staff audit of skills Monitor use of assessment. Introduce self evaluation for children at the end of each topic.</p>	<p>Assessment reported matches the quality of work observed in lesson observations, work scrutinies, pupil interviews by subject leader.</p>	<p>GW GW GW GW</p>	<p>Oct 23 Dec 23 July 24 July 24</p>	<p>Completed Set 23</p>
<p><b>Art Action Plan</b> Increase the profile of Art at the school.</p> <p>Increase the range of artists taught at the school</p>	<p>Audit, clean and repair Kiln room.</p> <p>Apply for Arts mark</p> <p>Undertake more Arts visits (The Venue, Church, Bayfield sculpture) and visitors</p> <p>Arts Council-train Share vocabulary and artist overview with staff.</p>	<p>Kiln repaired</p> <p>Award achieved</p> <p>Increase in the number of visits planned in 23/24,</p> <p>Children can talk about a wider range of artists in pupil interviews.</p>	<p>SC/SW SC SC SC</p>	<p>July 23 July 23 July 24 Jan 24</p>	<p>Completed</p> <p>Silver award achieved</p>
<p><b>DT Action Plan</b> Increase the profile of DT at the school.</p>	<p>Arrange further DT opportunities - STEM, Greshams', High School.</p>	<p>Increase in the number of visits planned in 23/24</p>	<p>SC</p>	<p>July 24</p>	

Improve Children's self evaluation skills.	Develop Children's self evaluation skills.  Sort DT room	Observed by Subject leader in Pupil interviews	SC  SC	Apr 24  Apr 24	
<b>RE Action Plan</b> Increase the profile of RE at the school.	Arrange Prayer Space  Arrange Multi cultural week  Arrange addition visits to local church	Prayer Space completed	SW  SW/ BY  SW	Apr 24  Jul 24  Jul 24	Arranged for 20/4/24
<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	



Safeguarding - Actions from Safeguarding SEF (July 22)					
CPOMs	Train all staff	Safeguarding concerns and actions recorded using CPOMs - observed by safeguarding governor	SW/KL	Jan 23	Training completed 17/4/23 Commenced Apr 23
	Commence using CPOMs to record behaviour		All staff	April 23	
	Commence using CPoms to record Safeguarding		All staff	Sept 23	
	Transfer of Safeguarding records to CPOMs		SW/KL	Nov 23	Transfer of records commenced Aug 23
Improve training	Whole governing body to complete Safeguarding training.	Evidence of training documented in Safeguarding file	SW/MP	Apr 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
	KL to complete Multi Agency training.		KL	Sept 23	
	SW to complete DSL refresher.		SW	Dec 23	
	All SMT to complete DSL training.		CR,TG, SC	Jul 24	
	KL to complete Early Help assessment and planning training.		KL	Apr 24	
	Governor to complete Safer Recruitment training.		MP	Dec 23	
	Staff to complete Prevent refresher training,		All	Dec 23	
Single Central record	Update SCR using the latest format	Updated SCR checked by Governor	CR	Oct 23	Updated Oct 23
	CR to complete training		CR	Oct 23	Completed 9/10/23
Improve Behaviour Management	Purchase Norfolk Steps package A for schools	Reduction in behaviour incidents recorded on CPOMs	SW	Sept 23	Purchased Sept 23
	SW to complete Step on		SW	Dec 23	Completed 4/12/23 and 5/12/23

	<p>Lead professional training.</p> <p>Whole school to complete Step on training in twilight sessions.</p> <p>Introduce new Behaviour Plan format</p>		<p>All Staff</p> <p>All Staff</p>	<p>Apr 24</p>	<p>Training completed on P.D day 4/1/24 and twilight training 15/1/24</p> <p>Introduced 4/1/24</p>
<b>Health and Safety - based on General Risk Assessment (Sept 23) and Fire Risk Assessment (Sept 23) targets</b>					
General Risk Assessment	<p>Repair Outdoor light in the Infant playground.</p> <p>Tree Inspection</p> <p>New caretaker to complete training</p> <p>SW to complete Premises Management Refresher</p> <p>All staff to update First Aid training in twilight session.</p>		<p>KW</p> <p>SW</p> <p>KW</p> <p>SW</p> <p>SW</p>	<p>Apr 24</p> <p>July 24</p> <p>April 24</p> <p>April 24</p> <p>July 24</p>	<p>Completed 14/11/23</p>
Fire Risk Assessment	<p>Update the Fire Evacuation Plan</p> <p>Update Evacuation notices in KS2</p> <p>Replace Escape Plan in Felbrigg Classroom</p>		<p>SW</p> <p>SW</p> <p>CR</p>	<p>Oct 23</p> <p>Oct 23</p> <p>Nov 23</p>	<p>Completed 6/10/23</p> <p>Completed 6/10/23</p> <p>Completed</p>
<b>Finance - based on SFVS</b>					

Asset Register	Needs to be updated and checked by governor		AK/SW	Feb 23	Completed Oct 23 Front sheet added Jan 24
SFVS	Complete SFVS		Govs	Feb 24	Completed 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 Completed Jan 24 Marker purchased Dec 23
Parent Pay	Introduce Parent Pay system		CR	Jan 24	Currently being introduced
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 completed (Jan 24)
<b>Equality Plan (Jan 24)</b>					

	The Governors consult with groups of pupils about how to improve the school and local community.		MP	Apr 24	
	The Governors to survey parents about how to improve the school and local community.		MP	May 24	
	The Governors to collect the views of the local community about pupil's interaction with them.		MP	July 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	Completed Feb 24 Completed July 23 Completed Oct 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			Sept 23 Sept 23 Sept 23	Approved by governors 25/9/23 Approved by governors 25/9/23 Approved by governors 25/9/23

	Anti Bullying Policy Curriculum Policy Performance Man Policy Pay Policy 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			Sept 23 Oct 23 Oct 23 Oct 23 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 25/9/23 Approved by Governors Approved by governors 11/10/23 Approved by governors 11/10/23 Approved by governors 11/10/23 Approved by governors 11/10/23 Approved by governors 11/10/23 Approved by governors Approved by governors Jan 24 Approved by governors 17/1/24 Approved by governors Jan 24 Approved by governors 17/1/24
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