

School Improvement Plan 2023-24 (updated Apr 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>Subject leaders to meet with Lead advisor 24/4/24</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) and regular other observations. Geography, History, Science, Art, DT, R.E, PSHE, Music, AMFL and P.E leaders have carried out lesson observations/ learning walks during Spring term.</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><u>Ensure that all teaching is as good as the best at the school.</u></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 Gobs.</p>	<p>All teachers</p>	<p>Apr 24</p>	<p>All teachers to be given time this term to carry out a learning walk. (Apr 24).</p> <p>SW has arranged to visit Kelling Primary to carry out learning walk 1/5/24</p> <p>Governor learning walk 16/4/24 found large improvement in classroom tidiness, displays, working walls and class books.</p>
<b><u>Evaluate the implementation of the Curriculum</u></b>	<p>Carry out a review of all class timetables to ensure</p>	<p>Improved quality and quantity of writing observed</p>	<p>KS1 teachers SC</p>	<p>Sept 24</p>	<p>Review completed Mar 24 KS1 timetable being changed to a 2 year cycle (Sept 24).</p>

	adequate time is given to every subject.  Separate English lessons are timetabled in addition to Phonics in Y1 and Y2.	in English books in KS1			Geography blocks have been reorganised in UKS2 Will move to weekly Science lesson in Sept 24  Separate English lessons with a focus on writing to be introduced in KS1 (Mar 24).
<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% Spring 2 2024 = 93.7% Current attend Rate (18/4/24) =94.3% (Current Nat = 94.6%) Current PA rate = 18%</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.</p>	Attendance Rate is at Nat Ave	<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>Sept 23</p> <p>Oct 22</p> <p>Sept 22-</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>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>

	100% attendance tea party each term. 100% attendance badge. Complete attendance self review and action plan.		SW  SW TG/SW	Apr 23  Sept 22 Apr 23	Commenced Apr 23  Commenced Sept 22 Completed 1/3/23
Key Objectives from Ofsted (Jun 18)					
<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 to set up regular meetings with Subject Leaders.  Governors to recommence weekly learning walks.  Governors to complete more training to fill gaps identified in the skills audit	Governors able to discuss School priorities with LA advisor (Dec 23)	SW  Govs + subject leaders  Govs  Govs	Sept 22  Dec 22  Sept 22  Apr 23	Updated SEF on the website Sept 22 School Development Plan shared with Govs since Sept 22  Commenced Jun 22. Governors met with their subject leaders last term (Spring 24)  Restarted Sept 23  Training completed by MP, SB and JS, AE, SW
<b>Teaching of reading is consistently good</b>  Reading results have improved consistently since 2018  July 2023 Results KS2 Sats = 76% Nat = 73% Ks1 Sats = 59% Nat = 68%	Embed Twinkl phonics/ reading scheme across the school.  SC to attend English subject leader briefings  SC to complete NPQLL Dailly 1-1 reading with targeted children	KS2 Reading SATs is at Nat Ave (73%) +ve progress in KS2  KS1 Reading SATs is at Nat Ave (68%)	SC/KL/  SC  SC All	Sept 23  Jan 24 - Jul 24  Feb 24 Sept 23	Twinkl Phonics lessons commenced in YR,Y1,Y2,Y3 Sept 22    SC Enrolled Commenced Sept 23

	1-1 reading tuition English Catch up groups		GW MW, RCJ,CT	Oct 23 Sept 23	Commenced Sept 23 Commenced Sept 23
<b>Improve presentation across all subjects</b>  See Presentation Policy	Restart book scrutiny each 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
<b>Pupil Premium</b> 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% 2023 KS2 R+W+M PP Gap = -8%	Restart more able PP intervention groups.  PP Holiday school  PP 1-1 Tuition  Introduce PP challenge partners  Restart Paths, Nurture groups and Pastoral support	PP Gaps = 0	SW  SW/SS  SW/GW  SW  KL, SW CT,SK,JH	Oct 23  Feb 24  Sept 23  Dec 23  Sept 23	Half term Maths club, Easter Maths club,  Commenced Sept 23  Commenced Oct 23  Paths restarted Sept 22
Other objectives from the SEF					
<b>Maths Action Plan</b> Improvement in recording of maths work in all classes.  Review the implementation of	Introduce White Rose Work books across the school.  Observations of Maths	Workbooks used in every class from Y1-Y6  Consistent	TG  TG	Oct 23  May 24	Workbooks introduced in Y2-6 Oct 23  TG has carried out regular observations

the White Rose Maths Scheme across the school.	lessons to check delivery, differentiation and quality of work.	delivery across the school obs			Feb - April 24 and will follow up with a staff meeting on 3/6/24
Improve the recall of times table facts.	Introducing a new scheme to teach times tables - Rock Stars.	Improvement in Times table check score in Y4	TG	Jan 24	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
			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
Improve the quantity and quality of writing seen in KS1 and LKK2	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.	SC	Jul 24	
			TG CL	Mar 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 SC SC	Jan 24 Apr 24 Jul 24	Commenced Jan 24  Reading cafe planned for Feb 24
Improve Boys Writing	Re-introduce writing cup in each class	Boys make +ve VA in writing  Higher number of children achieve GD in KS2 Sats	SC SC	Jul 24 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	Review completed 18/3/24 Whole school will move to weekly science lessons in Sept 24 using existing Science topics.
Greater number of Science investigations to be carried out.	Promote the use of Pzaz to aid science planning and lesson delivery.  Subject leader to lead training on the teaching of science investigation skills	More Science Investigations observed.	CL CL	Sept 23 Jul 24	Pzaz purchased sept 23
<b>Geography Action Plan</b> Provide more opportunities to teach Geography skills  Ensure consistency of	Introduce National field work fortnight.  Introduce self evaluation	Observed by subject leader/ governor. Assessment	KS	Jun 24	

assessment in Geography across the school	for children at the end of each topic	reported matches the quality of work observed in lesson observations,	KS	July 24	Review completed and slight change made to UKS2 timetable.
	Review timetable to ensure adequate time is given to Geography	Review completed	KS	Mar 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 skills Monitor use of assessment. Introduce self evaluation for children at the end of each topic.	Assessment reported matches the quality of work observed in lesson observations, work scrutinies, pupil interviews by subject leader.	GW	Oct 23	Completed Set 23
			GW	Dec 23	
			GW	July 24	
			GW	July 24	
<b>Art Action Plan</b> Increase the profile of Art at the school.	Audit, clean and repair Kiln room.	Kiln repaired	SC/SW	July 23	Completed
	Apply for Arts mark	Award achieved	SC	July 23	Silver award achieved
	Undertake more Arts visits (The Venue, Church, Bayfield sculpture) and visitors	Increase in the number of visits planned in 23/24,	SC	July 24	

Increase the range of artists taught at the school	Arts Council-train Share vocabulary and artist overview with staff.	Children can talk about a wider range of artists in pupil interviews.	SC	Jan 24	
<b>DT Action Plan</b> Increase the profile of DT at the school.	Arrange further DT opportunities - STEM, Greshams', High School.	Increase in the number of visits planned in 23/24	SC	July 24	
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  Restart Open the book weekly assembly  Arrange Multi cultural week  Arrange Pupil Premium visits to local church  Capture evidence of RE teaching in KS1 in Class topic books / Festival book	Prayer Space completed Open the book restarted	SW  SW/  SW/ BY  SW  BY	Apr 24  Sept 23  Jul 24  Jul 24  Jul 24	Arranged for 20/4/24  SW and Father Howard restarted Open the Book assemblies Sept 23    Commenced April 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	Sept 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 Commence using CPoms to record Safeguarding Transfer of Safeguarding records to CPOMs	Safeguarding concerns and actions recorded using CPOMs - observed by safeguarding governor	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	Evidence of training documented in Safeguarding file	SW/MP  KL  SW  CR,TG,	Apr 23  Sept 23  Dec 23  Jul 24	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

	<p>training. KL to complete Early Help assessment and planning training.</p> <p>Governor to complete Safer Recruitment training.</p> <p>Staff to complete Prevent refresher training,</p>		<p>SC KL</p> <p>MP</p> <p>All</p>	<p>Apr 24</p> <p>Dec 23</p> <p>Dec 23</p>	<p>Completed 27/11/23</p>
Single Central record	<p>Update SCR using the latest format</p> <p>CR to complete training</p>	<p>Updated SCR checked by Governor</p>	<p>CR</p> <p>CR</p>	<p>Oct 23</p> <p>Oct 23</p>	<p>Updated Oct 23</p> <p>Completed 9/10/23</p>
Improve Behaviour Management	<p>Purchase Norfolk Steps package A for schools</p> <p>SW to complete Step on Lead professional training.</p> <p>Whole school to complete Step on training in twilight sessions.</p> <p>Introduce new Behaviour Plan format</p>	<p>Reduction in behaviour incidents recorded on CPOMs</p>	<p>SW</p> <p>SW</p> <p>All Staff</p> <p>All Staff</p>	<p>Sept 23</p> <p>Dec 23</p> <p>Apr 24</p>	<p>Purchased Sept 23</p> <p>Completed 4/12/23 and 5/12/23</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</p>		<p>KW</p> <p>SW</p> <p>KW</p>	<p>Apr 24</p> <p>July 24</p> <p>April 24</p>	

	training  SW to complete Premises Management Refresher  All staff to update First Aid training in twilight session.		SW  SW	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  Completed
<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 policy updated Mar 24
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	Introduced Feb 24
Wraparound care	Survey parents about after school care.	Wraparound care commences in Summer Term.	TG	Jan24	Survey completed (Jan 24)
	Identify staffing for after school care (3pm-5pm)		TG/SW	Mar 24	2 TA's identified
	Commence After school Care (3pm-5pm)		SW	Apr 24	Trial commenced 18/4/24
<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. Remove bushes in the infant playground		CR KW/SW SW SW	Apr 23 Oct 23 Oct 23 Jul 24	Completed Feb 24 Completed July 23 Completed Oct 23 Arranged for half term
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 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 Sept 23 Sept 23 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 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 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