

School Improvement Plan 2023-24 (updated 1/5/24) - 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. All other subject leaders have carried out lesson observations/ learning walks during Spring term. This will be repeated in the Summer term.</p> <p>Book scrutinies have been completed in Geography, History, Science, Art, DT, English and Maths.</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>Apr 24</p>	<p>All teachers have carried out a learning walk in the Spring term. Governors report a large improvement in the learning environment. English book scrutiny show progress in each year group and across the school Learning walk at Kelling - SW 1/5/24 Observation of English - CL +TG 10/5 Meeting with English lead at Kelling 17/5</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>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>

	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 We 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) =94.4% (Current Nat = 94.6%) 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.</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	Dec 23  Feb 24  Sept 23  Dec 23  Sept 23	Commenced Mar 24  Half term Maths club, Easter Maths club,  Commenced Sept 23  Commenced Oct 23  Paths restarted Sept 22
Other objectives from the SEF					

<b>English Action Plan</b> Improve Subject leadership	SC to complete NPQLL	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 Catch up groups KS2. Train 2 more TA's to lead Catch up interventions. Restock home reading books in KS1 and LKS2. Easter writing school. Start Exciting Writing club	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 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	Objectives for Year 5 and 6 completed
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
Improve Boys Writing	Re-introduce writing cup in each class	Boys make +v VA in writing	SC	Apr 24	Reading cafe in YR completed
			SC	Jul 24	

<p><b>Maths Action Plan</b> 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 table facts.</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 to teach times tables - Rock Stars.</p>	<p>Workbooks used in every class from Y1-Y6</p> <p>Consistent delivery across the school obs</p> <p>Improvement in Times table check score in Y4</p>	<p>TG</p> <p>TG</p> <p>TG</p>	<p>Oct 23</p> <p>May 24</p> <p>Jan 24</p>	<p>Workbooks introduced in Y2-6 Oct 23</p> <p>TG has carried out regular observations Feb - April 24 and will follow up with a staff meeting on 3/6/24</p> <p>Rock Stars introduced Jan 24</p>
<p><b>Science Action Plan</b> Review the timetable to ensure that enough science is taught regularly across the school.</p> <p>Greater number of Science investigations to be carried out across the school.</p> <p>Improve the accessibility of science resources</p> <p>Raise the profile of science</p>	<p>Whole staff review of topic timetable.</p> <p>Promote the use of Pzaz to aid science planning and lesson delivery.</p> <p>Subject leader to lead training on the teaching of science investigation skills</p> <p>Sort resources and move into Sandringham classroom</p> <p>Arrange Moon and Back</p>	<p>Science is taught more evenly throughout the year.</p> <p>More Science Investigations observed.</p> <p>Science equipment stored neatly in Sandringham classroom</p>	<p>CL/SW</p> <p>CL</p> <p>CL</p> <p>CL</p> <p>CL</p>	<p>Mar 24</p> <p>Sept 23</p> <p>Jul 24</p> <p>Dec 23</p> <p>Mar 24</p>	<p>Review completed 18/3/24 Whole school will move to weekly science lessons in Sept 24 using existing Science topics. Need to review KS1 topic plan first.</p> <p>Pzaz purchased sept 23 and demonstrated it to staff at staff meeting.</p> <p>11/9/23</p> <p>Moon and Back assembly/ workshops</p>

	Assembly. Science week				completed Science week completed - display
<b>Geography Action Plan</b> Provide more opportunities to teach Geography skills  Ensure consistency of assessment in Geography across the school	Reestablish links with the Norfolk Rivers Trust and Kelling Heath	More Geography trips completed	KS	Jun 24	Pupil Premium trip to Kelling Heath completed.
	Introduce National Field Work fortnight.		KS	July 24	
	Review timetable to ensure adequate time is given to Geography	Review completed	KS	Mar 24	Review completed and slight change made to UKS2 timetable.
	Introduce self evaluation for children at the end of each topic		KS	July 24	
<b>History Action Plan</b> Ensure consistency of assessment in History across the school	Produce one page topic overview document for each topic	Assessment levels reported matches the quality of work observed in lesson observations, work scrutinies, pupil interviews by subject leader.	GW	Oct 23	Completed Set 23
	Provide example materials to aid assessment		GW	Dec 23	Completed in staff meeting Sept 23
	Carry out a staff audit of skills		GW	July 24	
	Monitor use of assessment.		GW	July 24	
	Introduce self evaluation for children at the end of each topic.		GW	Sept 24	

<b>Art Action Plan</b> Increase the profile of Art at the school.  Increase the range of artists taught at the school  Develop children's evaluation skills.	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 Sept 23
	Undertake more Arts visits (The Venue, Church, Bayfield sculpture) and visitors	Increase in the number of visits planned in 23/24,	SC	July 24	
	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	Staff meeting Mar 24
	Share format with staff				Shared format in staff meeting
<b>DT Action Plan</b> Increase number of DT trips and visits  Improve Children's planning skills  Improve Children's self evaluation skills.	Arrange further DT opportunities - STEM, Greshams', High School	Increase in the number of visits planned in 23/24	SC	July 24	STEM completed
	Share booklet of different stages of DT.	Observed by Subject leader	SC	July 24	Shared format in staff meeting
	Develop Children's self evaluation skills.		SC	July 24	Shared format in staff meeting Apr 24
	Integrate the use of microbits		SC/TG	July 24	
<b>RE Action Plan</b> Increase the profile of RE at the school.	Arrange Prayer Space	Prayer Space completed	SW	Apr 24	Arranged for 20/4/24
	Restart Open the book	Open the book	SW/	Sept 23	SW and Father Howard restarted Open



	<p>weekly assembly</p> <p>Arrange Multi cultural week</p> <p>Arrange Pupil Premium visits to local church</p> <p>Capture evidence of RE teaching in KS1 in Class topic books / Festival book</p>	restarted	<p>SW/ BY</p> <p>SW</p> <p>BY</p>	<p>Jul 24</p> <p>Jul 24</p> <p>Jul 24</p>	<p>the Book assemblies Sept 23</p> <p>Completed April 24</p>
<b>PE Action Plan</b>	Apply for the School Games Mark	Award achieved	SS	Sept 24	
<b>AMFL Action Plan</b>	Re-apply for the International Schools Award	Award achieved	SW/BY	Sept 24	
<b>Music Action Plan</b> Increase the opportunities for learning music	<p>Restart the Choir</p> <p>Arrange a trip to show in London.</p>	Choir restarted	<p>BY/CR</p> <p>BY/CR</p>	<p>Sept 23</p> <p>Dec 23</p>	<p>Choir restarted Sept 23</p> <p>Frozen trip 30/11/23</p>
<b>Special Needs Action Plan</b>					
Pupil Focus Groups	Set up pupil focus groups/learning interviews		KL	Apr 24	
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			<p>KL</p> <p>All staff</p>	<p>Jul 24</p> <p>Jul 24</p>	

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
	KL to complete Multi Agency training.		KL	Sept 23	MA to book whole governing body training
	SW to complete DSL refresher.		SW	Dec 23	Completed 19/9/23
	All SMT to complete DSL training.		CR,TG, SC	Jul 24	Completed 27/9/23
	KL to complete Early Help assessment and planning training.		KL	Apr 24	CR completed 17/1/24
	Governor to complete Safer Recruitment training.		MP	Apr 24	Booked
	Staff to complete Prevent refresher training,		All	Dec 23	Booked
				Completed 27/11/23	
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	SW	Sept 23	Purchased Sept 23

	SW to complete Step on Lead professional training.	on CPOMs	SW	Dec 23	Completed 4/12/23 and 5/12/23
	Whole school to complete Step on training in twilight sessions.		All Staff	Apr 24	Training completed 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		KW	Apr 24	Completed 14/11/23
	New caretaker to complete training		SW	July 24	
	SW to complete Premises Management Refresher		KW	July 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	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 Jul 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.  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)  2 TA's identified  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	May 24	
	The Governors to survey parents about how to improve the school and local community.		MP	July 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 Summer holiday
New School	Attend meetings with LA		Govs	Ongoing	Moved to Stage 2 - July 23

Policies (Policy grid)					
	Safeguarding Policy			Sept 23	Approved by governors 25/9/23
	Attendance Policy			Sept 23	Approved by governors 25/9/23
	Behaviour Policy			Sept 23	Approved by governors 25/9/23
	Anti Bullying Policy			Sept 23	Approved by governors 25/9/23
	Curriculum Policy			Oct 23	Approved by governors
	Performance Man Policy			Oct 23	Approved by governors 11/10/23
	Pay Policy			Oct 23	Approved by governors 11/10/23
	Recruitment Policy			Dec 23	Approved by governors 11/10/23
	General Risk Assessment			Oct 23	Approved by governors 11/10/23
	Fire Risk Assessment			Oct 23	Approved by governors 11/10/23
	Complaints Policy			Dec 23	Approved by governors
	Single Equality Plan			Jan 24	Approved by governors Jan 24
	Presentation Policy			Mar 24	Approved by governors 17/1/24
	Assessment Policy			Mar 24	Approved by governors Jan 24
	RSE Policy			Mar 24	Approved by governors 17/1/24
	Charging Policy			Mar 24	
	Admissions			Jul 24	Awaiting approval by governors
	Lettings			Jul 24	
	First Aid			Jul 24	Approved by governors 1/5/24
	Premise Management plan			Jul 24	