



LINDFIELD PRIMARY ACADEMY
ACADEMY IMPROVEMENT PLAN
2015-16 SUBJECT ACTION PLANS
REVIEWED AND COMPLETED NOVEMBER 2016



ACTION PLAN FOR CURRICULUM MAP 2015-2016

Targets	Success Criteria/ Outcomes	Tasks	Person(s) Responsible	Resources/ Time/Finance	Evaluation/Review	Completed Target? Met/ Partially Met
1. To develop and embed a new RE <u>Curriculum.</u>	1) All staff to implement new curriculum. 2) Subject specific vocabulary consistent throughout the school. 2) Children will have access to resources and improve understanding of Religious Education.	<ul style="list-style-type: none"> • Purchase new curriculum • Use staff meeting to introduce the new curriculum • Update curriculum map across the whole school • Ensure all staff are using the new curriculum and teaching to the new plans. • SMC books or folders to show evidence 	HA SO EB RCo JG	RE / Curriculum budget	Met and discussed RE new scheme of work with Coordinator. Introduce to staff for implementation. CURRICULUM MAP UPDATED.	MET
2.To update procedures in assessment in Science	1)To review and update assessment in science, 2)To pilot assessment strategies in Year 3, 4 and 5	<ul style="list-style-type: none"> • To look at assessment in relation to the new curriculum. Identify progression in year groups. • Identify clear procedures to support with assessment in Science, particularly in relation to “Working scientifically” • To work closely with Science team from Brighton University to assess children in Science. 	JG and VS working with TLR members	2 day supply	Working scientifically updated and presented to staff in meeting. Demonstrated how this could be used to help with report writing. Continued liaison with Brighton University about the Science curriculum.	PARTIALLY MET
3. To review planning formats and the impact on teaching and	!)Review the planning format to reflect	<ul style="list-style-type: none"> • Look at planning formats from other schools • Review the weekly plans • Work with English Co-ordinators 	SMT, LD and the key target group	2 days supply Staff meeting for all staff to celebrate	Planning formats discussed in SMT and with English coordinator.	PARTIALLY MET

learning. (Ofsted planning format).	children's learning and amend if necessary.	<ul style="list-style-type: none"> to review planning structures • Identification of different learning styles 		children's' work by sharing books. Also review planning formats and discuss.		
4.To raise profile of Science	<p>1) All staff to be involved in a science week</p> <p>2) Improve resources to support children's understanding of Science</p> <p>3) Look at planning and learning journey</p>	<ul style="list-style-type: none"> • A curriculum themed week with Maths and English • Review planning formats and weekly plans • Scrutiny of Science books 	JG, DS and all staff		<p>All staff involved in a successful curriculum themed week. "Learning through stories"</p> <p>Scrutiny of science books showed good coverage of curriculum and continued practice of developmental marking supported learning.</p> <p>Year 5 involved in a Mid Sussex Science Fair, and came third in the competition.</p> <p>Planning reviewed and changes made with year groups. Curriculum map updated.</p>	MET
5. To develop and embed a new PSHE Curriculum	<p>1) All staff to implement new curriculum.</p> <p>2) Subject specific vocabulary consistent throughout the school.</p> <p>2) Children will have access to resources and</p>	<ul style="list-style-type: none"> • JIGSAW / Curriculum map • Assembly • whole school approach • -questioning • -philosophy • SMC books or folders to show evidence 	HA SO EB RCO	New Curriculum budget	Due to budget implications, purchase of PSHE curriculum was put on hold	NOT MET

	<u>improve understanding of PSHE</u>					
6. To develop enquiry based learning and promote curriculum links	1)All staff to feel confident to teach through enquiry, as part of the Geography and History curriculum	<ul style="list-style-type: none"> Review the mapping of skills in Geography and History Build up a central resource pool to support the skills being taught. Look at how other schools plan in order to ensure best practice. Build a portfolio of examples of key questions/enquiries in Geography and History 	JG and SG JG and SG	Staff meeting to enable staff to plan an enquiry	Review of Geography and History skills enabled the curriculum map to be updated. Staff introduced to mapping resources to support Geography curriculum. Maps and atlases purchased Staff introduced to resources to support scientific enquiry. Cross curricular links supported through our curriculum map.	PARTIALLY MET

EVERY CHILD MATTERS

Targets	Success Criteria / Outcomes	Tasks	Person(s) Responsible	Resources – time, finance	Evaluation Review	Completed Target? Met / Partially Met
To undertake submission of the International School Award	Action Plan – to be successfully submitted and accepted by British Council	Liaise with staff and agree 7 key International events – 3 with partner school	RC	Staff Meeting	Staff Meeting delivered	Met
		Write and submit action plan to British Council	RC	1 day to collate and write up in Autumn Term	Action Plan submitted	Met
To achieve re-	ISA awarded	To monitor and collate evidence	RC	1 day to collate	Owing to lack of	Successful

accreditation of International School		of the International Events held throughout the year and complete British Council evidence requirements and assessment forms	Staff to supply info as required	file 1 day to submit evidence	funding and resources limited time for all staff was available	arts week delivered ISA – not renewed
To support Maths Key Target	Positive feedback from parents regarding information Raise the profile of maths in school	To help support the delivery of maths presentation to KS2 parents and to re-introduce maths into 6 weeks in project. To assist with the evaluation of maths on our website. To generate a variety of activities/competitions to raise the profile of maths	JS/RC JS/RC JS/RC	Spring Term KS2 – 6 weeks in Autumn 2016 JS/RC	Successfully delivered Transitioned to PP Delivered 2 assemblies, ran competition and mounted display	Met Met
To develop the KS2 playground area.	Pupil questionnaire on attitudes	To purchase a shed for secure storage of equipment. To purchase playground toys. To introduce Cabin Crew to help look after equipment and aim to raise the profile of peer mediators	RC Liaise with Environment target group	£200 shed – PTA £100 toys - PTA	Shed purchased and equipment purchased. Cabin Crew introduced	Partially Met (questionnaire outstanding) Transitioned to PP
To ensure Health and Safety aspects of the school are maintained	CRB's and paperwork up to date – First Aid Courses run. Child Protection file to be up to date	Collate paperwork and follow up on any missing data. Ensure file remains current. Liaise with AW, PB, MS, VS and gov	RC /MS	1 day a term	Declarations and CRB's up to date SCR now complete First Aid courses held	Met
To oversee policies	To ensure policies are up to date and relevant ones on website	Read, monitor and proofread and personalise information from Academy. Liaise with subject co-ordinators on policies	RC / MS		Transitioned to PP	Partially Met
To monitor and oversee absences	Attendance target to maintained	Liaise with Janet in the office over attendance figures – ensure letters are sent out where necessary	RC / MS	½ day per ½ term	Attendance remains good	Met

To review and evaluate the progress of children	Effective use of Target Tracker by all teachers	Analysis of groups	SLT		Regular Pupil Progress Meetings	Met
To utilise 'mobility grant'	Attend French residential course	Book Claro training for Easter holiday. Aim to foster links with partner school in France, Cascade back language to Year 5	RC	Easter Holiday	Successful residential Good resources acquired	Met
To achieve P4C grading	Successful award	Undertake training and cascade back for use in class initially before rolling out	RC	Spring Term	Course attended Follow up work done Certificate awarded	Met

LITERACY-AIP

This will be in the Academy Improvement Plan 2016-17

MATHEMATICS-AIP

This will be in the Academy Improvement Plan 2016-17

COMPUTING

Targets	Success Criteria/ Outcomes	Tasks	Person(s) Responsible	Resources/ Time/Finance	Evaluation/Review	Completed Target? Met/ Partially Met
Improve wifi provision across the school.	Robust wireless access across the school site.	<ul style="list-style-type: none"> Improve network infrastructure in KS1 area to support wifi access. Increase the number of wireless access points (WAPs) in KS2 	BLA	KS1 cabling - £3000 WAPs - £600 Switches - £3000	This project has been postponed until 2016/17 due to reallocation of computing budget.	Not met
To replace and upgrade existing server.	Server will have appropriate storage space	<ul style="list-style-type: none"> Upgrade curriculum and SIMS server. 	BLA	£3000	A new server has been installed and all IT devices have been converted to the 'village'.	Met
To create a link between Lindfield and Blackthorns servers.	Backup of data – alternative solution if the internet goes down.	<ul style="list-style-type: none"> Meetings with UOBAT who will oversee the project. Supply costs covered else where. 	RA BLA	Funded else where.	The link has been established and we now have internet access provided by Capita which will prove to be a cheaper solution over the next 3 years.	Met
Organise effective resources to deliver computing services throughout the school.	Resources appropriate to the needs of our school and the computing curriculum.	<ul style="list-style-type: none"> Install Apple TV / Air server 	BLA	£600	Postponed for the near future.	Not met
		<ul style="list-style-type: none"> Collaboration between IT technician and Computing co-ordinator to monitor the progress of action plan. 	BLA / RA	£735 (1 day per term supply).	Successful meetings have taken place and will continue in the next academic year.	Ongoing
		<ul style="list-style-type: none"> Maintain inventory of IT equipment. 	BLA		ICT inventory is up to date.	Ongoing
		<ul style="list-style-type: none"> Repair / replace equipment as necessary. 	BLA	£2000	Numerous repairs have taken place	Ongoing
		<ul style="list-style-type: none"> Set up centralised management of iPads. 	BLA	£645	This will take place over the next couple of weeks.	Almost met
Work with UOBAT to ensure strategic planning.	IT services and strategic planning will be supported by UOBAT.	<ul style="list-style-type: none"> Participate in meetings with UOBAT, one per half term Identify our service provision needs. Providing information as required. 	BLA/RA	£870	Numerous successful meetings have taken place. A budget plan for the next 5 years has been drawn up.	Ongoing Ongoing

Maintain an effective website until academy handover.	Statutory information is displayed. Staff use website effectively.	<ul style="list-style-type: none"> Ensure all statutory information is available. Evaluate and make changes to website. Support PTA with establishing their area on school website. Continue subscription to website service provider. 	RA RA RA / BLA RA EF	£345 (½ day per term supply)	There have been a few 'teething' problems with the handover, including a number of unanticipated costs. RA and BLA will be having a meeting with the webteam in October to discuss the possibility of the school being able to manage parts of the website. We have agreed a fixed quarterly charge with UoBAT to cover maintenance on their part.	Ongoing
Effectively develop and maintain computing curriculum	Create a curriculum in which children develop statutory computing skills. Children develop computing skills across the curriculum.	<ul style="list-style-type: none"> Investigate effective schemes of work. Arrange CPD opportunities for staff to utilize IT across the curriculum. Subscription to PurpleMash. 	RA RA EF		Year group schemes of work have been updated on the curriculum map. Training in the new e-mail system has been delivered. Subscription to PurpleMash has been renewed.	Met Met Met
Ensure effective E-safety training for pupils, staff and parents.	All statutory requirements for E-safety are being met.	<ul style="list-style-type: none"> Keep up-dated of statutory requirements. Ensure all staff are aware of statutory requirements and provide training where necessary. Hold an E-safety workshop for parents. Ensure adequate virus protection is installed. 	RA RA RA BLA		Regular checks of statutory requirements have been made. Staff have received some training in E-safety and updates have been provided. Staff have been asked to read the UoBAT E-safety policy. Two E-safety workshops have taken place and were well attended by parents. Virus protection is provided via our internet provider, Capita.	Ongoing Ongoing Ongoing Ongoing
Ensure school is covered by sufficient licensing	Software in school is covered by	<ul style="list-style-type: none"> Purchase Microsoft licence based on full time employee count. 	BLA	£1500	Subscription is up to date.	Met

for products and apps.	sufficient licencing.	<ul style="list-style-type: none"> Set up Apple Volume Purchasing programme for iPad apps. Testbase subscription 		£500 £225	???	Met
To maintain the use of IT across the curriculum.	IT support in the classroom	<ul style="list-style-type: none"> Investigate the possibility of developing digital leaders. 	RA		I had trouble finding any information about the scheme but will review in the future.	Not met

PHYSICAL EDUCATION

Targets	Success Criteria/ Outcomes	Tasks	Person(s) Responsible	Resources/ Time/Finance	Evaluation/Review	Completed Target? Met/ Partially Met
To maintain and improve the provision of physical education	All teachers (including those in the first half of the week) will have received at least 2 x 6 week blocks of CPD from Premier Sports Teachers will be more confident in teaching areas of PE they were less confident in, in the past.	Continue with CPD from Premier Sports Ensure that all staff have completed CPD training over past 2 years.	RI & all staff	£130 per day	All teachers have received CPD training over the past 2 years.	MET - ongoing
		PE staff meeting looking at targeting those children who are less active	RI & Mid Sussex Active	Part of money paid to Mid-Sussex Active	A change for life club was set up for one term to encourage less active children to take up exercise.	
		All four NQTS to go on course provided by Mid-Sussex Active. These focus on Gymnastics, Games and Dance	RI & NQTS	Part of money paid to Mid-Sussex Active	NQTS attended courses and became more confident and able in teaching of PE.	
		Offer opportunities for other	RI and all	Part of money paid to Mid-	Mid Sussex are beginning to	

		staff to attend courses in areas they feel less confident	staff	Sussex Active	introduce new sport specific training	
To establish and improve the Intra School Competition program that feeds into the Lindfield School Games (Sports Days)	Every class will take part in 5+ intra school competitions. Those in KS2 will participate in at least 3 different sports Scores will be documented on the Lindfield School Games board	Make sure that all classes have completed their competition with results fed back to the PE coordinator by the conclusion of the half-term. The one exception being the Christmas term. Use Sports Crew and older KS2 children to assist the running of competitions in KS1	RI & all staff RI & Sport Crew RI & Sport Crew	Training as part of Mid-Sussex Active money	All classes have taken part in an intra school competition. Sports Crew were used to support the running of many intra school competitions. Year 5 helped to lead year 2 competitions and PE activities.	MET
To promote Sainsbury's School games and Lindfield School games within our school and maintain the Gold Kite Mark	Set up a new display board in the Sports Hall. Sports board is up to date and used by children and staff	Make sure that board is backed, clear and includes photographs and explanations. Introduce the board to children during an assembly. Regularly review the information on the School Games board to make sure that it is regularly being updated. Sports Crew who have run events for KS2 write up what	RI RI	Put up as part of new school hall design None	Display was put up and maintained with reference to it during in assembly.	MET - Ongoing

		happened and place on the School Games board.				
To make the wider community aware of Sports and competitions happening at Lindfield Academy	Twitter is used to feedback results of inter and intra school competitions and to keep local community up to date with any information. Links to be maintained with Lindfield Life to allow	Speak to the university and set up a school twitter to use. Regularly keep twitter up to date with information regarding sport at Lindfield Primary Academy. Contact Lindfield Life and provide them with information and photos, when necessary, to get articles published about sport in our school.	RI RI, JS and MS RI	None None	Twitter was set up and was used to update the community with sporting events.	MET - Ongoing

R.E.

Targets	Success Criteria/ Outcomes	Tasks	Person(s) Responsible	Resources/ Time/Finance	Evaluation/Review	Completed Target? Met/ Partially Met
1. To develop and embed a new RE	1) All staff to implement new curriculum. 2) Subject specific	- Purchase new curriculum - Use staff meeting to introduce the new	HA SO JG	RE / Curriculum budget		MET

Curriculum.	vocabulary consistent throughout the school. 2) Children will have access to resources and improve understanding of Religious Education.	curriculum - Update curriculum map across the whole school - Ensure all staff are using the new curriculum and teaching to the new plans. - SMC books or folders to show evidence				
2. To develop links with the wider community through assemblies	1) Regular guest speakers from the local community will be invited to speak in assembly 2) Children experience a wider variety of viewpoints 3) Children engage with a variety of different role models 4) School and British Values to be embedded. 5) RE education review	-A letter to go out in the Newsletter inviting the local community to speak in assemblies. -An advert to go out in the Lindfield Life to encourage members of the community to speak in assembly. -Create timetable for after Christmas – Wednesday Work closely with the local churches to include a range of people. -Half-termly assemblies on ‘value of the term’ related to the PSHE curriculum.	HA SO EB RCo	Organisation of community Newsletter Lindfield Life		MET
3.To plan and organise a ‘World Arts Festival’ for the Arts Mark	1) All staff and children to participate in the festival 2) To embed the school values and British values through cross curricular	- Roaming theatre - End of year celebration -PTA – funding? -Workshops over one week -Local community	HA SO EB RCo VS NC	Link with PTA		MET

	activities 3) To engage the wider community 4) To celebrate a variety of cultures and beliefs.	- End with BBQ/Band night?				
5. To create a reflective learning space that is available to all children.	1) Children to have a space to reflect. 2) Children to have a space they can go to when they need time out of the classroom. 3) Children are able to pose questions about different cultures, beliefs or values. 4) Consistent use of the reflective space across the school. 5) Children to have access to range of religious resources and books to read and research from.	-Crystal ball -Reflective space in the school – display with chair/cushions. Rotunda option for circle time with different sensory resources and books - Questions on the wall relating to PSHE monthly values and big questions from the RE curriculum. -Mindfulness assemblies -Staff meeting to discuss when children can use the space effectively	HA SO EB RCO	Resources to create an environment		PARTIALLY MET

MFL

Targets	Success Criteria/ Outcomes	Tasks	Person(s) Responsible	Resources/ Time/Finance	Evaluation/Review	Completed Target? Met/ Partially Met
1. To ensure	French taught	Monitor planning and use of	JC	½ day CDP	July 2016	Partially

MFL is being taught throughout the school	45minutes a week in KS2 Spanish taught Displays in every class for MFL	French books in KS2 Audit resources Update U drive with French and Spanish resources Celebrate International day of European Languages		teacher	September 2016	Met
2. To complete our British Council French and Spanish project	Use Erasmus+ grant for staff trips to France and Spain	Spanish language and Methodology course in Santander French language and methodology course in Rouen Feedback to staff on return Write report for British Council	JC RC JC & RC JC & RC	Erasmus + grant ½ day CDP teacher	February 2016 March 2016 April 2016 June 2016	Met Met Met Met
3. To update my own knowledge and skills and share with staff	To learn about current best practice in MFL teaching	Attend MFL conference at Sussex University Feedback to staff at staff meeting	JC & RC	£200 + supply	June 2016	Not met due to lack of funding

ART AND DESIGN

Targets	Success Criteria/ Outcomes	Tasks	Person(s) Responsible	Resources/ Time/Finance	Evaluation/Review	Completed Target? Met/ Partially Met
To raise the profile of Art and design	Artsmark award achieved.	To complete the case study for Artsmark award. (See Artsmark action plan)	NC VS HA	CPD teacher release time	Case study completed and submitted. Award promised – awaiting grading.	Met

throughout the school.	High quality and informative displays, celebrating art work around the school.	Lead staff meeting revisiting display policy. Encourage all staff to add a 'learning journey' description of the process of the work. Continue to allocate display boards and change regularly.	NC All staff NC + all staff		Allocated displays are updated regularly to a high standard as evidenced at World Arts week and Peer review inspection. Displays all including short commentary.	
To monitor the skills planning and its effect on learning and progression.	Sketchbook skills will show clear progression from year to year. Units of work in curriculum map will be realistic and manageable. Areas for support will be identified. Staff can use Art virtual portfolio to view HA, MA, LA work as benchmarks to work towards.	Look at sample sketch books (HA, MA, LA) and work from KS1. Look at end of unit examples of work across year groups. Look at planning in Learning Journeys and weekly plans to check for coverage. Evaluate activity ideas given in curriculum map. Highlight skills taught and useful activities. Work with year groups as necessary with skills and planning ideas. Scrutiny of art work to identify areas requiring support. Reinstate the Art Virtual portfolio with examples of high, average and below average samples of work. (Staff to make work available for NC to photograph.)	NC NC All staff. NC NC NC	1 day supply cover	Supply cover not available. Sketch books were sampled, some good progression shown from previous years, (some work was on larger paper) would be good to see a wider range of skills development. Staff who were most pleased with their teaching and learning were those who had been able to link and embed their art experiences to their topic themes. Some staff were feeling very pressured by academic subjects and not always able to deliver the curriculum to the level they would like. Virtual portfolio begun on p drive.	Partially met – to continue

PSHE

Targets	Success Criteria/ Outcomes	Tasks	Person(s) Responsible	Resources/ Time/Finance	Evaluation/Review	Completed Target? Met/
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						Partially Met
1 To organise activities for anti-bullying week	1) Everyone is aware of the anti-bullying message 2) The school values and code are embedded across the school.	* PC Kemp to visit and raise awareness of bullying * Create activities for all staff to complete during anti-bullying week * Ensure all staff are aware of activities	SO	PC Kemp/ Assembly	PC Kemp visited during anti-bullying week. Activities were successfully completed during anti-bullying week. Shield posters were made.	Met
To develop links with the wider community	1) Regular guest speakers from the local community will be invited to speak in assembly 2) Children experience a wider variety of viewpoints 3) Children engage with a variety of different role models 4) School and British Values to be embedded.	* To promote our assemblies to the community * To build a timetable for assembly * Organise PC Kemp to visit whole school. * Organise Fire Brigade visits to years r, 2 and 5	SO HA	Lindfield Life, Newsletter	Assemblies were promoted via the newsletter and members of the community came into give assemblies A timetable has been made up until December 2017 PC Kemp visited the whole school. The Fire Brigade visited to years r, 2 and 5.	Met
To develop and embed a new	1) All staff to implement new	- Explore JIGSAW and update the Curriculum map	HA SO	New Curriculum budget	An assembly rota for half term assemblies linked to our	Partially Met

PSHE Curriculum	<p>curriculum.</p> <p>2) Subject specific vocabulary consistent throughout the school.</p> <p>2) Children will have access to resources and improve understanding of PSHE.</p>	<ul style="list-style-type: none"> - Create an assembly rota for half term assemblies linked to our school values and British Values. - The whole school to be working towards the same values -Teachers to use questioning throughout PSHE teaching, including a question of the term/week -To introduce SMC books or folders to show evidence 	EB RCo		<p>school values and British Values was created.</p> <p>Due to funding issues the new curriculum was not fully embedded within the school. As the school is now able to utilise funding for PSHE, this particular target is being continued.</p>	
To organise activities for safer internet day	<p>1) All staff to implement the activities</p> <p>2) Children to understand the importance of being safe on the internet</p>	<ul style="list-style-type: none"> * PC Kemp to deliver workshops across the school * Teachers to carry out e-safety activities * All staff to promote the importance of staying safe online to all children. 	SO RA		<p>PC Kemp delivered workshops across the school.</p> <p>Teachers did carry out e-safety activities and promoted the importance of staying safe online to all children.</p>	Met
To create a reflective learning space that is available to all children.	<p>1) Children to have a space to reflect</p> <p>2) Children to have a space they can go to when they need time out of the classroom</p> <p>3) Children are able to pose questions about</p>	<ul style="list-style-type: none"> * Staff to use the Crystal ball across all subjects to encourage reflective learning * A reflective space in the school is created in the Rotunda for an option for circle time with different sensory resources and books * questions on the wall relating to PSHE monthly values * Mindfulness assemblies * Staff meeting to discuss when 	SO HA EB RCo	Resources to create an environment	<p>This target has only been partially met. This year SD and HA will continue to work on creating and promoting a reflective learning space in the rotunda.</p> <p>The Staff have already been using and will continue to use the Crystal ball to encourage</p>	Partially Met

	different cultures, beliefs or values 4) Consistent use of the reflective space across the school	children can use the space effectively			reflective learning. Mindfulness assemblies have been being carried out.	
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SEN

Targets	Success Criteria/ Outcomes	Tasks	Person (s) Responsible	Resources Time Finances	Target dates for implementation and review
1-To assess, track and monitor special needs pupils and enter data on appropriate assessment programme	SEN pupils highlighted on assessment programme to monitor, track and review their progress (to include p levels).	<ul style="list-style-type: none"> Track efficiently the SEND children to highlight progress. Meet with staff on a regular basis to discuss progress and agree provision. 	SENCO, Office Staff	On going through the year	Half termly Achieved – on-going SENCO attendance at Pupil Progress meetings enables thorough discussion with staff and SLT regarding progress and attainment. The use of Target Tracker has made data collection and assessment more effective however systems for tracking the progress of those not working at age appropriate outcomes needs further consideration. Rochford materials will be studied.
2- Meet teachers	Information	<ul style="list-style-type: none"> Identify children 	SENCO,	SENCo + Yr group	Achieved. On-going

regularly to explore progress and identify SEN.	accumulated And compiled as class and whole school registers: SEN; Class Support and Monitor.	<ul style="list-style-type: none"> • Meet with parents • Assessments made according to agreed timescale • TA allocation 	Teaching staff, TAs	Class Teacher meetings, Progress meetings	The SEN register is updated half-termly following Pupil Progress meetings. Additional meetings take place on a regular basis with teachers to discuss the needs of individual pupils. SENCO attends parent teacher consultations as well as ILP meetings.
3- Creation of a school provision map.	Appropriate interventions and provisions will be identified across year groups/KS. Interventions will be prioritised, and delivered by staff with appropriate training.	<ul style="list-style-type: none"> • Interventions will be timetabled across year group or KS (as appropriate). • TAs will deliver interventions they are trained in. • The size of each intervention group will be restricted. 	SENCo Class teachers TAs	Half termly meetings between SENCo and class teachers to look at provision timetables and interventions.	Achieved. On-going. Updated following Pupil Progress meetings. Difficulties with providing interventions due to TA numbers.
4 - To move towards greater co-production with children and their parents.	Children and their parents will be more involved in setting targets.	<ul style="list-style-type: none"> • Introduction of Individual Learning Plans (ILPs) • Use of 'Structured Conversation' to 'hear the child's voice'. 	SENCo Class teachers	Time for SENCo and class teacher to attend ILP meetings with children and parents each term. (minimum of 3x30 mins per child per year to review and update targets)	Achieved. Survey Monkey sent to parents to ascertain views. Largely positive results.
5 -Programmes set up, maintained and	Regular maintenance and	<ul style="list-style-type: none"> • Make arrangements for Annual Reviews for 	SENCO,	Admin support for SENCO	Target achieved. More opportunities to observe the

<p>reviewed for children with Statement/EHC Plan</p>	<p>review of SEND Registered children's progress</p> <p>Children making measurable progress</p> <p>Continuous updating of children's development and early intervention where appropriate</p>	<p>Statemented children, including at least one interim review</p> <ul style="list-style-type: none"> • Maintain year planner with key dates • Check Assessment recommendations on ILPs • Check end of year assessments • Put in place alternative Assessments when relevant, eg GL assessment screener/ COPS-(Year 1) • Meet with Year group during PPA time on a regular basis <ul style="list-style-type: none"> • Meet TA's/LSA's on regular basis • Observe children learning (and TA obs) 		<p>Purchase of new assessments if recommended.</p> <p>Potential SENCO/TA training to implement new assessments.</p>	<p>children learning are necessary.</p> <p>SEN TA in post but admin support not available due to timetabling of interventions, administration of medication for individual children and role of Medical Officer.</p>
<p>6- Communication with parents</p>	<p>Open, transparent approach ensuring confidence of children, parents, staff and Governors</p> <p>Confidence of parents/carers in SEND system</p> <p>Reduction in number of queries received by teachers about SEND</p>	<p>Open door' policy including:</p> <ul style="list-style-type: none"> • HT Parent discussion groups • Presentations to Governors • Open –door policy • Co-production of ILPs • SENCO pop in sessions every other Wednesday • ASCEND HUB coffee mornings. 	<p>SENCo</p>	<p>On-going throughout the year</p>	<p>Achieved. On-going</p> <p>Communication is strong with attendance at SEN parent meetings being well attended. Parents drop in to the SEN room, make appointments telephone or email for advice or information. Survey Monkey re ILP meetings was successful and revealed that a majority of parents feel supported.</p> <p>ASCEND has now ceased so methods of involving parents of</p>

	<p>children</p> <p>Early identification of problems (frequent visitors)</p>				<p>children with SEN into school for training and social sessions will be considered.</p>
<p>7 - Communication with locality schools (SALT) and wider range of primary and secondary schools</p>	<p>Regular attendance ensures clear communication between all SALT schools</p> <p>Improvement in transition between Y6/Y7</p>	<ul style="list-style-type: none"> Attendance at SALT group meetings for SENCOs Transition meetings with Pre-schools. visit 'feeder' secondary schools to improve transition arrangements for SEN children. Increased knowledge of specialist provision 	<p>SENCo</p>	<p>Visits to preschools, secondary schools and special schools/SSCs</p>	<p>On-going, termly attendance at SALT meetings</p> <p>Visits to other settings during transition – June/July</p>
<p>8- Keep abreast of current initiatives nationally and locally.</p>	<p>Completion of the National SENCo Award</p> <p>Attend and or speak at relevant courses and conferences</p>	<ul style="list-style-type: none"> Module One – Developing SEN Co-ordination: Improving Learning and Teaching. Module Two - Developing SEN Co-ordination: Leading and Managing Change. On-going course work 2x 5000 word assignments Plan and organise training for TA's for new initiatives. Track Pupil Premium budget on SEND children 	<p>SENCo Mentor</p> <p>SENCO Inclusion Manager</p>	<p>Cost of travel to and from The Institute of Education in London. 13 sessions</p> <p>SENCo out of school to attend the sessions.</p> <p>School Mentor to monitor and sign off progress.</p>	<p>Achieved – on-going</p> <p>The course has been successfully completed.</p> <p>Regular attendance at SENCo cluster meetings and training arranged through West Sussex.</p>