



Mrs. A. Whelan
Executive Head Teacher



Hard Federation Action Plan

2016-2019

Infant and Junior School
Development Plans



Saint Joseph's Infant and Junior Schools Development Plan 2016-19



Priority 1	<u>R.E -Catholic Life</u>		
	<ol style="list-style-type: none"> 1. Introduce Caritas in Action. 2. Continue to link to the 'Year of Mercy' and provide opportunities for prayer and reflection. 3. Continue to develop home school, parish opportunities for Collective Worship. 4. Continue to develop the role of the prayer leaders and pupil led collective worship sessions and opportunities for pupil voice in their religious life. 5. Continue to hold weekly staff led collective worship opportunities. 		
What will be different for the pupils?	<ol style="list-style-type: none"> 1. Pupils will have a wider experience of social justice and issues related to the common good. 2. Pupils will have a range of faith experiences linked to the Year of Mercy enabling them to develop their understanding of being 'Merciful like the Father'. 3. Pupils will have a wider range of opportunities to develop their faith through shared collective worship opportunities in school, parish and the wider catholic community. 4. Prayer Leaders will have more opportunities to plan, lead and reflect upon collective worship as well as developing their ideas to help the local and wider communities. 5. Pupils will benefit from the whole staff community sharing and developing their spirituality. 		
Targets		Success Criteria	
What we will achieve/desired outcome:- <ol style="list-style-type: none"> 1. Pupils will have increased knowledge and understanding about moral issues and its relation to Jesus and the teachings of the church. 2. Pupils will have an increased understanding of mercy and our moral role as Catholics. 3. A wider range of Collective Worship opportunities in school, parish and the wider catholic community. 		How we will know we have achieved it:- <ol style="list-style-type: none"> 1. Monitoring samples of work. 2. Collective Worship evidence. 3. Pupil discussion via prayer leaders, council and assemblies and pupil questionnaires. 4. Implementation of Collective Worship timetable. 	
Key People, including Leader		Funding & resources	
S.L.T. R.E Co-ordinators Class Teachers Prayer leaders		Purchase of Scheme Co-ordinator release	
Tasks	Who?	When	Check
What we will do to achieve the targets:-			



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Purchase Caritas in Action	RE Co	Sept 2016	
Allocate units to Year groups	RE Co	Sept 2016	
Lead inset on use of new scheme	RE Co	Sept 2016	
Plan Collective Worship Opportunities and liaise with Father John	SLT/R.E Co	Sept 2016	
Plan activities linked to the Year of Mercy	SLT/RE Co	Sept 2016	
Monitor of planning, collective worship, assemblies	SLT/ RE Co	Oct 2016 onwards	
Plan lesson/collective worship opportunities	CT	Sept/Oct 2016	
Evaluate implementation and feedback	CT	Oct 2016 onwards	
Appoint Prayer Leaders	CT	Sept 2016	
Next Steps	2017-2018	2018-19	
	Implement recommendations from Section 48 Inspection		
	Allocate funding to provide a permanent prayer garden		

Priority 1a	<u>R.E –Curriculum</u>
	<ol style="list-style-type: none"> 1. Further update SEF48 incorporating Diocesan guidance, and documentation. 2. Implement the Year of Faith units of study and to ensure all classes follow the new themes. 3. Provide staff with appropriate inset to support the delivery of the R.E. Programme. 4. Implement current good practice in assessment to promote high standards of religious education. 5. Hold coordinator meetings to monitor teaching and learning and moderate assessments internally/ borough /cross borough. 6. Implement scrutiny of work samples, progress and levelling of pupil work for all pupil groups and then implementing close the gap strategies as appropriate.
What will be different for the pupils?	<ol style="list-style-type: none"> 1. Greater consistency of lesson delivery, content and support given to all pupils. 2. Secure development of religious literacy in comparison to other pupils in their class/year group/other schools.
Targets	Success Criteria
What we will achieve/desired outcome:- 1. Continued high quality R.E curriculum content linked to CD.	How we will know we have achieved it:- 1. Achievement of appropriate year group attainment and progress targets for all pupil groups.



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2. Consistency in lesson content across classes, year groups and other schools. 3. Confident staff with secure subject knowledge delivering R.E curriculum. 4. Targetted support and narrowing of the gap interventions for identified pupils.		2. Appropriate standards of work and pupil knowledge demonstrated in scrutiny of work and observations. 3. Successful inspection.	
Key People, including Leader		Funding & resources	
S.L.T. R.E Co-ordinators Class Teachers		Effective use of the PP and budget to provide booster groups/smaller class sizes Co-release- Course attendance Resources linked to Year of Faith Units	
Tasks	Who?	When	Check
What we will do to achieve the targets:-			
Update the SEF	SLT/GB	Termly	
Lead inset on the Units of Faith	R.E Co	Termly	
Monitoring and assessment of pupil work and progress	RE Co	Half termly	
Internal and external moderation	RE Co	Termly	
Implementation of the Units of Faith	R.E Co	Termly	
Implementation of close the gap strategies	CT	Half termly	
Next Steps	2017-2018		2018-19
	Implement recommendations from Section 48 Inspection		
	Implement revised Diocesan assessment procedures.		
	Implement new Units of Faith		Implement new Units of Faith
	Continue to implement narrow the gap strategies.		



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Priority 2	Raising Attainment Outcomes for Pupils		
	<ol style="list-style-type: none"> 1. To continue to effectively deploy the 'Pupil Premium and Sporting Grants' to meet the needs of pupils and the agreed priorities of the H.F.A.P. 2. Continue to deploy effective strategies, including targeted booster sessions, to improve our current high standards within the Foundation Stage, Key Stage 1 and 2. 3. Continue to implement the agreed schedule of tracking of pupils, together with additional procedures, to target specific evidence of progress, including moderation inset sessions for staff. 4. To continue to effectively deploy effective assessment procedures to narrow any attainment gap. 5. Introduce 'Debate Mate' after school club for gifted and talented pupils in upper school. 		
What will be different for the pupils?	<ol style="list-style-type: none"> 1. Pupil barriers to learning will be identified and reduced ensuring appropriate progress and attainment for all groups. 2. Identified pupils will develop debating skills and will extend their thinking skills. 3. Pupils will experience high quality P.E lessons. 		
Targets		Success Criteria	
What we will achieve/desired outcome:-		How we will know we have achieved it:-	
<ol style="list-style-type: none"> 1. Pupil attainment meets the floor standards and is comparative to other like schools. 2. Narrowing of the gap between different pupil groups. 3. Teaching staff will be more confident in assessing pupils against the curriculum descriptors. 4. Identified pupils will develop debating skills which will extend their thinking skills and increase their knowledge and understanding. 5. Teacher subject knowledge in the delivery of the P.E curriculum increases. 		<ol style="list-style-type: none"> 1. Tracking and monitoring 2. Lesson observation 3. Pupil feedback/evaluation at the conclusion of the club. 4. Test and teacher assessment results. 	
Key People, including Leader		Funding & resources	
SLT Governing Board Core Subject Co		Staffing Structure Sports Premium Pupil Premium Debate Mate Co-ordinator release Resources	
Tasks	Who?	When	Check
What we will do to achieve the targets:-			



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Review Pupil Premium Use and evaluate 2015-16 statement.	SLT GB	Sept/Oct 2016	
Compile new Pupil Premium Strategy Statement 2016-17	SLT	Oct 2016	
Review Sports Premium Use and evaluate 2015-16 statement.	SLT GB	Oct 2016	
Compile new Sports Premium Strategy Statement 2016-17	SLT	Oct 2016	
Implement Tracking Procedures and Assessment Review Meetings	SLT CT	Oct 2016 Dec 2016 March 2017 June 2017	
Formulate Debate Mate proposal for after school club for Years 5/6 G and T pupils.	SLT G & T Co	Oct 2016	
Implement Narrow the gap strategies for identified pupils	SEND Co CT's	Oct 2016 Dec 2016 March 2017 June 2017	
Next Steps	2017-2018		2018-19
	Review Pupil Premium Use and evaluate 2016-17 statement.	Review Pupil Premium Use and evaluate 2017-18 statement.	
	Compile new Pupil Premium Strategy Statement 2017-18	Compile new Pupil Premium Strategy Statement 2018-19	
	Review Sports Premium Use and evaluate 2016-17 statement.	Review Sports Premium Use and evaluate 2017-18 statement.	
	Compile new Sports Premium Strategy Statement 2017-18	Compile new Sports Premium Strategy Statement 2018-19	
	Extend Debate Mate to other pupil groups.	Extend Debate Mate to whole year group.	



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Priority 3	Quality of Teaching, Learning and Assessment		
	<ol style="list-style-type: none"> 1. Provide staff with C.P.D as appropriate, to continue to develop creativity in the curriculum content and delivery. 2. To implement the N.Q.T Induction Policy. 3. Provide staff with targeted training on the delivery of the grammar curriculum. 4. Introduce monthly training for teaching assistants on identified priorities linked to subject curriculum overview. 5. Evaluate the Target Tracker program as an alternative to the Primary Progress Toolkit. 		
What will be different for the pupils?	<ol style="list-style-type: none"> 1. Children will experience more creative curriculum content. 2. Pupil engagement and participation in lesson-active learning will improve. 3. Pupils will develop their ability to be independent learners. 		
Targets		Success Criteria	
What we will achieve/desired outcome:- <ol style="list-style-type: none"> 1. Interesting, fun curriculum delivery, greater levels of pupil engagement. 2. Confident staff delivering a creative curriculum. 3. Confident N.Q.T's delivering a quality curriculum. 4. Confident TA's supporting pupil progress. 5. Accurate assessment of pupil progress and attainment identifying gaps and areas of strength and development. 		How we will know we have achieved it:- <ol style="list-style-type: none"> 1. Pupil feedback 2. TA review/evaluation feedback 3. Lesson monitoring and observations 4. Achievement of appropriate progress and attainment targets for identified groups. 5. Successful completion of NQT year. 	
Key People, including Leader		Funding & resources	
SLT Governing Board Subject Co		NQT Program Inset provision Co-ordinator release Cost of GR programmes	
Tasks	Who?	When	Check
What we will do to achieve the targets:-			
Book follow up day/twilight sessions to further develop staff knowledge and confidence in delivering interesting engaging lessons.	SLT	July 2016	
Book Eleanor Martlew to deliver KS1/2 sessions on effective delivery of the grammar curriculum.	SLT	July 2016	



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Grammar inset	SLT	September 2016	
Devise monthly focus schedule for ta training sessions.	SEND Co	September 2016	
Literacy Co-ordinators to lead grammar inset for support staff.	SLT	October 2016	
Appoint N.Q.T. Mentors and ensure they attend appropriate training.	SLT	September 2016	
N.Q.T mentors to devise timetable of support and monitoring for each term.	N.Q.T Mentors	Sept 2016 Dec 2016 March 2017	
Teaching staff to trial a variety of guiding reading programmes including E-books.	English Co CT's	Autumn 2016– Spring 2017 term	
Next Steps	2017-2018		2018-19
	Ensure First year teachers continue to have opportunities to see good practice and attend appropriate cpd. Allocate them to shadow an appropriate area.		
	Implement revised guided reading programmes across KS1 and 2		

Priority 4	Leadership Management and Governance
	<ol style="list-style-type: none"> 1. Governing Board to explore academy status. 2. Governors to ensure that the expenditure of the Pupil Premium and Sporting Grants are effectively used and narrow the attainment gap. 3. Governing Board to ensure that the Head teacher continues to develop the leadership capacity across the federation. 4. Review the Performance Management policy and supporting documentation in conjunction with implementation of the revised 'Pay Policy'. 5. To continue to provide regular training to support the implementation of the Governor role. 6. To research the possibility of leading/joining to be a Teach Direct School. 7. To implement monthly TA/LSA training on areas linked to HFAP to ensure staff knowledge and confidence continues to develop. 8. To revise the procedures used to identify SEN pupils and the range of supporting programs and interventions used.



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What will be different for the pupils?	<ol style="list-style-type: none"> 1. Pupils of all abilities will be supported to achieve their full potential. 2. TA'S will be confidently supporting them in all teaching and learning sessions. 		
Targets		Success Criteria	
What we will achieve/desired outcome:-		How we will know we have achieved it:-	
<ol style="list-style-type: none"> 1. Future support and development of the school will be secure. 2. Effective use of PP and SP will ensure a narrowing of the attainment gap. 3. Leadership capacity expands with middle leaders developing their role through CPD or experience of other areas e.g. NQT Mentor. 4. Performance Management is having a greater impact on standards and staff feel challenged and supported. 5. Effective Governing Board implementing their role as critical friend. 6. TA's/LSA's have greater impact on pupil progress and attainment. 7. Teach Direct representative meets with SLT to outline proposal and application submitted. 8. SEN pupils are identified and supported at the earliest opportunity. SEN pupils and is comparative to other like pupils in national data. 		<ol style="list-style-type: none"> 1. Governing Board Minutes 2. Pupil and Sports Premium evaluation. 3. Performance Management Review Meetings and evidence. 4. Staff Evaluation Sheets. 5. Leadership capacity grows. 6. External Review of the Governing Board has begun. 7. Teach Direct in place or ruled out. 8. Observations and monitoring evidence. 9. TA evaluation/ feedback. 10. SEN Pupil Progress and attainment data. 	
Key People, including Leader		Funding & resources	
SLT Governing Board SEND Co		Governor Review Co-ordinator release Meeting/course attendance	
Tasks	Who?	When	Check
What we will do to achieve the targets:-			
Timetable speakers to present to the Governing Board re-Academy Status	HT	Autumn Term 2016 Governing Board Meeting	
Complete PP and SP evaluation statement	HT	October 2016	
Present PP SP progress and attainment data at GB Meetings	HT	Termly GB	

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Review the Performance Management Policy/Pay Policy	HT GB SLT	Autumn term 2016	
Formulate a schedule of Governor Training	HT GB Clerk	Autumn term 2016	
Arrange for the BSP to carry out an independent review of the Governing Body.	HT GB Clerk	Spring term 2017	
Contact Teach Direct and complete appropriate application.	SLT	Autumn term 2016	
Formulate schedule for TA's monthly training focus.	SLT SEND Co	Autumn term 2016	
Review current procedure to place pupils on the SEN register.	SLT SEND Co	Autumn term 2016	
Implement revised procedures for SEN pupils.	SEND Co CT's	December 2016	
Next Steps	2017-2018		2018-19
	Complete the independent review of the Governing Board		Implement recommendations from the GB review.
	Implement long term plan on academy/alternative status		Implement long term plan on academy/alternative status
	Implement the revised PM/Pay policies.		
Priority 5	Personal Development, Behaviour and Welfare		
	<ol style="list-style-type: none"> 1. To review the current Child Protection Policy and implement changes from September 2016. 2. Continue to provide all staff with regular training and updates. 3. To carry out safeguarding audit. 4. To implement revised entry and exit procedures in the junior school in line with changes to playground supervision. 5. To cost/install internal classroom telephones in order to further improve in school levels of safety. 6. To improve the playground facilities in the infant and junior school playgrounds. 7. To continue to implement revised attendance monitoring procedures to ensure pupils meet the 95% attendance target. 		
What will be different for the pupils?	<ol style="list-style-type: none"> 1. Improved safety throughout the school environment. 2. Improved playground facilities. 		
Targets		Success Criteria	
What we will achieve/desired outcome:- <ol style="list-style-type: none"> 1. Confident staff fully implementing the revised child protection policy. 2. Continual improvement of safeguarding procedures. 		How we will know we have achieved it:- <ol style="list-style-type: none"> 1. All staff to complete the CP training. 2. Any concerns are reported following the correct procedures. 	



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3. Reduction in playground disruption/disputes. 4. Improved attendance levels		3. Completed safeguarding audit with recommendations for improvement. 4. Internal phones installed. 5. Playground improvements completed and less disputes reported by staff. 6. Attendance by pupil groups will be at least the same in comparison to national descriptors of other like schools.	
Key People, including Leader		Funding & resources	
SLT Governing Board SBM Admin team Site Supervisor		Safeguarding training Playground Improvement phases 2 and 3 Phone System	
Tasks	Who?	When	Check
What we will do to achieve the targets:-			
Deliver CP training to all staff on inset day.	CP Designated staff	September 2016	
Deliver catch up sessions for any members that missed the training.	CP Designated staff	September 2016	
Carry out Safeguarding Audit	SLT CP Designated staff	Spring Term	
Cost new internal classroom phones	SBM	September 2016	
Start phase 2 of the infant school playground project	HT SBM	September 2016	
Implement new entry and exit procedures in the junior school	HT Site Supervisor	September 2016	
Design and cost improvement for the junior school playground including shelter/canopy for shade and shelter.	SBM	Autumn term 2016	
Next Steps	2017-2018		2018-19
	Implement safeguarding audit recommendations		To carry out safeguarding audit.
	Phase 3 of the Infant Playground project		Playground project is completed and may need additional resourcing.
	Phase 1 of the junior playground project		Playground project is completed and may need additional resourcing.



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Priority 6	E.Y.F.S		
	<ol style="list-style-type: none"> 1. To continue to ensure the 'E.Y.F.S team' within the nursery and reception classes, continue to implement the assessment requirements, including baseline, termly tracking and summative FSP. 2. To continue to embed the use of the 'Tapestry' program to support observational assessments. Consider parental viewing to the online evidence. 3. To introduce termly 'Stay and Play' days in order to further develop the partnership between home and school. 4. To continue to identify through regular monitoring and data analysis the areas for narrowing the gap priority and implement appropriate interventions as necessary. 		
What will be different for the pupils?	<ol style="list-style-type: none"> 1. Opportunities for regular stay and play sessions with their family members/carers. 		
Targets		Success Criteria	
What we will achieve/desired outcome:- <ol style="list-style-type: none"> 1. Pupils assessed on entry and the termly against DM's. 2. Tapestry program informing planning and assessment opportunities. 		How we will know we have achieved it:- <ol style="list-style-type: none"> 1. Pupil progress and attainment begins to close the gap from the point of entry for all pupil groups. 2. Parents more actively involved in their child's learning and development. 	
Key People, including Leader		Funding & resources	
SLT EYFS Co		Staffing Structure Tapestry Program SEN small group intervention programs (JR)	
Tasks	Who?	When	Check
What we will do to achieve the targets:-			
Implement baseline assessment.	EYFS Co CT's	September 2016	
Implement termly tracking linked to DM's.	EYFS Co CT's	October December March June	
Identify areas for narrowing the gap priorities at regular review meetings.	SLT EYFS Co CT's	September 2016 October December March June	
Implement supporting interventions in speaking, Writing and KUW to target the gender gap between boys/girls.	SLT EYFS Co CT's	October 2016 onwards	
Next Steps	2017-2018		2018-19



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	Identify areas from FSP that need additional targeted support and ensure implementation.	Identify areas from FSP that need additional targeted support and ensure implementation.
	Implement revised Baseline Assessment procedures.	
	Consider online facility for parental access to Tapestry observations/Learning Journeys.	



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Additional Priority Areas: Premises 2016-17

To continue to adhere to the approved Governors' premises related improvements and this to include the pledge to the financial expenditure to these projects in the 2015-2018 budgets. This to include the rolling programme of maintenance and repair in both schools.

Installation of internal classroom phones.

Infant School:

Infant playground project phase 2

Junior School:

New resource room and extension of the playground works
Change of use for multi user to allow evening and weekend use

Junior playground project phase 1

2017-19

To continue to adhere to the approved Governors' premises related improvements and this to include the pledge to the financial expenditure to these projects in the 2015-2018 budgets. This to include the rolling programme of maintenance and repair in both schools.

Infant School:

Infant playground project phase 3

Junior School:

New resource room and extension of the playground works
Extension of the pathways to allow vehicle access to the top junior playground

Parents

2016-17

To continue to implement the schedule of meetings for the Parent Focus group discussions, following the appointment of new nominations, at the start of the academic year.
To continue to motivate parents and carers to become more actively involved in all aspects of school life by providing augmented opportunities for them to work alongside staff and governors to build on the schools' effectiveness.

Continue to provide parents with a wide range of educational meetings and workshops, as appropriate, to enable them to support their child's learning and further enhance the partnership with parents.

Provide parents with annual questionnaires and feedback as appropriate.

Ensure parents continue to receive regular communication through the websites or newsletters, together with updated information, as necessary. Introduce email facility to all parents for them to have the weekly newsletter and other key documents emailed to them.

To continue to maintain the links with the Governors and the Schools Association, as appropriate.