Parkside House School
School Development and Improvement Plan

Introduction

Parkside House School has an ongoing policy of school Improvement and development across 4 strategic areas of school.

The main purpose of the school Improvement and development plan is to ensure Parkside House School continues improving and developing for the benefit of pupils and staff. The improvement plan could be an exhaustive list of objectives so Parkside House School prioritise each year with objectives that are important to the needs of our pupils and staff.

The plain is broken down into 4 strategic areas:

Strategic Objective 1: The Curriculum, Learning and Teaching, Assessment

Strategic Objective 2: Structure, Infrastructure and ICT

Strategic Objective 3: Behaviour and Safety of the pupils at school

Strategic Objective 3: Leadership and Management

The plan is ongoing and updated once a year, at the beginning of the school year, therefore ensuring all objectives are ongoing and relevant to the current year. The plan is presented and discussed in detail with the board of Governors on a yearly basis and finalised.

Parkside House School Improvement and Development Plan
School Years 2013 -2016

Strategic Objective 1

Objectives	Actions	Lead	Other Staff	Time Scale	Resources & Cost Required	Success Criteria
1a) Curriculum To complete a review of the school curriculum inline with the September 2014 changes	• **To review national curriculum Documents** • **To establish a working group to implement September 2014 changes** • **To make necessary changes** • **New Curriculum uploaded onto website** • **Key Stage 3 Curriculum Map for all subjects produced and set out yearly to all parents** • **Educational Visits linked to topics** • **New Schemes of work to be written by Subject Teachers**	AB, MM	CK RM GC JB Admin	July 2014 Sept 14 Sept 14	Previous Framework Ideas from other schools	Framework evaluated and in place Curriculum Maps completed Curriculum uploaded to website
1b) Assessment To redesign the Assessment Recording and Reporting (ARR) System	• **Establish a working Group to research alternative whole school Assessment, eg CASPA** • **Baseline assessment developed for pupils entry with centralised recording** • **ARR policy redrafted** • **ARR policy taken to Board of Governors** • **Ongoing Assessment by use of spontaneous Observations and sharing of good practice** • **Monitor and analyse new system**	BY, JB	AB MM RM GC CK	Sept 14 April 15	Purchase of central Assessment System £2000 set up costs £1000 yearly administration costs	Baseline assessment in place Central Assessment recording in place Whole school assessment system in place ARR policy agreed by Board of Governors and in place

1c)Curriculum To purchase resources to cover new Curriculum requirements	• **Purchase new courses in Core subjects, including text books, resources and teacher resources** • **Subject teachers to research the market to find the most suitable** •	JB	AB MM RM GC CK	Sept 14	Purchase of resources £800 per core curriculum	New courses in place for September 2014
1d)CPD To improve Continuing Professional Development for staff (CPD)	• **Share & Inspire sessions set up 1 per term, topic decided by staff needs** • **Recording of sessions by lead person** • **Staff to orgainise to visit other provision to gain skills and ideas, 1 per year.** • **CPD discussed in annual appraisal** • **To draft a CPD policy** • **Inset for all staff on what makes an outstanding teacher** • **Student & Volunteer policy in place**	MM BY/AB BY/JB AB JB	AB MM RM GC CK	July 15 July 15 April 15	Contact other organisations Admin book in Share & Inspire sessions Insight into what take a teacher to outstanding Research external organisations policies	Share & Inspire sessions happening termly Sessions recorded in monitoring & Development All staff complete 1 visit to other provision Training completed Policy in place
1e)Curriculum **To offer PE as an accredited course**	• **Rewrite PE Curriculum** • **PE lead responsible for identifying relevant courses, qualification levels most suitable for current pupils** • **Educational visits linked to curriculum** •	AB	AB MM RM GC CK	Sept 14	Contact other schools to discuss their provision Costs variable at the current time	Curriculum in place Course available
1f) Curriculum Establish international and national links with partnership schools	• **Visit alternative provision to look at best practice** • **Research how to establish links with international schools** • **Set up ICT support for project** • **Set up project**	RM GC	AB MM RM GC CK	Dec 14	ICT support Time off timetable	Pupils communicating with other schools Adds breadth to curriculum Improves pupils cultural knowledge of the world

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1g) CPD Staff all to attend Autism training	• **Level 1 training on Autism** • **Followed by The Spell Framework for Intervention**	JB BY	MM GC CK AB RM	Dec 14 Easter 15	Contact The National Autistic Society to organise training	Staff gain new skills and experience therefore enhance teaching and learning opportunities for pupils.
1h) CPD All staff to complete Team Teach Refresher	• **Contact training provider to organise dates** • **Set up Inset training** • **All staff complete team teach training refresher**	JB	MM GC CK AB RM	Sept 15	Contact training provider to organise £2,225	All staff complete training Consistent approach to all pupils and periods of crises. Improved confidence of staff when dealing with difficult situations
1i) CPD School to retrain additional First Aider to increase to 4 Qualified	• **To book candidate on** • **To cover timetable at school to release candidate**	JB	AB	April 15	North East Ambulance service £252.00	Always First Aider in school and on any school trips Improved Knowledge Better services for pupils
1j) CPD All staff to attend AQA standardised meetings	• **Staff identify course requirement** • **All staff attend at least 1 subject specialist course** • **Examinations officer notifies staff of course** • **Exam courses booked by Examination officer**	JB CK	MM GC BY AB RM	Yearly	Variable costs depending on Examination Boards	Staff attend yearly course Staff gain enhanced knowledge so enhanced skills, teaching and learning for pupils
1k)CPD All staff to attend refresher course for Child protection	• **3 yearly refresher course required for full staff team** • **Inset date identified** • **Training booked**	JB	MM GC CK AB RM	Sept 15	Yearly Subscription costs	All Staff's training requirements are kept upto date Staff gain enhanced knowledge so enhanced skills, teaching and learning for pupils

Objective	Actions	Lead	By	Date	Cost/Resources	Impact
2a)Structure To better support parents who have limited engagement with school	• **To identify parents who do not engage with school successfully** • **To carry out analysis on communication from school to home, which is the best format** • **To make improvements to the quality, frequency and methods of communication** on the findings from the analysis • To review impact and share with all staff	JB	BY MM GC CK AB RM	April 15	Research other schools uses of communication Collect parent views via a questionnaire Write up and analyse findings Present to all staff	Improved communication accessible to all staff
2b) **Infrastructure** To develop a post 16 provision hub which is external to main school building	• **Research provision available** • **Visit other provision currently rated good/outstanding** • **Purchase mobile classroom to house post 16 provision with Resource area**	BY JB	MM GC CK AB RM	Sept 16	£25.000 Pupils in provision from Sept 16	Pupils in provision Improve breadth of curriculum offer pupils opportunity to remain at school until 18/19 years
2c) **Infrastructure** To improve school site practically & ascetically	• **To resurface school yard** • **Quotes from building firms** • **Research most appropriate surface** • **To maintain upkeep of school grounds,** • **Weekly cutting grass and general garden upkeep**	BY AB	Quotes Builder Handy Man/ Garden	Sept 16 Sept 13	Awaiting costs	School premises will look neater. Pupils respect outside area Less muck in school. Pupils have a safer environment to play in
2d) ICT **Structure** To update the ICT hardware and install a networked system into school	• Meeting arranged to discuss future requirements • Requirements identified, costings organised • Networking companies researched • Networking company identified • Hardware purchases made	GC BY JB		Sept 14	6x personal Computers for ICT Suite @ £450= £2700 2x Office 10, 3 per Licence @ £200 = £400 2x Printers Colour £200 =£ 400 Total = £3500	

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						Quotes Networking Portable Devices Laptops X8 @ £350=£2800 Portable devices = £500 Total = £6,800 Network Costs	
2e) **Infrastructure** To improve outside recreational areas for pupils	• School five a side football pitch • School climbing frame • Research government funding and grant options • Research alternative surfaces	AB	Quotes	Sept 15	Awaiting costs	Football pitch used by community. Improved community cohesion. inter school competitions Climbing Frame Enhance socialisation, Breadth added curriculum
2f) Structure Website is launced	• Research other provision to establish outstanding sites • Identify a web design company • Agree prices and timescales • Write text pages for site	BY JB	JB TB MM AB GC RM CK	July 14	Costs of web design company Budget £1500 Hosting costs/and update service £100 per annum	Website Live
2g) **Infrastructive** Complete overhall of D&T	• Research on what is needed in D & T block • Quotes for work required • New D & T teacher appointed •	BY JB	Quotes	July 15 Sept 14	Costs of building	Overhaul of D & T provision
2h)Structure Complete Policy update	• All policies updated in line with changes in statutory requirements • All policies reviewed at Governors Policy Meeting July 14	BY JB	Gov Body	Sept 14 July 14	Minimal costs Admin Time	All policies update, approved by Governors and in place

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				July 14		
	• All policies approved by Governors			July 14		
3a)Behaviour Safeguarding of pupils Identify a Behaviour Lead within school	• Write a description for additional responsibilities for behaviour lead post • Within discussion with senior staff identify possible candidates • Appoint Behaviour lead with responsibility for pupils behaviour at school • Behaviour lead responsible for setting up Behaviour support profiles	BY	MM AB	Sept 14	Discuss with staff Discussion with Governing Body on additional responsibility enhancement	Behaviour lead in post Improved monitoring of pupils behaviour Improved reporting on behaviour issues
3b)Behaviour To improve tracking of pupil behaviour	• To set up a working group to explore different systems of tracking behaviour by behaviour lead • To purchase/design behaviour tracking program, possible use of traffic light system • To train all staff on new system • To oversee program use, monitor and evaluate its effectiveness and report back to SLT	MM AB	MM RM GC CK AB BY	July 15	£1500 set up cost £1000 Annual Subscription Costs	Behaviour tracking system in place and being successfully used and evaluated.
3c) Safeguarding To appoint a new designated persons due to retirement of	• To identify person to take on role of designated person • Attend designated person training • To update safeguarding policy ensuring all statutory and legal changes are update in school	MM	RM GC CK AB BY JB	July 14	Yearly subscription cost £100 to North Tyneside Training Provider	New Trained person in post Policy updates

previous	• To be responsible for all safeguarding /child protection reporting, monitoring and analysing • To update staff with new legislation and changes during Inset • To produce a termly report to the board of governors on any safeguarding issues which have arisen at school.		TB			
4a) leadership & Management Governance	• **Induction pack produced for all new Governors** • **Visits to school for New Governors within the first term** • **Training schedule established eg Safeguarding** • **Membership drive for Parent/Carers Governors** • **Committees established within the Governing Body**	JB BY	JT AS KT CK	April 15	Admin time to produce Induction pack Admin time to schedule courses and meetings Costs related to courses	In Place
4b) leadership & Management Introduction to performance management and appraisal linked Pay	• **Head to attend Performance Management, Appraisal Training** • **Appraisal redesigned** • **Performance management/pay policy to governing body for agreement** • **Calendar in place for performance appraisal**	BY JS	JB TB MM AB GC RM CK	Dec 14	Training costs Admin time	Governing Body agree Pay Policy Appraisal system in place
4c) leadership & Management Define & Formalise Timetable structure with Timetable lead	• Define and formalise a set structure by which the timetable is organised against • Leadership staff and staff with additional responsibilities will have set time off timetable • Agree learning hours in all subjects across Key Stages	BY MM	JB TB AB GC RM CK	Sept 14	Admin time Minimal costs incurred	Structure formalised and in place Allows for other staff for CPD to be involved in timetable setting Minimises perceived unfairness from staff when

						timetable setting
4d) leadership & Management Work towards achieving Healthy schools award	• Apply for application Pack • Set up a working group to work towards set targets • Apply for Award	MM JB	JB TB AB GC RM CK	Sept 15	Admin time Minimal costs incurred	School receives award Health and well being of pupils improved
4e)Leadership & Management Distributive Leadership Structure	• Define Roles and Responsibilities • Set fortnightly leadership meetings • Agenda to set by all leadership staff	BY AB MM	JB TB GC RM CK	Sept 14	Admin Time	All staff are aware of leadership teams roles and responsibility
4f) Leadership & Management committed to improving the recording of progress made in social development	• To establish a working group to design and devise an ISP or equivalent • To introduce an ISP, Individual Social Plan. • For all pupils with measurable targets which when analysed can show progress • Purchase a MIS to improve recording facilities for staff	BY AB MM	JB TB GC RM CK	Sept 14	Admin Time Cost of MIS system	ISP in Place and being used to improve recording and show progress of pupils

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