|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***1, Ensure that all pupils make rapid and sustained progress from their starting points.*** | ***Action*** | ***Who***  | ***When*** | ***Resource*** | ***Monitoring******Governor monitoring by Nicki and David.*** | ***Evidence*** | ***Expected Outcomes*** | ***Link to RAP.*** | ***Rag rating.*** |
| To ensure that expectations are raised in all subjects for all children particularly the most able.Ensure that assessment is accurate.(EYFS and Year 2 to moderate, share good practice and build partnerships with Grove school)  | Demonstrate equally high expectations of pupils in all classes, including behaviour for learning. | All staff | Implemented 13/01/17C Dekker and K Winter to observe week beginning 6th March. Feedback immediate. | P.R.I.D.E to be used consistently across the school in all classes. | HT/Governors.Learning observation outcomes and next steps shared with staff and Governors during week beginning 13th March. | Book scrutiny.Pupil voice. | Pupils know what is expected of them and can articulate it.Quality of work improved.Behaviour improved. | RAP 1A |  |
|  Provide consistently good opportunities for learning to take place in other subjects. | All staff | To be confirmed. | Medium term planning. | Governors/ HT. | Medium term planning.Short term planning.Book scrutiny.Pupil voice. | Pupils make accelerated progress from their starting points in other subjects. | RAP1A |  |
| Ensure that children know expectations around quality and quantity of work in all subjects.***Action*** | All staff***Who*** | Book scrutiny week beginning 27th Feb.C Dekker and K Winter to observe week beginning 6th March. Feedback immediate.***When*** | Submitted data.***resource*** | HT, Governors, LABook scrutiny week beginning 27th Feb.Learning observation outcomes and next steps shared with staff and Governors during week beginning 13th March.***Monitoring*** | Medium term planning.Short term planning.Book scrutiny.Pupil voice.Data.***Evidence*** | 100% of pupils know expectations and are working at ARE where possible.***Expected outcomes***. | RAP1C***Links to RAP*** | ***Rag Rating.*** |
| Train staff on the expected outcomes for age related expectations.Moderate the teacher’s judgements using: whole staff, peer, cluster.Ensure opportunities for more able are planned for.(MA problem solving, reasoning, algebra)Baseline Year 6.Cold tasks to begin a topic to establish prior knowledge. Hot task at the end of a topic to establish progress and effectiveness of teaching. | All staff | Moderation staff meetings (see staff meeting timetableGrove school visit for Lisa and Zoe on 29th Feb.Pupil progress meetings for all staff to look at needs of all pupils on week beginning 18th April.Jan 2017Jan 2017 | Exemplar workStandardised assessments across the school.Work samplingProfessional dialogue.Exemplar interventions and strategies alongside work with EAL, SEND, BEST, PP. | HT/Governors/ NB2B representative.Pupil progress monitoring week beginning 1st May.Gov monitoring on 27th Feb. | Book scrutinyModeration fileBook scrutinyModeration file | Common agreement of what age related, below age related and above age related looks like. | RAP2ARAP2BOfsted- teachers systematically and effectively check understanding to re-shape teaching and intervene in learning.Almost all pupils make rapid and sustained progress.RAP1B |  |
|  | ***Action*** | ***Who***  | ***When*** | ***Resources*** | ***Monitoring*** | ***Evidence*** | ***Expected outcomes.*** | ***Links to RAP*** | ***Rag Rating.*** |
| Implement and embed the marking & feedback policyMarking ladders | Review the marking policy. |  | Monday 24th April to review with staff and implement. | Marking policy | Gov, LAWeek beginning 1st May to check implementation.Lit and MA lead to monitor week beginning 8th May. Outcomes to Govs. | Policy | A clear marking policy agreed by all staff for the new academic year. | RAP1B |  |
| Model marking expectations. |  |  As above | Exemplification packs to be made. | As above | Staff discussion | Clear understanding of expectations. |  |
| Share marking practice from across the school. |  | As above | Best practice from across the school to create a help document for staff. | As above | Staff discussion. | Best practice recognised and shared. |  |
| Challenge staff to follow the policy. |  | Dictated by monitoring system. | Release time |  As above | Subject leaders report. | 100% of staff are using the marking policy. | RAP1B |  |
| Target setting/next steps Marking Ladders | Agree a format for targets and their location so that children can access them.Yr. 6 as a matter of urgency.***Action*** | All Staff | Feb 2017 | Format. | DHT, HTSubject Leaders.27th Feb 2017Govs to review and monitor week beginning24th April. | Targets evident and pertinent. | Staff and children know what their next steps are. Pupils use targets and understand how and when to apply them. They can discuss them with members of staff confidently.Pupils to be able to challenge with confidence further targets. | RAP1A***Links to RAP*** |  |
| All Staff***Who*** | Each lesson***When*** | ***Resources*** | Monitored by Subject Leaders.***Monitoring*** | Learning walks/drop insLesson observationsPupil voice.***Evidence*** | Children know their target and they understand how to achieve it.***Expected outcomes*** | ***Rag Rating.*** |
| All staff | Every two weeks. Feb 2017 as above. | Check and change time. |  | Learning walks/drop insLesson observationsPupil voice. | Children know their target and they understand how to achieve it. |  |
| Pupil Progress Meetings.100% of pupils at age related.(Data planning) | Hold Pupil progress meetings. Class analysis to include:* Boys/Girls
* PP
* SEND
* EAL

Next steps to include* Specific children
* Expected outcomes
* Interventions
* Clear time scales
 | All staff | First week back after each holiday.Week beginning 18th April. | Format |  Govs to monitor week beginning 24th April. | Completed forms | 100% making at or above expected progress.Specific strategies to feed into interventions. | RAP1B |  |

| ***2, Ensure teaching is consistently good/ better.*** | ***Action*** | ***Who***  | ***When*** | ***Resource*** | ***Monitoring******Governors responsible for monitoring are Claire and Mike.*** | ***Evidence*** | ***Expected Outcomes*** | ***Link to RAP.*** | ***Rag Rating.*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Plan lessons that will challenge all learners, particularly the most able. | Review and agree literacy and numeracy planning format to include extension activities. | All Staff | Monitoring of planning. See monitoring timetable for English and Maths.Planning staff meeting to agree consistent format on 8th May 2017 | Planning formats discussed and agreed by staff.Moderation of planning in moderation cycle. | Subject Leaders and HTSubject Leaders to scrutinise planning alongside HT.Goveronr monitoring of consistency week beginning 22nd May. | Planning consistent and thorough to meet the needs of all learners. | Consistent format to be used across the school. | RAP1A, 1BOfsted- Consistently accurate assessment informs planning so that pupils learn exceptionally well. |  |
| Learning observations to be undertaken by HT and Governor leading to Workshop for Governors and staff. | All staff | Summer term 1To be agreed and based on outcomes of last learning walk. | Planning evidence,DataClass fileBook scrutiny | HT and Governor | Planning evidence,DataClass fileBook scrutinyPupil voice | HT and Governors established baseline in quality of Learning and Teaching. | RAP1,2 and 3 |  |
| ***Action*** | ***Who***  | ***When*** | ***Resources*** | ***Monitoring*** | ***Evidence*** | ***Expected outcome*** | ***Links to RAP*** | ***Rag Rating.*** |
| Set goals that stretch and challenge pupils of all backgrounds, abilities, and dispositions. | All staff | Pupil progress meetings, targets, planning, learning obs evidence. | Planning formatsNational curriculum | Subject leadersWhat to look for:* Clear learning objectives
* Measurable success criteria
* Vocabulary
* Planning for misconceptions
* AfL
* Challenge
* Deployment of adults.
* Govs monitoring with Leads.week beginning 22nd May.
 | Planning monitored showing clear evidence of monitoring criteria | 100% of teachers using the agreed format to plan effectively over time. | RAP1A, 1BOfsted- All pupils are consistently challenged according to their needs.Learning strategies fully engage pupils. |  |
| Planning mentor used in a two-week cycle to work with identified staff. |  Staff mentors | Planning staff meeting to agree consistent format on 8th May 2017 | Planning formatsNational curriculumPlanning mentor | Subject Leaders and HTPlanning mentorGovernor monitoring of consistency week beginning 22nd May. | Minutes from mentor meetings.Planning in line with monitoring criteria. | 100% of mentored teachers can demonstrate effective planning over time. |  |  |
| Ensure that planning is consistent and of a high quality. | HT/ Lit and Num leads. | Planning staff meeting to agree consistent format on 8th May 2017 | Planning files.Planning formats agreed. | Subject leads/ Governors.Governor monitoring of consistency week beginning 22nd May. | Planning file evidence. | Planning is of a high quality and always available. | RAP3B |  |
|  | Review lesson non –negotiables: What should we see in a good lesson?  | HT and all staff. | Spring half term 2 Mr Dekker’s Staff meeting timetable. | List of non-negotiable produced.Staff meeting.Lesson obs.Monitoring timetable to be confirmed.Observation of outstanding teachers in other settings. | Subject Leaders and HTTo be confirmed. | Inset minutes.‘Good lesson’ checklist agreed and used. | Staff contributing to/owning a whole school teaching and learning framework.Staff modelling parts of lessons in staff meetings to discuss pedagogy. |  |  |
| Teaching and Learning mentor used in a two-week cycle to work with identified staff.Helpdesk. | HT/ Lit/ Num leads | Outcome of learning obs on 6th March. |  | HT and Governors.Monitor week beginning 13th March. | Minutes from Mentor meetings.Teaching and Learning meets criteria of lesson checklist. | 100% of mentored teachers can teach effectively over time. |  |  |

| **3, Behaviour and Safeguarding.** | *Action* | *Who* | *When* | *Resources* | *Monitoring**Governors monitoring are Julia and Su.* | *Evidence* | *Expected outcomes* | *Link to RAP.* | *Rag Rating.* |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Continue to set high expectations for behaviour. | Review the behaviour policy. |  Gov, all staff.24th April at staff meeting.Pre-reviewed and given to Govs week beginning 18th April. | Spring term 2. | Policy | Gov and HT. | Behaviour policy agreed by staff, Governors and available on website. | All staff are consistent in the use of the behaviour policy.Consistent expectations. | RAP1,2 and 3.Ofsted- Teaching of SMSC is highly effective, well planned and regular. |  |
| Review home-school agreement. | HT | February 2017 | Home school agreement. | HT | Home/school agreement on website and completed by all parents. | 100% of parents and children adhere to the Home/ School agreement. |  |
| 3 Ensure that statutory safeguarding procedures are maintained. | Update safeguarding training and current updates to safeguarding arrangements, including Prevent and Encompass. | DSL’s | On-going. | Safeguarding training materialsUpdates. | HT/ Governors | All staff have been trained and training documented. | Safeguarding in place. |  |
| Agenda item for staff meetings | HT | On-going | Staff meeting agendas | HT | Safeguarding in place. | Safeguarding in place. |  |
| Induction for new staff | HT | As necessary | Training and log | HT | Log | Safeguarding in place. |  |
| Safeguarding review  | HT + Governor | Half termly | Review  | HT/ Safeguarding Governor/ all Governors | Review completed. | Safeguarding in place. |  |
| Safeguarding audit. | HT and Governors | April 2017. | Audit tool on Safeguarding Norfolk Schools site. | HT, DSL’s, Governors. | Review completed and audit report in school. | Safeguarding current and in place. |  |  |
| Health and Safety audit. | HT + Governor | Half termly | Audit materials | HT/Health and Safety Governors/ all Governors | Audit completed/ minuted and school compliant. | Health and Safety in place. |  |
| Health and Safety leads have been on training update. | H and S lead and Caretaker | As appropriate. | LA training at County Hall | HT/Health and Safety Governors/ all Governors | School compliant. | Health and Safety in place. | Awaiting new Head teacher. |

| ***Objective******4, Improve Leadership and Management.*** | ***Action*** | ***Who***  | ***When*** | ***Resource*** | ***Monitoring******Governors monitoring are Ann and Sally.*** | ***Evidence*** | ***Expected Outcomes*** | ***Link to RAP.*** | ***Rag Rating.*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1, Ensure that the RAP is accurate, monitored rigorously and shared with all stakeholders. | Smart targets give an accurate overview of where the school is at. | HT/Governors. | Govs meeting on 20th feb and 27th Feb.22nd May for staff meeting review. | Reviewed RAPshared with staff regularly and put up in staffroom so it is visible. |  GovernorsGovs meeting on 20th feb and 27th Feb. | Reviewed, accurate and current RAPShared with staff.22nd May for staff meeting review. | RAP in place and shared with Governors and staff | RAP1,2 and 3 |  |
| Ensure that the RAP reflects a strategic vision. | HT | Govs meeting on 20th feb and 27th Feb. | RAP |  GovernorsGovs meeting on 20th feb and 27th Feb. | Reviewed, accurate and current RAP | RAp in place and shared with Governors and staff | RAP3 |  |
| Review and embed a measurable, robust action plan for monitoring implementation of RAP. | HT/Governors. | February 20th 2017.Regular Governors meetings to review progress of RAP. | Monitoring timetable.SLT meetings.Action plan and changes to be shared in staff meetings. | HT and governors.Govs meeting on 20th feb and 27th Feb. | Monitoring evidence collated by HT/ Governors.Actions implemented by staff. | All objectives and actions identified in RAP are met. | RAP3A,B and C |  |
| 2, Develop the role of the Numeracy/ Literacy Leader. | Establish clearly defined roles and responsibilities including robust job descriptions.Establish clear CPD opportunities for Leads to develop their expertise.Ensure that Eng. and Ma lead have time to monitor standards in their subjects and undertake learning walks.Ensure that a monitoring timetable is in place, produced by Leads and HT.Regular meetings with HT and/ or Governors to ensure shared accountability. Routinely include opportunities for quality discussion in lessons.Cluster meetings with other Lit. and Num. leads.Action planning including budget setting. | HT/Governors.NB2BHT/ Leads/ Governors. | 27th March. | Job descriptions.Minutes from meetings.Planning evidence.Lesson observations.Training log.Monitoring timetable with notes. | HT/ Governors/ NB2B.English and Ma leads.Govs review with Leads on week beginning 1st May. | Planning evidence.Lesson observations.Training logAction plan. | English and Maths leads are confident, knowledgeable about their subject including standards.Subject Leads are able to talk about standards in their subject with accuracy.Standards in Ma. and Eng. raised.Quality of pupil talk increases in order that children meet age related expectations for speaking and listening. | RAP 3C |  |
|  | ***Action*** | ***Who*** | ***When*** | ***Resources*** | ***Monitoring*** | ***Evidence*** | ***Expected outcomes*** | ***Links to RAP*** | ***Rag rating*** |
|  | Give children in Reception and Key Stage 1 routine opportunities to practise RWI Speed sounds in order to build their confidence in tackling new words. | HT/ Num / Lit leads | Jan 2017 | Phonics planning evidence.Phonics intervention planning.Lesson observations. | HT/Governors.Govs meeting on 27th Feb. | Planning evidence.Lesson observations. | Phonic outcomes to be added. | RAP1 D |  |
| Identify where teaching is most effective and share this expertise. | HT/ Governors | Outcome of learning obs week beginning6th March.15th May staff meeting. | Lesson observations | HT/Governors.Outcome of learning obs week beginning6th March.15th May staff meeting. | Lesson observations.Minutes of mentor meetings. | Teaching is consistently good/ better across the school. | RAP3D |  |
| Ensure that pupils can spell at age related expectations/ above. | Adopt a consistent approach to the teaching of spelling. | HT/ Governors | Jan 2017 | ‘Young’s’ spelling test to be purchased and used weekly in all classes.Phonics assessments in place in EYFS. | Governors and HT to monitor. | Spelling tests embedded.Phonics checks established. | Pupils can spell words at ARE and above.Phonics screening test scores improve. | RAP1D |  |
| Ensure that Staff meetings are focused on RAP improvement points are rigorous, robust and minuted with clear outcomes, including next steps. | Weekly staff meetings planned and overview given to all staff at the beginning of each half term. | HT/Governors. | February 20th 2017 to discuss with Cor Dekker.April 18th for new staff meeting list. | Staff meeting minutes.Staff meeting agendas.Staff meeting time.Meetings with Lit/ Num lead minutes. | HT/Governors.Summer term proposed Staff meetings given to Governors week beginning 6th March. | Staff meeting minutes.Staff meeting agendas.Staff meeting time.Meetings with Lit/ Num. lead minutes. | RAP in place and all staff know and understand its purpose.Accountability is shared.CPD is appropriate and leads to raised standards. | RAP3B |  |
| Develop staff expertise and confidence in order to share and embed best practice. | Audit of staff skills.Learning observations.Identify best practice from staff meetings, work scrutinies, classroom environment including displays.Plan staff meetings to ensure opportunities for best practice are shared. Have each staff meeting in a different classroom and record comments about environment. | HT/Governors, All staff. | Audit- February 2017.Learning observations March 6th 2017. 15th May staff meeting.Work scrutinies February 27th am in English.March 6th in Maths.  | Audit format.Learning observations notes and whole school actions.Staff meeting minutes.Observation notes about different environments.Work scrutiny reports. | HT, Eng. and Ma leads, Governors.Summer term proposed Staff meetings given to Governors week beginning 6th March.Share outcomes with Governors week beginning 13th March.Staff meeting outcomes shared with Govs week beginning 22nd May. | Audit format.Learning observations notes and whole school actions.Staff meeting minutes.Observation notes about different environments.Work scrutiny reports.Data outcomes. | Staff are confident to share expertise and participate in developing colleague’s knowledge and expertise in supportive way.Standards in quality of learning and teaching increased from good to Outstanding through collegiate professional development. | RAP3D |  |