

Quality of Education

To embed the school and national assessment systems to support target setting, tracking and pupil progress.

Achievement and Standards

Quality of Education

To complete and embed curriculum construction to support teaching and learning across the range of needs.

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Quality of Education

To ensure the curriculum, care practices and environment in the new St Giles Early Years Provision meets the needs of the range of learners

Achievement and Standards



ST GILES SCHOOL DEVELOPMENT PLAN

2020—2021

Be the best you can be

Rationale – To enable us to meet the educational, health and care needs of children with very complex needs at St Giles and in the wider community.

Leadership expectation—This plan will be achieved through distributed leadership with named staff being accountable for detailed action plans and impact reports.

Leadership and Management

To provide a safe, high quality education for all learners during the COVID-19 pandemic.

Resources

Leadership and Management

To develop an effective school staffing structure, further distributing leadership and supporting the extension of the age range of learners.

Resources

St Giles' School Development Plan 2020-21		Quality of Education 1 <i>To embed the school and national assessment systems to support target setting, tracking and pupil progress.</i> <i>Link Governor – Achievement and Standards</i>				
Target	Actions	Lead DHT	Resources / cost	Timing Blue achieved, Green on track, Amber at risk, Red will miss the milestone	Governor Monitoring	Impact / Next Steps
Complete the upload of full range of outcomes for all learners onto Evidence for Learning (EFL).	DHT and IT Technician to meet with Blake Pirie – EFL to develop plan with costs and timing for completion of upload of new Engagement Model, Early Years Framework and individual EHCP outcomes for learners.	DHT	Annual cost of EFL £832.00 No cost for initial meeting. DHT to give projected cost of admin input of individual EHCP outcomes.	Initial Meeting week beginning 21.09.20 EYFS and Engagement Framework Upload Autumn 2020 EHC outcomes Spring 2021		Assessment across whole school recorded on EFL and used to help learners embed and use knowledge, check
Introduce, revise and embed the use of EFL Online Platform across the school,	DHT and IT Technician to discuss best value purchase of more iPads / tablets and how to ensure access to EFL on all computers.	DHT	No cost for initial meeting. Projected costs to be supplied by DHT	Initial Meeting wk -21.09.20 Purchase and installation of EFL on all class computers completed. Tablets purchased. To be used for Autumn INSET twilights		understanding and inform teaching.
	Blake Pirie to provide training videos for use with class teachers, IT Champions and class teams during Autumn Term 2020. Place on system and website.	DHT	No cost training videos. Overtime cost IT Champions and TAs attending Teachers' Meeting.	Teachers' Meeting Autumn 25.11.20 INSET Twilight 26.11.20		
	Class Teams to record evidence for Timelines 2nd half of Autumn Term on EFL. Use at Progress Meetings December 2020.	DHT	No cost	Second Half Autumn Term		
	Class teams record evidence for Individual EHC outcomes from January 2021	DHT	No cost	From Spring Term 2021		
Introduce use of new Engagement Model to assess learners accessing Pre-Formal Pathway	Take part in Croydon workshops on Engagement Model	DHT / LMT	Cost of cover for LMT	Autumn Term 2020 – Croydon Link Advisor to advise timing		Engagement Model to be used as appropriate to assess learners working on Pre-Formal Pathway
	Introduce / explore new Engagement Model with class teachers.	DHT	No cost	Teachers' Meeting January 21		
	Introduce Engagement Model to class teams working with PMLD / SLD pupils.	DHT	Overtime cost TAs attending INSET.	INSET Day – 12.02.21		

	Embed use of Engagement Model for assessment of Pre-Formal Learners	DHT	No cost	From February 21		
Develop parental engagement and empowerment using EfL online platform.	Organise Focussed Parent Workshops on EfL linked to individual EHC outcomes. Make these available on the website.	LMT / IT Champions	No cost	Summer Term 21		Initial uptake of use of EfL - 25% Parents engage with EfL app increasing active partnership in their child's learning.
	Use EfL evidence in EHCP reviews.	HT / Class teachers	No cost	Summer Term 21		

St Giles' School Development Plan 2020-21		Quality of Education 2 To complete and embed curriculum construction to support teaching and learning across the range of needs. <i>Link Governor – Achievement and Standards</i>				
Target	Actions	Lead HT / Upper and Middle Leaders	Resources / cost	Timing Blue achieved, Green on track, Amber at risk, Red will miss the milestone	Governor Monitoring	Impact / Next Steps
Develop remote education plan with appropriate curriculum experiences for individuals or groups self-isolating	LMT to agree sustainable plan for self-isolating learners.	Department Leaders	Cost of implementing remote learning.	(advice received 17.09.20 "government will also explore making a temporary continuity direction in the autumn term, to give additional clarity as to what remote education should be provided. We will engage with the sector before a final decision is made on this.") All classes have devised pack of materials to last 10 days with links to online resources / National Oak Academy during first half of Autumn Term – LMT to quality check resources and update plan.	Achievement and Standards Governors to sample quality of resources for PMLD, SLD and MLD pupils during online moderation meetings with Department Leaders. MLD 3.12.20	Learners forced to self-isolate receive a high quality remote education offer.
	"Remote education provision: information for parents" to be agreed by staff and Governors.	LMT	No cost	Teachers' Meeting 20.01.21	Achievement and Standard Committee 20.01.21	
	Learners and their families receive who do not have access to iPads or 4G routers receive them.	LMT / Family Support Worker	No cost – subsidised by DfE	Ongoing from December 2020	Achievement and Standard Committee 20.01.21	
Embed coherently planned and sequenced Pre-Formal Curriculum Pathway.	Case study from Upper, Middle and Lower class containing pupils working on Pre-Formal Pathway to prepared and aligned to the provision audit	LMT	No cost	Second half of Autumn Term. Upper case study completed Nursery and Middle School pupils discussed	Resources Committee 12.10.20	Learners on Pre-formal pathway access a range of learning experiences across the curriculum and, as a result, achieve well.
	Upload completed Pre-Formal Curriculum Pathways onto School Website acknowledging necessary changes to pedagogy accommodated in response to	HT	No cost	Autumn Half term – References to Home Learning to be completed		

	Covid 19 and referencing Home Learning videos - Update as necessary.					Governors develop their understanding of the characteristics of the pre-formal curriculum and learners accessing it.
	Reference new Engagement Model in Pre-Formal Curriculum Pathway.	DHT	No cost	End of Autumn Term		
	Department leaders to use case study to inform and involve Governors in understanding intention, implementation and impact of pre-formal curriculum pathway and how this relates to provision.	LMT	Department Leaders to present to Governors for 10 minutes at the beginning of each Governors Meeting	Governors Meetings Autumn Term Upper case study completed 12.10.20 of PMLD pupil Nursery pupils discussed at Achievement and Standards Committee, Middle School pupil for FGB meeting.	Resources Committee 12.10.20 Achievement and Standards Meeting 11.11.20	
Complete development of the Semi-formal and Formal curriculum to support teaching and learning of learners with SLD	Case study from in Upper, Middle and Lower class containing pupils working on Semi-Formal Pathway to prepared and aligned to the provision audit	LMT – HT, Middle and Upper School Leader	No cost	Spring Term Governors Meetings		Learners on Semi-formal and formal pathways develop a range of skills and knowledge across the curriculum and, as a result, achieve well. Governors develop their understanding of characteristics of the semi-formal and formal curriculum and learners accessing it.
	Governors to monitor progress of learners from each pathway focusing on comparison of current levels against projected targets and also on use of catch up funding.	Governors – Achievement and Standards. Department Leaders	Cost of release of Department Leaders	Termly meetings throughout the year.	Termly meetings between Governors – Achievement and Standards. Department Leaders	
	Complete curriculum design workshops – semi-formal curriculum with teachers / TAs from classes with SLD learners Middle and Upper School. Formal curriculum with teachers / TAs from classes with MLD learners Middle and Upper School.	Class teachers TA3s Middle Upper Schools	Cost of release of TA3s 4 hours. (Supply cover costs approx. £125 per day per TA released)	Spring Term		
	Department leaders to use case study to inform and involve Governors in understanding intention, implementation and impact of semi-formal curriculum pathway and how this relates to provision.	LMT	No cost	Spring Term Governors Meetings		
	Upload completed semi-Formal and formal Curriculum Pathways onto School Website acknowledging necessary changes to pedagogy accommodated in response to	HT	No cost	Summer Half term		

	Covid 19 and referencing Home Learning videos - Update as necessary.					
	Complete curriculum design workshops – Formal curriculum with teachers / TAs from classes with MLD learners Middle and Upper School.	Class teachers and TA3s – Middle and Upper Schools	Cost of release of TA3s 4 hours. Teachers Meetings (Supply cover costs approx. £125 per day per TA released)	Spring Term		
	Case study from in Upper, Middle and Lower class containing pupils working on Formal Pathway to prepared and aligned to the provision audit	LMT	No cost	Governors Meetings Summer Term		

St Giles' School Development Plan 2020-21		Quality of Education 3 <i>To ensure the curriculum, care practices and environment in the new St Giles Early Years Provision meet the needs of the range of learners.</i> <i>Link Governor – Achievement and Standards</i>				
Target	Actions	Lead HT / DHT / Lower School Leader	Resources / cost	Timing Blue achieved, Green on track, Amber at risk, Red will miss the milestone	Governor Monitoring	Impact / Next Steps
Embed coherently planned and sequenced Early Years Curriculum Pathway.	Case study from in Upper, Middle and Lower class containing pupils working on Early Years Pathway to prepared and aligned to the provision audit	HT / DHT / Lower School Leader	No cost	Spring Term		Learners on Early Years pathway access a range of learning experiences across the curriculum. As a result, they achieve well. Governors develop understanding of characteristics of Early Years curriculum and learners accessing it.
	Department leaders to use case study to inform and involve Governors in understanding intention, implementation and impact of Early Years curriculum pathway and how this relates to provision.	Lower School Leader	No cost	Spring Term		
	Complete curriculum design workshops – Early Years curriculum with teachers / TAs from Lower School	LMT	Cost of release of TA3s 4 hours. Teachers Meetings	Spring Term		
Ensure Early Years Provision on both sites have appropriate safeguarding and welfare requirements	Train Lower School Department Leader as DSL and all members of staff on both Early Years Sites in Safeguarding policy, and procedures. Introduce CPoms to securely record all safeguarding information.	LMT	No cost £420.00	DH – Safeguarding INSET 3.09.20 all EY staff Department Leader online DSL training 18.09.20 CPOMS online webinar 30.09.20 CPOMS class teams 23.10.20		All Early Years Learners are healthy, safe and secure across both settings
	Individual Learners needs are fully understood and met.	Lower School Department Leader	Discuss with Governors	Transition Meetings for early years' pupils over summer break – FSW and Lower School Department Leader. Input from Pam Sokhi - Croydon Early Years SEND Service - Pam is unwell and unable to provide this at the moment.		

Ensure safety and suitability of temporary premises at Malling Close and the new Modular Build at St Giles, making sure environment and equipment are high quality for learners.	Malling Close site risk assessed and monitored with appropriate heating, security and room for aerosol generating procedures established.	SBM / HT	Discuss with Governors Cost to be met by Croydon LA – agreed July 20	Site Meetings over Summer with Croydon and Crosfields. Croydon to install heating over external doors Doors between St Giles and Children's' Centre to be secured.		Early Years premises and equipment is organised in a way that meets the needs of the range of learners
	Lower School Department Leader to assess equipment at Malling Close site and decide which equipment the school will purchase and take up to Modular Build.	Lower School Department Leader	Cost of equipment to be covered by Croydon LA up to Cost of ICT and FFE £3,200 allocated by LA per pupil	Audit of equipment from Crosfield received August 20 Autumn Term 20		
	Malling Close site to be provided with IT equipment to enable effective communication between sites, safeguarding recording and appropriate curriculum provision and assessment.	DHT	Cost to be advised by DHT	Autumn Term 20 – Wi-Fi extended, tablets purchased for CPOMS and EFL. Further action to be assessed with Lower School Department Leader.		
	Plan environment of new Modular Build and monitor progress with planning and building process.	SBM / HT	No cost	LMT involved in planning environment – Summer 20 Site Meetings throughout summer break. Modular build agreed and planning permission received October 2020 – all requirements agreed.	Governors' meeting with Clive Kershaw, Place Department 21.10.20	
Ensure staffing structure is enables delivery of curriculum, care practices and environment to meet the needs of Early Years Learners.	Developing a sustainable staffing model to enable: <ul style="list-style-type: none"> • transition of new nursery pupils, • support for parents with applications for funding, • outreach to pupils unable to access nursery education due to illness. 	HT / LMT	Unknown, but will need to be within current budget	Ongoing HT / LMT discussion Achievement and Standards Meeting 11.11.20 Ongoing evaluation of nursery staffing as we wait to hear about pupils entering nursery Spring Term 2021	Achievement and Standards Meeting 11.11.20	

	<p>Ensure the new EY staff team are appropriately qualified and able to fulfil the requirements of their roles, forming positive relationships with learners.</p>	<p>HT / Lower School Department Leader</p>	<p>Recruitment cost</p> <ul style="list-style-type: none"> • 1 Early Years Educator – temporary contract • Admin assistant 1 day a week cost <p>Cost of advertising £100.00</p> <p>Cost of dealing with long –term absence to be covered by Croydon LA – agreed 17.09.20</p>	<p>Transfer meetings over the summer for ex-Rainbow staff. Ensure sufficient admin cover on Malling Close Site Autumn 2020</p> <p>Placement of some EYFS Main school staff on Malling Close site including personal care team member and FSW. Recruitment extra admin and cover for Rainbow staff on long term sickness absence.</p>		

St Giles' School Development Plan 2020-21		Leadership and Management 1 To provide a safe, high quality education for all learners during the COVID-19 pandemic. <i>Link Governor – Resources</i>				
Target	Actions	Lead HT	Resources / cost	Timing Blue achieved, Green on track, Amber at risk, Red will miss the milestone	Governor Monitoring	Impact / Next Steps
Continue to minimise the risk of transmission of COVID 19 on both school sites.	Ongoing multi-agency consultation to ensure that protective measures are proportionate and follow latest scientific advice.	HT	No cost	Meetings with Special School Nursing, Public Health Croydon and England, Community paediatrician, other Special Schools – Summer Break 2020 / Autumn Term		School is able to remain open to all learners.
	Individual risk assessments and adjustments discussed and in place for clinically vulnerable (CV) staff members.	HT/ Department Leaders	No cost	All extremely CV and CV staff have risk assessments and are accessing work.		
	Adjustments made to school sites and routines to promote social distancing and hygiene for staff and pupils.	HT / SBM	Extra costs -	Summer 20		
	Enhanced cleaning and cleaning supplies	SBM	Extra staffing cost - £5475 (includes on costs) Hand sanitising stations £1,081 Boxes for class resources £6,163 Sinks for Christy class £4,480 (to be reimbursed by Croydon Council)	From September 20 to end of financial year		
	PPE properly considered. Measures in place that suit the particular circumstances of the school. All advice received is under constant review.	HT	Costs met by Croydon until Autumn half term. Projected cost of PPE for remainder of financial year - £11,555 (approx. £622 per week)	Meetings with Special School Nursing, Public Health Croydon and England, Community paediatrician – Summer 2020		

	Rooms and protocols established for 15 pupils who require Aerosol generating procedures (AGPs) in school.	HT	Cost of temporary gazebo £35.00 Cost of radios £ 2,315.00 Cost conversion outdoor room Croydon to meet Cost of fit testing PPE – in negotiation with Croydon	September 20 Half Term 20 – conversion outdoor room delayed due to issues with design. October 20 – Transport guides fit tested at no expense through pupil care package in exchange for use of School House for fitting.		
Secure access to high quality curriculum for all learners.	Recovery curriculum in place across pathways, age groups and sites.	Department Leaders	No cost	First half Autumn Term		All learners access high quality curriculum
	All learners are baselined using EFL and timelines .	DHT	No cost	First half Autumn Term- n.b. staff fully trained in EFL but not used for baselining.		
	Impact of Covid 19 on pedagogy assessed and minimised. Good practice shared with and from other settings.	LMT	Lesson observations Teacher Meetings	Week starting 19.10.20 to week ending 13.11.20 Teacher meeting 11.11.20		
	Provide plan for remote learning for all pupils advised by Health to shield. Share this with Croydon SEND and Social care.	HT	Cost of outreach from TA -	Ongoing from September 20 – 36 pupils		
	Individually risk assess pupils whose parents do not want them to attend school. Involve all agencies and parents.	HT	Weekly multi-agency safeguarding meetings. Use of CPOMS to report self-isolating pupils to SWs.	Ongoing from September 20 – increased number from National restrictions 2 nd November.		
	Ensure remote education plan for individuals or groups of self-isolating pupils is in place.	HT / Department Leaders	Cost of implementing remote education alongside classroom provision.	See Quality of Education 2 p 3		
	Consider outreach by TAs and role of TA4	HT / Department Leaders		Autumn Term - Ongoing		
Secure continuity of provision across both settings.	Ensure safe continued letting opportunities to secure future income for the school	SBM	SBM liaison with Swim groups Virtual meeting with Governors chairs of committees.	Ongoing from September 20 – paused for second Lockdown November 2020		Continuity of provision – short term and long term.

			Risk assessment shared with all Governors £800 (4 days including on costs)			
	Agree contingency plan with SEN nursing should school nurses not be able to attend school. Include this in school risk assessment.	HT	Meeting Nursing	21.09.20		
	Agree contingency plan with therapists should they not be able to attend school. Include this in the school risk assessment.	HT	Meeting Therapists	21.09.20		
	Agree contingency plan with Croydon and Governors should DH and HT be forced to self-isolate and / or become unwell. Include this in the school risk assessment.	HT	Link Advisor consultation	September 20		

St Giles' School Development Plan 2020-21		Leadership and Management 2 <i>To develop an effective school staffing structure, further distributing leadership supporting the extension of the age range of learners.</i> <i>Link Governor – Resources</i>				
Target	Actions	Lead HT	Resources / cost	Timing Blue achieved, Green on track, Amber at risk, Red will miss the milestone	Governor Monitoring	Impact / Next Steps
Review, establish and share with Governors and Croydon LA appropriate provision / staffing for every learner in the school	HT to work with class teachers, therapists and Nursing to obtain up to date detailed information about current learners' needs and provision – checking against EHCPs.	HT	No cost	Completed and used for Borough Audit November 2020 Moderation January 21	Share with FGB 2.12.20	Inform strategy for review of staffing structure.
	Use updated information on learners' needs and provision to review costs for each learner.	SBM	SBM - time	Completed Share with Governors and LA	Share with FGB 2.12.20	
	Further develop Governor knowledge of needs and provision for curriculum pathways / learners through case studies supported by Department Leaders.	Department Leaders	No cost	See Quality of Education 2 P 3 – 4.	Termly meetings between Governors – Achievement and Standards. Department Leaders Ongoing case studies at Governors Meetings	
	Work with LMT, Governors and Croydon to review staffing structure using information from spreadsheet e.g. number of personal care interventions per class, admin time required for EHCP writing.	LMT	No cost	LMT meeting 13.10.20 See also Quality of Education 3 P 7 – 8	Meeting Chair and Vice Chair 6.11.20 Achievement and Standards 11.11.202	
Review and implement measures to further distribute leadership across the school.	Distribute ICT CPD / expertise by using TAs who are IT competent as IT Champions to support CPD.	DHT	See Quality of Education 1 P1	See Quality of Education 1 P1		Leadership and management is highly effective, shared by different individuals and distributed across different levels in the school.
	Review successful website development and work with London Grid for Learning (LGfL) during Lockdown – how can this be sustained / who can lead?	LMT	Release cost -website updates Cost of release LGfL covered by LGfL.	Spring Term		
	Distribute delivery of personal care through class teams supported by personal care team ensuring best practice and health and	LMT	Cost extension of team to Malling Close.	Headteacher has included in list of options for Governors	Share with FGB 2.12.20	

safety through and personal care team manager.					
Develop role of Personal care team manager – focus on risk assessment / health and safety	LMT	LMT Meeting	Headteacher has included in list of options for Governors	Meeting Chair and Vice Chair 6.11.20 FGB 2.12.20	
Review Admin Team taking into account increased workload from Nursery pupils and expansion and review of SBM's job description.	SBM / HT	LMT Meeting Cost of additional 5 hours per week Administration Assistant £1,895 (until the end of the financial year)	Headteacher has included in list of options for Governors	FGB 2.12.20	
Distribute leadership for safeguarding by training Department Leaders as DSLs and agreeing protocol for distributing responsibility for safeguarding decisions.	LMT	Cost of DSL training £420.00 (3 staff trained)	Online DSL training 18.09.20 LMT meeting – 29.09.20	Governor for Safeguarding 3.11.20	
Further develop and distribute professional contact between Governors and school team. All members of LMT to attend one Governors Meeting a term for focussed contribution. Class teams aware of purpose of Governing body. Governors to have allocated pathway / age group / area.	LMT	LMT Meeting Teachers' meeting	22.09.20 14.10.20 2.12..20	Ongoing	
Observe TA3 / TA4 as part of Spring Term Learning Walks. Review role of TA3s / TA4s including PPA cover for teachers and outreach – what are their training needs?	HT / Lower School Leader		Autumn Term - outreach Spring Term Headteacher has included in list of options for Governors	FGB 2.12.20	
Review UPS expectations. What are we expecting from teachers who have passed into UPS? How can this support the distribution of leadership?	LMT	LMT Meeting	Headteacher has included in list of options for Governors	FGB 2.12.20	
Review current TLR responsibilities. Is this what the school requires? What is the best use of the TLR 3? How do we support the application for Artsmark renewal?	LMT	LMT Meeting	Headteacher has included in list of options for Governors	FGB 2.12.20	
Review LMT roles	LMT		Spring Term / Summer Term		