

| **St Giles’ School Development Plan**  **2020-21** | | **Quality of Education 1**  *To embed the school and national assessment systems to support target setting, tracking and pupil progress.*  *Link Governor – Achievement and Standards* | | | | |
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| **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.  Projected costs to be supplied by DHT including cost for 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 understanding and inform teaching. |
| 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 |  |
| 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.*  *Link Governor – Achievement and Standards* | | | | | | | |
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| **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. | Achievement and Standards Governors to sample quality of resources for PMLD, SLD and MLD pupils during online meetings with Department Leaders. | | Learners forced to self-isolate receive remote education offer. |
| 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.  Governors develop their understanding of the characteristics of the pre-formal curriculum and learners accessing it. |
| Upload completed Pre-Formal Curriculum Pathways onto School Website acknowledging necessary changes to pedagogy accommodated in response to Covid 19 and referencing Home Learning videos - Update as necessary. | | HT | | No cost | | Autumn Half term – References to Home Learning to be completed |  | |
| 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 PMLD pupil due for Achievement and Standards Committee, Middle School pupil for FGB meeting. | Resources Committee 12.10.20 | |
| 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 Covid 19 and referencing Home Learning videos - Update as necessary. | | HT | | No cost | | Summer Half term |  | |
| 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 |  | |
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| **St Giles’ School Development Plan**  **2020-21** | | | **Quality of Education 3**  *To ensure the curriculum, care practices and environment in the new St Giles Early Years Provision meet the needs of the range of learners.*  *Link Governor – Achievement and Standards* | | | | | | | |
| **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 | |  |
| 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:   * 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 | | Achievement and Standards Meeting 11.11.20 |  | |
| Ensure the new EY staff team are appropriately qualified and able to fulfil the requirements of their roles, forming positive relationships with learners. | HT / Lower School Department  Leader | Recruitment cost   * 1 Early Years Educator – temporary contract * Admin assistant 1 day a week cost   Cost of advertising £100.00  Cost of dealing with long –term absence to be covered by Croydon LA – agreed 17.09.20 | | Transfer meetings over the summer for ex-Rainbow staff.  Ensure sufficient admin cover on Malling Close site Autumn 2020  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. | |  |  | |
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| **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.*  *Link Governor – Resources* | | | | | | | |
| **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 |  | |
| Individually risk assess and 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 service - | | Three pupils - Ongoing from September 20 |  | |
| 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 |  | |
| 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 |  | |
| 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.  Risk assessment shared with all Governors £800 (4 days including on costs) | | Ongoing from September 20 – paused for second Lockdown November 2020 |  | | Continuity of provision – short term and long term. |
| 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 |  | |
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| **St Giles’ School Development Plan**  **2020-21** | | | **Leadership and Management 2**  *To develop an effective school staffing structure, further distributing leadership supporting the extension of the age range of learners.*  *Link Governor – Resources* | | | | | | | |
| **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 | | To be completed by end of September 20  Share with Resources Governors Committee October 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 | | To be completed by end of September 20  Share with Governors and LA | Meeting Chair and Vice Chair 6.11.20 | |
| 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. | |  |  | |
| Distribute delivery of personal care through class teams supported by personal care team ensuring best practice and health and safety through and personal care team manager. | | LMT | | Cost extension of team to Malling Close. | | Summer Break – to be reviewed Autumn 20 |  | |
| Develop role of Personal care team manager – focus on risk assessment / health and safety | | LMT | | LMT Meeting | | 22.09.20 Autumn Term | Meeting Chair and Vice Chair 6.11.20 | |
| 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) | | 22.09.20 Autumn Term |  | |
| 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 | Meeting Chair and Vice Chair 6.11.20  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  18.11.20 |  | |
| 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 |  | |
| 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 | | 22.09.20 Autumn Term |  | |
| 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 | | 22.09.20 Autumn Term |  | |
| Review LMT roles | | LMT | |  | | Spring Term / Summer Term |  | |