

# WOODSIDE HIGH SCHOOL STRATEGIC DEVELOPMENT PLAN

WE AIM TO:  
BRING EQUALITY OF EDUCATIONAL EXPERIENCE TO EVERY STUDENT IN ORDER TO MAXIMISE OUTCOMES FOR ALL.

## VISION & VALUES 2016-2017

WE WILL

BELIEVE IN OURSELVES, *TRY OUR BEST*  
& *HAVE PRIDE IN EVERYTHING* THAT WE DO

**CO-HEADTEACHERS' VISION FOR TERM 1:**  
A WHOLE-SCHOOL FOCUS ON EXCELLENCE & IMPROVEMENT AT EVERY LEVEL WITH A CLEAR MISSION TO IMPROVE OUTCOMES FOR STUDENTS.

**ENCOURAGE & SUPPORT** EACH OTHER AT ALL TIMES  
**CO-HEADTEACHERS' VISION FOR TERM 2:**  
DEVELOP LEADERS WITH EXPERTISE AND RESILIENCE.

BE POLITE & **RESPECT** PEOPLE FOR WHO THEY ARE,  
EMBRACE DIVERSITY & CELEBRATE OUR DIFFERENCES  
**CO-HEADTEACHERS' VISION FOR TERM 3:**  
ENSURE EXCELLENCE AND EQUITY FOR ALL

## EXTERNAL EVALUATION

	2014 OFSTED JANUARY	2016 SCHOOL EVALUATION SEPTEMBER	2017 SCHOOL EVALUATION JANUARY	2017 SCHOOL EVALUATION JUNE	CHALLENGE PARTNERS EVALUATION
OVERALL EFFECTIVENESS	1	1	1		
LEADERSHIP & MANAGEMENT	1	1	1		
OUTCOMES	1	1			
TEACHING, LEARNING & ASSESSMENT	1	1	1		
PERSONAL DEVELOPMENT, BEHAVIOUR & WELFARE	1	1	1		

JUL-SEPT  
2016

PRIORITISING &  
PLANNING

WHAT ARE OUR  
STRENGTHS & AREAS FOR  
DEVELOPMENT?  
STRATEGIC PLANNING

SEPT  
2016

EVALUATING

ATTAINMENT/  
PROGRESS/ QUALITY  
OF LEARNING  
SELF EVALUATION

JAN-MAR  
2016

MONITORING

IMPACT OF  
INTERVENTIONS

JUL  
2017

PREPARING

OPERATIONAL PLANS  
SENIOR & MIDDLE  
LEADERSHIP

## KS4 EBACC TARGETS

	5+ A*-C EM		5+ A*-C		5+ A*-G	1 A*-G	3 LEVELS ENGLISH	4 LEVELS ENGLISH	3 LEVELS MATHS	4 LEVELS MATHS	3 LEVELS SCIENCE	4 LEVELS SCIENCE	A*-C MFL	A*-C HUMANITIES	EBACC
	4LOP		4LOP												
2016 (MWE)	62%	75%	95%	79%	99%	100%	90%	55%	79%	44%	95%	57%	74%	75%	23%
201C)	63%	86%	96%	87%	99%	100%	91%	56%	80%	45%	96%	58%	75%	76%	24%

## KS4 GCSE TARGETS

	2016 (MWE)		2017 (MMC)	
	A*-A %	A*-C %	A*-A %	A*-C %
ENGLISH LANGUAGE	10	79	24	93
ENGLISH LITERATURE	10	79	24	93
MATHS	21	82	24	92
SCIENCE	15	82	24	93
SCIENCE ADDITIONAL	27	93	N/A	N/A
APPLIED BUSINESS	8	83	16	93
ART AND DESIGN	13	75	16	96
COMPUTER SCIENCE	10	85	23	89
DRAMA	3	87	29	96
FRENCH	26	95	30	80
FOOD TECHNOLOGY	0	69	N/A	N/A
GEOGRAPHY	9	90	16	95
HISTORY	28	90	24	87
ICT CORE	10	81	N/A	N/A
MUSIC	0	100	38	100
PE	8	80	10	80
PRODUCT DESIGN	6	67	13	87
SPANISH	9	91	37	100

## BTEC TARGETS

	2016 (MWE) PASS %	2017 (MMC) PASS %
HEALTH & SOCIAL CARE	100	100
SCIENCE	100	N/A

## KS3 ASPIRATIONAL TARGETS

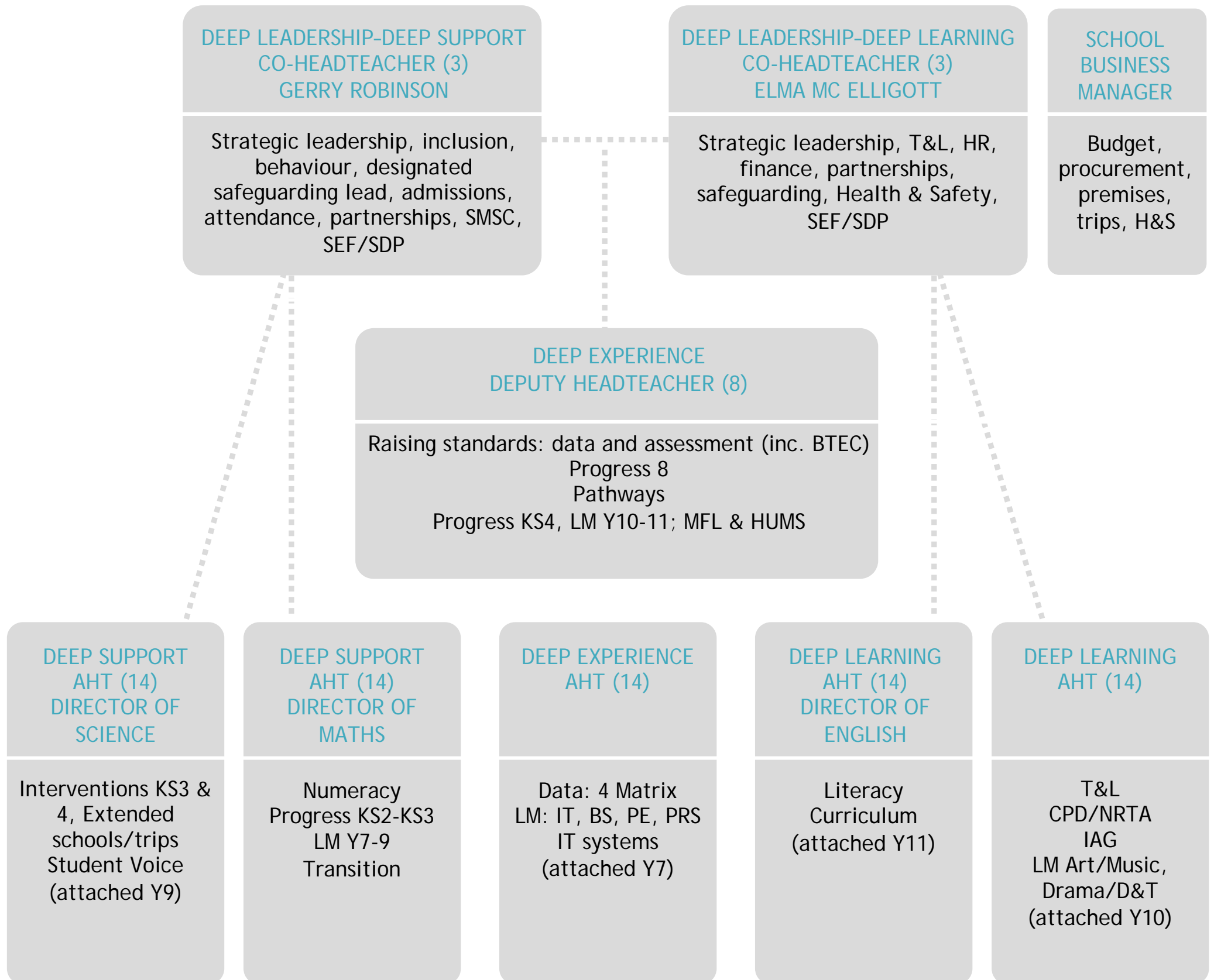
	ENGLISH		MATHS		2+ EN & MA	3+ EN & MA	SCIENCE		LANG		HUMS	
	2+	3+	2+	3+			2+	3+	2+	3+	2+	3+
2016 (LMD)	99%	92%	99%	94%	99%	91%	94%	99%	99%	94%	99%	94%
2017 (BHI)	98%	97%	98%	98%	98%	97%	78%	74%	95%	95%	95%	95%
2018 (MA)	98%	100%	99%	100%	100%	98%	100%	100%	100%	100%	100%	99%

## ASPIRATIONAL TARGETS

	2016 (LMD)		2017 (BHI)		2018 (MA)	
	2+	3+	2+	3+	2+	3+
ART	99%	94%	95%	95%	100%	100%
COMPUTER SCIENCE	99%	94%	95%	95%	100%	100%
DRAMA	99%	94%	95%	95%	100%	100%
FRENCH	98%	94%	97%	97%	100%	100%
GEOGRAPHY	99%	94%	95%	95%	100%	100%
HISTORY	99%	94%	95%	95%	100%	100%
MUSIC	99%	94%	95%	95%	100%	100%
PE	99%	94%	95%	95%	100%	100%
PRS	99%	94%	95%	95%	100%	100%
SPANISH	100%	95%	94%	94%	100%	99%
TECHNOLOGY	99%	94%	95%	95%	100%	100%

These are aspirational targets based on KS2 data. They are created according to where the students should be at the end of Year 9 on the Flight Path.

# SENIOR LEADERSHIP TEAM: SEPTEMBER 2016



Developing Leader positions available: 1 year assigned to a DEEP and allocated whole-school improvement project TBC for September 2016.

# PRIORITIES SNAPSHOT

LEADERSHIP & MANAGEMENT	LEADERSHIP	MILESTONES
P1. Astute curriculum financial planning in light of national changes	E.Mc Elligott/J.Durbin	Ongoing
P2. PM review systems Sustainability of all teams	Co-Headteachers	Oct 2016
P3. MAT-work with governing body to secure MAT position	Co-Headteachers	2016
P4. Ensure governors challenge leadership to ensure excellent outcomes for all	Governors	Ongoing

OUTCOMES	LEADERSHIP	MILESTONES
P1. Accountability measures: Progress 8, Attainment 8 ( <i>Dev Leader</i> )	A. Barzey/M. Wemyss	Ongoing
P2 : Intervention KS3 & KS4 (groups) Moderation & monitoring (Data integrity) (4 Matrix)	J. Berry/S. Simpson	Ongoing
P3: KS2-4 Curriculum overhaul/Schemes of Work	L. Sanford	Ongoing
P4: Literacy intervention & reading	L. Sanford	Ongoing

QUALITY FIRST TEACHING & ASSESSMENT	LEADERSHIP	MILESTONES
P1. Evaluate and review pedagogy to meet the needs of the students and the curriculum	E. Mc Elligott/ J. Thomas	
P2. Further develop Coaching 4 Excellence: Staff (school & department)	E. Mc Elligott/ J. Thomas	
P3. Review and evaluate current CPD- implement changes September 2017	E. Mc Elligott/ J. Thomas	
P4. Review and evaluate current Quality Assurance systems	E. Mc Elligott/ J. Thomas	

BEHAVIOUR FOR LEARNING, PERSONAL DEVELOPMENT & WELFARE	LEADERSHIP	MILESTONES
P1. Review behaviour systems and procedures: using data to inform interventions: Evaluate impact of interventions	G. Robinson	
P2. Online safety - school awareness of online dangers and communicating with parents	G. Robinson	
P3. Further develop partnerships to support families with mental health	G. Robinson	
P4. Develop the Woodside experience - music, sports, trips, values, university visits	Co-Headteachers	

ENVIRONMENT & RESOURCES	LEADERSHIP	MILESTONES
P1. Develop & implement 8FE plan	Co-Headteachers / J.Durbin	
P2. Caterlink -work with management to ensure meeting the needs & values of the school	Co-Headteachers / J.Durbin /School Council	
P3. Use of IT: Develop online systems to reduce carbon footprint	M. Wemyss/J. Durbin	
P4. Communications Manager - develop role to professionalise our school profile	Co-Headteachers	

# AREA A: LEADERSHIP & MANAGEMENT

## AREA A: LEADERSHIP & MANAGEMENT

### PRIORITY 1: ASTUTE CURRICULUM FINANCIAL PLANNING IN LIGHT OF NATIONAL CHANGES

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
Balanced budget that does not impact on student outcomes  LEADERSHIP EM/JD  RESOURCES & TRAINING NA	1. Staff training on budget management - no overspend and purchase order system must be followed 2. Careful review of staffing needs 3. Review of efficiency of all support areas	Sept 2016  Termly Autumn	Governors' reports		

## AREA A: LEADERSHIP & MANAGEMENT

### PRIORITY 2: PM REVIEW SYSTEMS / SUSTAINABILITY OF ALL TEAMS

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
Revised performance management system introduced and understood by all  LEADERSHIP EM  RESOURCES & TRAINING NA	1. Research systems 2. Define WHS system 3. Train staff 4. Implement system	Autumn 2016	Effective completion of performance management for all staff		
Ensure support team have dual role system in place to support sustainability of the team  LEADERSHIP JD/EM  RESOURCES & TRAINING Time for staff training	1. Identify the needs 2. Map the needs to the correct staff 3. Train staff on new skills 4. Implement when necessary	Summer 2016 Autumn 2016	External audit		
Identify leaders in all teams ensuring sustainability  LEADERSHIP  RESOURCES & TRAINING	1. Leaders identified through line management, performance management and coaching. 2. Targets identified in performance management 3. Training put in place	Autumn 2016	Recruitment report to governors		

## AREA A: LEADERSHIP & MANAGEMENT

### PRIORITY 3: MAT - WORK WITH GOVERNING BODY TO SECURE MULTI ACADEMY TRUST POSITION

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
Update the vision of the school: Research MAT opportunities & challenges  LEADERSHIP EM/GR  RESOURCES & TRAINING INSET	1. Meet with prospective MATs 2. Attend training opportunities 3. Understand government position on MATs 4. Develop working party and consultation process	Summer 2016  Ongoing	Minutes of the working party		
Co-HTs to agree a position with governors on the way forward  LEADERSHIP EM/GR  RESOURCES & TRAINING NA	1. Regular governor meetings to discuss views and feedback from above 2. Governors' Away Day planned	Autumn 2016	Minutes of governors' meetings		
Devise action plan which includes consultation with all stakeholders  LEADERSHIP EM/GR  RESOURCES & TRAINING NA	1. Devise action plan	Autumn/ Spring 2016/17	Action plan		

AREA A: LEADERSHIP & MANAGEMENT

PRIORITY 4: ENSURE GOVERNORS CHALLENGE LEADERSHIP TO ENSURE EXCELLENT OUTCOMES FOR ALL

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
Improved student outcomes LEADERSHIP EM/GR RESOURCES & TRAINING NA	1. Governors linked to key area within the curriculum supporting accountability of those areas	Termly	Governors' meetings minutes		
Balanced budget LEADERSHIP EM/GR RESOURCES & TRAINING NA	1. Finance committee working closely with finance team	Termly	Governors' meetings minutes		
Governors & leadership fully aware of & planning for national picture LEADERSHIP EM/GR RESOURCES & TRAINING NA	1. Co-HTs update governors regularly on national picture	Termly	Governors' meetings minutes		
Annual Governors' audit LEADERSHIP GOVERNORS RESOURCES & TRAINING NA	1. Audit governors' skills and identify any gaps	Summer 2017	Governors' meetings minutes		

## AREA B: OUTCOMES

AREA B: OUTCOMES

PRIORITY 1: ESTABLISH AND MAINTAIN UPWARD TRAJECTORY AGAINST ALL NATIONAL ACCOUNTABILITY MEASURES AT KS3 & KS4: PROGRESS 8, ATTAINMENT 8, 5ACEM, EBACC, LOP IN ENGLISH, MATHS, SCIENCE

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
Detail Department Operational plan in place LEADERSHIP HOD RESOURCES & TRAINING Time to complete plan	1. Department to implement detailed operational plan	Summer ongoing	LM minutes SLT Presentation		
Robust Intervention at KS3 in place to maintain progress for all students and groups at KS3 LEADERSHIP HOD/YAM RESOURCES & TRAINING 4 matrix	1. Predictions, departmental SEF, exam review, ½ term tracking and evaluated regularly 2. Gap analysis and intervention to close gaps supported by effective use of 4matrix 3. Teachers & support staff consistently monitor their students' progress and act where progress is insufficient 4. Subject Leaders systematically monitor progress (incl. key groups) 5. YAMs systematically monitor progress & act where progress is insufficient 6. SLT systematically monitor progress & act where progress is insufficient	According to assessment calendar	Regular reviews, Key stage strategy meetings, reported to SLT & Governors		
Robust Intervention at KS4 (Raising Standards) in place so as to maintain progress for all students & groups at KS4 LEADERSHIP JEB/HOD RESOURCES & TRAINING Raising Standards membership and 4 matrix	1. External & internal Raising Standards meeting and implement Raising Standards gap analysis and intervention strategies 2. Predictions, departmental SEF, exam review, ½ term tracking and evaluated regularly with a focus on key groups. 3. Teachers & support staff consistently monitor their students' progress and act where progress is insufficient 4. Subject Leaders systematically monitor progress (incl. key groups) 5. YAMs systematically monitor progress & act where progress is insufficient 6. SLT systematically monitor progress & act where progress is insufficient	Termly  According to assessment calendar  ongoing ongoing Termly Termly	Raising Standards Meeting Minutes  Regular reviews, Key stage strategy meetings, reported to SLT & Governors  Reports SLT, LM Minutes  LM Minutes, SLT Presentation  SLT & LM minutes		

Ensure all groups of Students make expected progress  LEADERSHIP ARB/LS HOD  RESOURCES & TRAINING 4 Matrix, Dept meeting and exam fees	1. Set up research groups on identified groups of students to allow staff & HOD to monitor their progress 2. SOW & Lesson Plan to cater for stretch and challenge for all groups of students 3. Possible alternative qualification for identified groups of students	Summer  Ongoing  Summer	LM Minutes, SLT Presentation  Lesson observation Cycle  SLT Presentation	
Continue to develop Peer, Academic and SLT mentoring  LEADERSHIP JEB  RESOURCES & TRAINING Fortnightly meetings	1. Peer Mentor - with HODs to match mentors (A/A*) with mentees (C/D) 2. Academic Mentoring - Using TA3 data analysis identify students. Assign academic mentors 3. SLT Mentoring - Using TA3 data analysis identify students. Assign academic mentors	Summer Autumn  Ongoing  Summer	SLT Presentation  SLT Presentation  SLT Presentation	

## AREA B: OUTCOMES

### PRIORITY 2: ENSURE DATA INTEGRITY TO SUPPORT TEACHING & LEARNING

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES	EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
Accurate Target setting & Predictions  LEADERSHIP ARB  RESOURCES & TRAINING 4 Matrix and Exam budget	1. Ensure prior attainment data is available for every year group (complete CATs4 for Year 6) 2. Target set for every pupil based on 4 LOP 3. Teacher predictions moderated termly by HOD	Autumn  Autumn  Termly	Lesson observation SLT Presentation  Termly outcomes tracking SLT presentation	
Evidence of consistency in Assessment, Recording & Reporting- standardisation, Moderation and Monitoring of assessment & outcomes shows consistency in using 9-1 grading system  LEADERSHIP HOD/YAM RESOURCES & TRAINING 4 matrix	1. Standardise termly assessment based on a spiral curriculum and 9-1 grading system 2. OA assessment and moderate grades to eradicate inconsistency in marking 3. Timely recording and reporting of outcomes to all stake holders.	Termly  Termly  Termly	Lesson Obs. / SLT Presentation Lesson Obs. / SLT Presentation Feedback from parents evening & student voice	
Evidence of Effective use of 4matrix at every Level  LEADERSHIP HOD/LM  RESOURCES & TRAINING Data Surgery and 4 matrix	1. Teaching staff - Familiarise all staff with Transition Matrices focusing on TA comparisons , TA against target comparisons & Progress of groups strategies 2. Middle Leaders- Middle leaders use research groups to track progress of specific groups across dept. and Year groups. 3. Senior Leaders - Senior leaders use research groups to challenge middle leaders on attainment and progress of specific groups including the more able.	Summer Spring Autumn  Summer Spring Autumn  Summer Spring Autumn	Lesson observation Cycle  SLT Presentation  Reports to Governors	
Establish Progress 8 as Key floor target measure  LEADERSHIP ARB RESOURCES & TRAINING CPD Time	1. Staff Training 2. Produce display of Progress 8 tracking of the whole cohort	Sept '16 Autumn	YAM & HOD, SLT presentation referencing P8	
Use of MINT CLASSROOM tool across the school  LEADERSHIP ARB RESOURCES & TRAINING Data Surgery and CPD	1. Staff Training 2. Ensure effective use of Mint classroom tool in monitoring of student progress in lessons and over time	Sept '16 Ongoing	Lesson observation Cycle	

## AREA B: OUTCOMES

### PRIORITY 3: DEVELOP KS2 - 4 CURRICULUM IN LINE WITH NATIONAL EXPECTATION

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES	EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
Implement a three Year KS4 curriculum Structure - Yr9, 10, 11  LEADERSHIP ARB  RESOURCES & TRAINING Time	1. Outline Proposed changes at INSET 2. Review the Options Programme and inform stakeholders of the Change - Students , Parents, Governors - options chosen in Year 8 3. Map curriculum to reflect material covered in Year 9-11 in a spiral model, Implement & evaluate 4. Map assessment of curriculum provision reflecting a linear model for Year 9-11	July/Sep 2016 July/Sep 2016  July '16  July '16	Feedback from Staff Options choice start at the beginning of Year 9  Updated SOW  Progress Data , Lesson Observation	
Implement a three Year KS3 curriculum Structure - Year 6, 7, 8	1. Trial of Transition Assessment material from GL Assessment and use as	June 2016	Use of Progress test in target setting	

LEADERSHIP ARB, SSI, MWE, LS	part of Year 6 transition in July if useful 2. Develop, implement & evaluate a transitional curriculum reflecting 'wasted years suggestions	July/Sep 2016	Updated SOW	
RESOURCES & TRAINING Training for staff, DP & MW, meeting time	3. Map curriculum to reflect material covered in Year 6-9 in a spiral model, Implement & evaluate	July '16	Updated SOW	
	4. Map assessment of curriculum provision reflecting a linear model for Year 6-9	July '16	Progress Data, Lesson Observation	
	5. To develop the use of the 4Matrix AWL tool.	July '16	SOW uploaded onto 4Matrix	
	6. Reviewing the use of the MLE considering other IT systems	July '16	Resources for departments on the MLE	

AREA B: OUTCOMES

PRIORITY 4: IMPLEMENT A ROBUST LITERACY INTERVENTION PROGRAMME

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
Academic Writing (good practice in Mulberry) Further develop and embed strategies for improving standards of academic writing across curriculum areas.  LEADERSHIP LS/WS Literacy Steering Group /HODs  RESOURCES & TRAINING	1. Further embed and develop PEEL with golden words and quoting from the quote to extend, through deepening analysis and making links, student responses in academic writing. 2. Embed the use of TAP (or Woodside equivalent) as a way to plan academic writing across the curriculum. 3. Celebrate academic writing, termly, through the big write across all curriculum areas and year groups -use work from these days in learning displays in each curriculum area. Model for Year 9-11	Autumn term 1: launch through whole school CPD to engage and dept JPD to equip.  Autumn term 2: review and embed through learning walks. Bright spots identified.  Autumn term 2: whole school work scrutiny the big book look.  Spring term 1: departmental review through line management. Embed from here as appropriate with T&L strategy.	Classroom and corridor learning displays show golden words and examples of extended writing.  SOW and lesson observations show evidence of golden words and TAP.		
SPAG  Improve standards of spelling, punctuation and grammar for all students and staff.  LEADERSHIP LS/WS HODs  RESOURCES & TRAINING	1. All extended written work to have a literacy target based on SPAG using literacy marking codes. 2. Develop whole school marking codes which include cross curricular literacy codes. 3. Challenge students to improve spoken literacy in lessons and around the school by encouraging the use of full sentences. Staff provided with prompts for this. 4. Consider assessment of spelling at start of each academic year to establish spelling age and monitor progress.	In line with above - operational to be managed within departments and monitored through line management.	Book scrutiny and lesson observations demonstrate use of marking codes and students respond to these.  Lesson observations comment on challenge of spoken literacy.  Spelling age reported home to parents alongside reading age. Data used to plan interventions and support.		
Renaissance Reading KS3 & KS4 Further embed key literacy strategies, including reading age progress and vocabulary development at KS3 & KS4.  LEADERSHIP LS/WS  RESOURCES & TRAINING	1. Review 'Book of the month' and establish a book review section on the school website. 2. Ensure that each member of staff has their current reading book in their email signature. I am currently reading... and favourite book on their classroom door.	Area of school website allocated for book reviews (managed by library staff?)	Website is regularly updated by students and staff.  Evidence shows improvement in students reading age through accelerated reader at KS3 and 4.		

AREA C: QUALITY FIRST TEACHING & ASSESSMENT

AREA C: QUALITY FIRST TEACHING & ASSESSMENT

PRIORITY 1: EVALUATE AND REVIEW PEDAGOGY TO MEET THE NEEDS OF THE STUDENTS AND THE CURRICULUM:

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
Develop strategies to effectively support differentiation  LEADERSHIP JT/EM  RESOURCES & TRAINING Twilight	1. Review use of Toolkits: introduce Blooms cards 2. CPD on Toolkit items including reciprocal teaching cards, Blooms cards 3. Survey Monkey for staff and students to gain feedback on T&L strategies and learning styles 4. Differentiation CPD intertwined in all training opportunities	Termly  Autumn  Autumn/ Summer  Twilights	Lesson observations Evaluation of twilights Survey monkey outcomes Challenge Partners		



Enhance ICT systems within T&L  LEADERSHIP MW/JT  RESOURCES & TRAINING Twilight Software licences	1. Implement MINT seating plans 2. Research & Trial Smartboard software - Plickers, TaskMagic 3. Review use of Communicate in Print 4. Review use of free Apps, e.g. Spreeder, Class Dojo 5. Deliver training and monitor use of ICT in T&L through an observation cycle and working with HODs	Autumn  Spring	Lesson observations Evaluation of twilights Challenge Partners	
Lesson observations Evaluation of twilights Challenge Partners  LEADERSHIP JT/EM  RESOURCES & TRAINING Twilight WHS Work Books	1. Identify best practice in presentation of student work 2. Provide staff with exemplar material 3. Work with staff to develop a presentation policy to ensure high quality presentation of student work 4. Review whole school marking policy, considering PixL strategies, identifying non negotiables - link to workload review on marking 5. Review all Dept marking policies 6. Refine marking policies for school and individual departments 7. Review QA work scrutiny processes (eg. random selection of books by SLT and HODs) 8. Re- define our system for work scrutiny	Autumn  Spring	Work Scrutinies External Reviews Challenge Partners	
Review & Refine Home Learning  LEADERSHIP DH/CD/MW  RESOURCES & TRAINING	1. Review use of Show My Homework 2. Consider strategies for increased and consistent usage 3. Review and establish: Home Learning Timetable 4. Deliver CPD to support development and implementation of Show My Homework	Autumn  Termly	Termly report to SLT	

#### AREA C: QUALITY FIRST TEACHING & ASSESSMENT

#### PRIORITY 2: FURTHER DEVELOP COACHING FOR EXCELLENCE: ALL STAFF TO HAVE CONFIDENCE IN LEADING STRUCTURED CONVERSATIONS

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
Develop a training plan for the year  LEADERSHIP JT RESOURCES & TRAINING Cost of creating resources Cost of External trainer/ consultant Time for delivery of CPD	1. Plan delivery and content of ML/SL training 2. Liaise with Karen Hughes re 'Power of Coaching' content/ bespoke external training 3. Deliver whole-staff training 4. Plan for continuous practice/ implementation throughout year	Training plan in place Sept	LM Meetings QA & minutes  Staff survey from training  Staff survey re coaching skills Student feedback survey		
Review the coaching model once coaching skills are fully defined  LEADERSHIP  RESOURCES & TRAINING Time for research (TLC) Cost of creating resources Cost of External trainer/ consultant	1. Research into coaching approaches 2. Define Woodside expectations with focus on structured conversations 3. Create a bespoke model combining WHS model with GROW model 4. Review coaching groups - define criteria for groups 5. Create resources outlining model Share with staff via inset/ CPD	1: Research Autumn 1 2,3: Develop model Autumn 2  4,5: Spring 1  6: Share with staff Spring 2	New refined model in place Coaching groups in place  All staff confident with structured conversations Coaching meeting minutes and feedback  T&L outcomes reflect improved coaching skills		
Establish confident (coaching skills) T&L team to role model and implement the defined model with regards to challenging & supporting staff  LEADERSHIP JT/ EMC RESOURCES & TRAINING Training for team in structured conversations - cost of training Working lunch refreshments Cost of resources for inset training	1. Utilise OTP graduates with Principles of Coaching skills 2. Review GROW as model for structured conversations 3. Meet regularly (half termly) 4. Deliver inset to staff via CPD opportunities 5. Develop an approachable 'coaching team' 6. Develop a culture of peer-to-peer coaching	Autumn 1 - first meeting	T&L Meeting minutes  QA LM Minutes  CPD training log  Coaching meeting minutes and feedback  T&L outcomes reflect improved coaching skills		

#### AREA C: QUALITY FIRST TEACHING & ASSESSMENT

#### PRIORITY 3: REVIEW AND EVALUATE CURRENT CPD- IMPLEMENT CHANGES SEPTEMBER 2017

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
Set up staff working party to research existing models in other schools  LEADERSHIP Co-HTs  RESOURCES & TRAINING	1. Ask for volunteers from staff to be work with Co-HTs. Delegate tasks to support research: time of school day, breaks, CPD practice, movement around the school	Summer/ Autumn 2016	Time to visit schools		
Work with the Teacher Development Trust Network to develop a strategy to	1. Skype calls with David Weston from the TDA to set up this strategy and	July			

take forward that meets the needs of WHS LEADERSHIP Co-HTs, J. Thomas RESOURCES & TRAINING Time to visit schools SLA for TDA: £1800	action plan for the year. 2. Staff to consult with other schools to evaluate effectiveness of their practices. Feedback in working party and decide on best way forward. 3. Devise an action plan to implement this strategy.	Autumn	Action plan	
Consult with all stakeholder: governors, parents, students LEADERSHIP Co-HTs RESOURCES & TRAINING Meetings	1. Arrange meetings with all stakeholders to gain views on intended strategy and edit strategy where necessary	Spring 2017	Minutes from meetings	
Implement & evaluate new model LEADERSHIP Co-HTs RESOURCES & TRAINING	1. Implement new model and evaluate regularly	September 2017	Survey monkey - staff/students Parent/Carers group	

#### AREA C: QUALITY FIRST TEACHING & ASSESSMENT

##### PRIORITY 4: REVIEW AND EVALUATE CURRENT QUALITY ASSURANCE SYSTEMS

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
Review & implement revised observation processes (Link with Performance Management review) LEADERSHIP EMc/JT/MLs/SLT RESOURCES & TRAINING ML meetings & Twilight 1 CPD New templates and policies printed/emailed ML meeting	1. Review our QA system for observation including: process for observing, templates used & how feedback is given 2. Define our system for observation 3. Develop a training programme for middle & senior leaders on the new systems 4. Implement new system for the Spring observation cycle 5. Evaluate new system ourselves or consultant?	Sept/Oct 2016  Oct 2016 Nov to begin  Jan 2017 Spring lesson observation Feb 2017	Meeting time to review with APS & reps from WHS At ML meeting Rewrite complete Training completed by all SLT/ML Feb 2017 post lesson observation cycle evaluation Evaluation written up and action needed		
Review QA LM system  LEADERSHIP EMc / JT with MLs  RESOURCES & TRAINING ML meeting/Twilight 1 Time to rewrite	1. Look at purpose, dates on calendar and items on agenda 2. Revise and publish T & L Framework & Policy	Sept/Oct 2016  Oct 2016	Calendar changed  Revised Framework & policy in place		

## AREA D: BEHAVIOUR FOR LEARNING, PERSONAL DEVELOPMENT & WELFARE

#### AREA D: BEHAVIOUR FOR LEARNING, PERSONAL DEVELOPMENT & WELFARE

##### PRIORITY 1: REVIEW BEHAVIOUR & REWARDS SYSTEMS AND PROCEDURES, EVALUATE IMPACT

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
Behaviour & Rewards systems and procedures reviewed  LEADERSHIP GR  RESOURCES & TRAINING Meeting Time Admin and Data team support, visits to other schools, assembly and CPD time for staff	1. Review the current behaviour & rewards systems by facilitating focus groups with students, staff & parents/carers. 2. Collate & analyse data regarding use of current behaviour systems (SIMs, FTE data, rewards data, Vivos, etc.) 3. Review behaviour systems and procedures in other schools with identified good practice 4. Use evidence to make any necessary changes to current systems 5. Share changes with students, staff, parents & carers and governors 6. Embed and monitor consistent use of systems	Autumn Term 2016  July and Autumn Term 2016  Autumn Term 2016  Introduce January 2017  Ongoing from January 2017	Minutes of Focus Groups and areas for development identified  Data collated and analysed, evidencing areas for change  Examples of good practice collected and shared  New systems introduced and shared - CPD, Website, Policies, Meetings  New systems show improved consistency of use		
Data used to inform interventions LEADERSHIP GR, SENCO RESOURCES & TRAINING Data Team support Meeting Time	1. Termly data (academic and behaviour/rewards) analysed by Inclusion Team to identify students in need of intervention	Ongoing, after each data submission point	Data is used to ensure that interventions are targeted appropriately Systems in place to ensure that no students are missed		
Impact of interventions evaluated LEADERSHIP GR, ARB (MW, SENCO, JEB, SSI) RESOURCES & TRAINING Data & Admin team support, meeting time, observation time	1. Research Groups established on 4Matrix for all interventions 2. 4Matrix Research Groups data to be monitored and impact tracked 3. All interventions observed and evaluated on a termly basis	Autumn Term 2016  Calendared Raising Standards Meetings  Termly	All interventions are accurately tracked  All interventions are appropriate and evidence impact		

AREA D: BEHAVIOUR FOR LEARNING, PERSONAL DEVELOPMENT & WELFARE

PRIORITY 2: STUDENTS, STAFF & FAMILIES ARE AWARE OF ONLINE DANGERS AND ONLINE SAFETY IS PRIORITISED

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
<p>All staff, students and families are aware of online dangers and know how to stay safe online</p> <p>LEADERSHIP GR/MW Governors, School Council</p> <p>RESOURCES &amp; TRAINING Time to review SOL Assembly calendar &amp; time</p>	<p>1. Schemes of Learning around online safety are reviewed to ensure that they are up to date and relevant</p> <p>2. Assembly programme includes key information about online safety and how to report concerns</p> <p>3. Website &amp; Student Planners includes key information about online safety and how to report concerns</p> <p>4. School policies related to online safety are reviewed to ensure that they are up to date and relevant</p> <p>5. School Council and Student Voice Forums inform priorities and develop ways of communicating key messages to peers</p>	<p>Autumn Term 2016</p> <p>Mapped throughout academic year September 2016</p> <p>In line with policy schedule</p> <p>Begin Autumn Term</p>	<p>Schemes of Learning are up to date and relevant, covering issues relating to online safety</p> <p>Information about online safety and dangers is communicated effectively to all stakeholders and all stakeholders know how to report concerns</p> <p>Policies are up to date</p> <p>Students are involved in sharing key messages</p>		
<p>Appropriate staff complete specific training related to online safety</p> <p>LEADERSHIP GR MP</p> <p>RESOURCES &amp; TRAINING CPD Time CPD Budget</p>	<p>1. Importance of online safety and possible dangers are shared with staff through CPD</p> <p>2. Appropriate staff complete specific training related to online safety</p>	<p>CPD calendar</p>	<p>All staff aware of importance of online safety and how to report concerns. CP Officer specifically trained in how to respond to issues relating to online safety.</p>		
<p>School ICT systems are regularly updated &amp; checked to ensure that internet safety is priority</p> <p>LEADERSHIP JD, PB</p> <p>RESOURCES &amp; TRAINING ICT support</p>	<p>1. School MIS complies with requirements regarding online safety</p> <p>Internet security regularly checked</p>	<p>Ongoing</p>	<p>School ICT systems meet safeguarding requirements</p>		

AREA D: BEHAVIOUR FOR LEARNING, PERSONAL DEVELOPMENT & WELFARE

PRIORITY 3: PARTNERSHIPS ARE FURTHER DEVELOPED TO SUPPORT STUDENTS AND FAMILIES WITH ENSURING GOOD MENTAL HEALTH & EMOTIONAL WELLBEING

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
<p>Current mental health provision is reviewed and evaluated to ensure that it meets the needs of our students</p> <p>LEADERSHIP GR</p> <p>RESOURCES &amp; TRAINING Meeting time &amp; provision mapping Software</p>	<p>1. Thorough evaluation of current provision (analysis of referrals and impact of referrals)</p> <p>2. Provision matched to identified areas of need</p>	<p>Autumn Term</p> <p>Ongoing</p>	<p>Provision meets student need</p> <p>Referrals are dealt with swiftly and effectively</p>		
<p>PRS curriculum and SMSC opportunities (assemblies etc.) clearly mapped</p> <p>LEADERSHIP GR, ZM</p> <p>RESOURCES &amp; TRAINING Meeting time, resources, School Council meeting time</p>	<p>1. PRS Curriculum and other SMSC opportunities carefully mapped to ensure students are taught about mental health in each year group</p> <p>2. Develop Mental Health Awareness Week &amp; Time to Talk Day with Student Council &amp; Peer Mentors</p>	<p>Begin Autumn term</p> <p>Mapped in calendar</p>	<p>Stigma around talking about mental health is reduced</p> <p>Students know how and when to seek support</p>		
<p>Information shared effectively with students, staff and families</p> <p>LEADERSHIP GR, TSGH</p> <p>RESOURCES &amp; TRAINING Meeting time CPD time and resources Family &amp; Friends meeting time</p>	<p>1. Write a Mental Health Policy to share on website</p> <p>2. CPD opportunities for staff (especially Inclusion Team)</p> <p>3. Family &amp; Friends Group workshops around supporting young people with mental health issues</p>	<p>Spring term</p> <p>map through year</p>	<p>All stakeholders awareness of mental health issues is improved</p> <p>All stakeholders know when and where to seek support</p>		

AREA D: BEHAVIOUR FOR LEARNING, PERSONAL DEVELOPMENT & WELFARE

PRIORITY 4: THE 'WOODSIDE EXPERIENCE' IS DEVELOPED TO ENSURE EQUITY OF OPPORTUNITY FOR ALL

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
<p>Identify a range of experiences which each student should have access to during their time at Woodside</p> <p>LEADERSHIP GR/EH</p> <p>RESOURCES &amp; TRAINING Meeting Time Finance Team support Communications support</p>	<p>1. Meet with focus groups including staff, students &amp; families to identify opportunities students should access (match to DfE guidance)</p> <p>2. Research experiences offered in similar schools</p> <p>3. Map &amp; cost opportunities across the five year curriculum</p> <p>4. Launch the 'Woodside Experience' through website &amp; other communications</p>	<p>Begin Autumn Term</p> <p>Spring Term</p> <p>Summer Term</p>	<p>The 'Woodside Experience' is shared to ensure increased opportunity and equity of experience for all students</p>		

All trips, opportunities are tracked to ensure equity for all  LEADERSHIP JB/MW  RESOURCES & TRAINING Funding for online trips resource	1. Research online systems for trips and methods of tracking student involvement 2. Implement effective system	Autumn Term  Spring/ Summer	Trips & experiences are tracked to ensure equity for all	
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## AREA E: ENVIRONMENT & RESOURCES

### AREA E: ENVIRONMENT & RESOURCES PRIORITY 1: DEVELOP & IMPLEMENT 8FE PLAN

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
Plan, agree, resource & implement the move from 6FE to 8FE  LEADERSHIP JD/CO-HT  RESOURCES & TRAINING None	1. Evaluate the move from 7FE to 8FE in Year 7 in order to learn lessons.	Termly reports to SLT on impact on infrastructure	Reports & GB minutes		

### AREA E: ENVIRONMENT & RESOURCES PRIORITY 2: CATERLINK - WORK WITH MANAGEMENT TO ENSURE MEETING THE NEEDS AND VALUES OF THE SCHOOL

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
Increased take-up of school meals  LEADERSHIP JD/Co-HT/ Student Council RESOURCES & TRAINING None	1. Regular contract review meetings with Caterlink	Half termly	Termly, to include annual student surveys		

### AREA E: ENVIRONMENT & RESOURCES PRIORITY 3: USE OF IT: DEVELOP ONLINE SYSTEMS TO REDUCE CARBON FOOTPRINT

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
Introduce online systems 9 (e.g. trips) to reduce paper and increase efficiency LEADERSHIP MW/Co-HT RESOURCES & TRAINING None	1. Research effective online systems (trips, student & staff files, MLE) 2. Decide on best VFM 3. Train staff 4. Implement new system	Termly reports to SLT on impact on infrastructure	Reports & GB minutes		

### AREA E: ENVIRONMENT & RESOURCES PRIORITY 4: COMMUNICATIONS MANAGER - DEVELOP ROLE TO PROFESSIONALISE OUR SCHOOL PROFILE

SUCCESS CRITERIA	ACTION REQUIRED & MILESTONES		EVALUATION EVIDENCE	REVIEW RAG: Dec 16	REVIEW RAG
Review professionalism of reception areas: Student & main  Review professionalism of all internal & external communications (newsletter, website, prospectus, magazine, letters, social media, press releases etc)  Develop the school's public image  Develop Woodside Family & Friends  Investigate and secure external funding sources  LEADERSHIP Co-HTs/ EH  RESOURCES & TRAINING Costs for publications, visits to other schools	1. Work with reception staff to review current practices and devise action plan to improve the areas including the layout & signage 2. Review current systems and work with Co-HTs to implement changes where necessary 3. Consider current public image and relationships with local newspapers, take steps to ensure the school's celebrations are being recognised 4. Work with governors and parents/carers to develop the F&F group, finding key points throughout the year where they can have effective input (e.g. coffee mornings, fund raising) 5. Research funding opportunities and grants available for educational projects; develop opportunities for facility lettings	Ongoing	Action plan Visible improvements to reception  Improved communication materials  More articles published  Effective working F&F group  Some funding sources secured		

# WOODSIDE HIGH SCHOOL

## SLT: OPERATIONAL PLAN 2016-17

### AUTUMN TERM: SEPTEMBER

TASK	DATE	ACTIVITIES
SUMMER TASKS		George to set-up extra columns in SIMS to cater for Year 11 half termly exams. Whole-school targets to be set based on 4LOPs.
GCSE ANALYSIS		Results analysed and shared with staff at Inset Query Results forms completed
TARGETS & PREDICTIONS		Target setting information to staff for whole school done by data team. Reviewed by staff. Teachers will have access to Term 3 predictions for Year 8 - 11 Progress 8 displays created for Year 11 based on term 3 predictions. Assemblies to the Year 11s to explain Progress 8 Creating V lists based on Term 3 predictions for Y11.
	28/9/16	Parents information evening to explain P8 ? Mint class software shared with staff.
EXAMINATION REVIEW		A standard proforma is issued to all curriculum leaders for GCSE exam review Curriculum leaders are provided with support data from the Data Manager in order to complete the review using 4 Matrix The curriculum leaders discuss the issues with their team members. The curriculum leader meets with the line manager for support in completing the exam review. The curriculum leader and the line manager meets the Co-Head teachers for exam review.
BOOSTER		First requests for P7s.
CATS		Y10 CATs
INTERVENTION - P7		Intervention Programme: first round of P7s to start for Year 11 based on term 3 data
DEPARTMENTAL PROGRESS REVIEW (HALF-TERM)		A standard agenda is issued to curriculum leaders. The agenda will consist of items relevant to attainment and progress. This meeting is minuted shared across the leadership team during team meetings. The minutes of all these meetings are shared across the leadership team during a team meeting.
MEETINGS		Raising Standards meeting to take place with HODs based on Term 3 Data. This information to be shared with KS4 YAMs to inform data presentations.
SLT DATA REPORT		HOD Maths, English, Year 11, Year 10

### AUTUMN TERM: OCTOBER

TASK	DATE	ACTIVITIES
SCHOOL CENSUS	01.10.2016	Complete school census and submit to DfE
PROGRESS DAY	21/10/16	Progress Day for all students Data Team to provide the relevant data
LESSON OBS 4 MATRIX SUPPORT	week of 10/10/16	Support staff by providing observer with a seating plan and the class assessment /progress profile - using MINT CLASSROOM & 4 MATRIX
MONITORING ATTAINMENT PROGRESS (TERM)		Progress check Year 11: Attendance; Punctuality; behaviour. Parents Contacted for students with cause for concern. Teacher assessments carried out half-termly for Y11. Once a term for Y7-10. These are staggered during the term for the year groups. When the data has been collected, the Attainment Manager together with the line manager review the progress of all the students in the year group. Students who are making good progress are rewarded, students are making inadequate progress are provided with targeted interventions. These will be appropriate for the year group. The Attainment Manager attends a leadership team meeting where he/she presents a summary of the progress for the year, picks out individual students and outlines proposals for intervention. The leadership team contribute their knowledge of the year group to this session. The interventions and their effectiveness is monitored by the Attainment Manager and discussed at the next meeting. This information around progress is displayed on the year notice boards. At the end of each term, there is a celebration assembly for each year group.
INTERVENTION REVIEW		A review of the progress of pupils who have been targeted for Period 7 (e.g. Progress and attendance).
EXAM WEEK 1	20/10/16	Exams Officer to be creating the Exam Timetable and room provision (KS4 in sports hall) HODs to give Exams to Exams Officer and ARB to QA Requests for Walking to go to JEB
SLT DATA REPORT		Year 9, Year 8, Year 7
BfL REPORT TO SLT	Every 6 wks	IEU, department parking, FTE
REPORTING TO GOVERNORS	3/10/16 17/10/16	Preparation for governors focusing on exam results and actions including SDP and SEF. Full governing body - 28 <sup>th</sup> November 2016

### AUTUMN TERM: NOVEMBER

TASK	DATE	ACTIVITIES
EXAM WEEK 1 & DATA DROP		Year 11 Mock Exam: timetables to be issued. (1st of half-termly exams.) Exams Officer to be organising and supporting during Exam Week
	w/c 7/11/16	ARB to be organising the staff to start exams
	17/11/16	Moderation of the Exam
	23/11/16	Data Entry KS4 window closes 23/11/16 (TAs and Predictions updated)
	30/11/16	Data Entry KS3 window closes 30/11/16 (TAs and Predictions)
		New V-lists created based on TA1 predictions. V-lists used to assign academic mentors.
BOOSTERS		Second round of Booster requests based on Term 1 data to JEB and DP
PROFILES		Year 11 Profiles Open
SLT DATA REPORT		HOD Humanities, Literacy and Inclusion, MFL and ICT
REPORTING TO GOVERNORS	7/11/16 28/11/16	Preparation for governors focusing on exam results and actions including SDP and SEF. Full governing body meeting

## AUTUMN TERM: DECEMBER

TASK	DATE	ACTIVITIES
EXAMS	w/c 12/12/15	Yr11 2 <sup>nd</sup> half termly exam w/c 12/12/16. (Outcomes used in exam reviews with Co-heads in January.)
DEPARTMENTAL PROGRESS REVIEW (HALF-TERMLY)		As above. Focus on TA1A data. A standard agenda is issued to curriculum leaders. The agenda will consist of items relevant to attainment and progress. HODs produce progress transition matrices for display in classrooms. This meeting is minuted.
REPORTING	08/12/16	A copy of the termly assessment is issued to students in their planner/folder. KS4 Termly reports to parents
	14/12/16	KS3 Termly reports to parents
PROFILES		Year 11 Profiles Close
		Year 10 Profiles Open
EXAMINATION REVIEW		Report x 3 copies - student, home, form tutors
		Raise report summary to HOD
MEETINGS	14/12/16 12/12/16	KS3 and KS4 Raising Standard Meeting (14/12/16) Data Team to prepare required data resources by 12/12/16
BOOSTERS		P7 progress and attendance to be reviewed.
BTEC		Preparing Btec folders for external moderations
SLT DATA REPORT		HOD Technology, Business
BfL REPORT TO SLT	Every 6 wks	IEU, department parking, FTE

## SPRING TERM: JANUARY

TASK	DATE	ACTIVITIES
EXAMINATION REVIEW		Following the (TA1) mock examinations, a further exam review document is issued. This is a shorter version.
	23/01/16	The same process is followed. However, if time is short the meeting may take place between the Head teacher and the curriculum leader only. Mock Exam Reviews taking place week commencing Outcomes of TA1B to be reviewed.
		Action points for intervention are made.
		Y11 coursework audit
		Request for general specifications for exams entries
DEPARTMENTAL PROGRESS REVIEWS (HALF-TERMLY)		As above. Focus on TA1B data. A standard agenda is issued to curriculum leaders. The agenda will consist of items relevant to attainment and progress. This meeting is minuted. HODs update progress transition matrices for display in classrooms.
REPORTING	09/01/17	Year 10 Profiles Close
PARENTS EVENING	4/01/17	Year 11
OPTION EVENING		Any relevant data needed for the Y8 and Y9 options evenings
LESSON OBS 4 MATRIX SUPPORT	week of 16/01/17)	Support staff with providing observer together with a seating plan and the class assessment /progress profile - using MINT CLASSROOM & 4 MATRIX
BTEC		Preparing Btec folders for external moderations
SLT DATA REPORT		HOD Maths and English, YAM Y11, Y10, Y9, Y8

## SPRING TERM: FEBRUARY

TASK	DATE	ACTIVITIES
PARENTS EVENING	1/02/27	Year 10 Relevant data to be provided by data team.
EXAM WEEK 2		Whole-school exam week
		TA2A Yr 11 exams
		Exams Officer to be creating the Exam Timetable and room provision (KS4 in sports hall)
	(02/02/17)	Departments to moderate Exams for KS3 and KS4
	(09/02/17)	HOD's to give Exams to Exam's Officer and ARB to QA
		Requests for Walking Talking to go to JEB
	27/02/16	Exams runs from 27/02/16 - 03/03/17
QA LINE MANAGEMENT	06/02/17	Relevant Data supplied for QA line management meetings week commencing
BTEC		Preparing Btec folders for external moderations
SLT DATA REPORT		YAM Y7, HOD Creative Department, Inclusion and Literacy Lead
BfL REPORT TO SLT	Every 6 wks	IEU, department parking, FTE

## SPRING TERM: MARCH

TASK	DATE	ACTIVITIES
DEPARTMENTAL PROGRESS REVIEWS (HALF-TERMLY)		As above.
MONITORING ATTAINMENT PROGRESS (TERMLY)		As above.
REPORTING	13/03/17	Year 9 Profiles open
	27/03/17	Year 9 Profiles close
	15/03/17	Deadline for KS4 data entry
	22/03/17	Deadline for KS3 data entry
EXAM OFFICER		Exam information (e.g. entries) to be submitted to exam officer.
BOOSTERS		Third round of Booster requests based on Term 2 data to JEB and DP
EXAMINATION REVIEW		SLT produce a report for governors. This report contains information on attainment.
MEETINGS	02/03/16	Department Meeting to standardise marking
	22/03/17	KS3 and KS4 Raising standards meeting
BTEC		Preparing Btec folders for external moderations
SLT DATA REPORT		HOD Maths and English, Science, MFL
REPORTING TO GOVERNORS	13/02/17	Preparation for full governors:
	06/03/17	Senior leadership input in Head teacher's report.

## SUMMER TERM: APRIL

TASK	DATE	ACTIVITIES
EXAMS	w/c 18/04/17	TA2B Yr 11 exams
		1 <sup>st</sup> draft of drop-down calendar for external exam to be created.
DEPARTMENTAL PROGRESS REVIEWS (HALF-TERMLY)		As above.
REPORTING	18/04/17	Year 8 profile window opens
PARENTS EVENING	19/04/17	Year 9
SLT DATA REPORT	18/04/17 24/04/17	YAM Y10 (18/04/17), Y11 (24/04/17) based on outcomes of TA2 exams for Yr 10 and TA2B for Yr 11. HODS of maths and English to attend.

## SUMMER TERM: MAY

TASK	DATE	ACTIVITIES
EXAMS		Final draft of drop-down calendar to be approved.
EXAM OFFICER		Any other exam information to be submitted to exam officer. Tiers of entries checked.
PARENTS EVENING	24/05/17	Year 8
REPORTING	02/05/17	Year 8 profile window closes
	08/05/17	Year 7 profiles open
	22/05/17	Year 7 profiles close
EXAM WEEK 3 PREP.		Exams Officer to be creating the Exam Timetable and room provision (KS4 in sports hall)
		Departments to moderate Exams for KS3 and KS4 (18/05/17)
		HOD's to give Exams to Exams Officer and ARB to QA(25/05/17)
		Requests for Walking Talking to go to JEB
SLT DATA REPORT		YAM Y9, Y8, Y7
BfL REPORT TO SLT	Every 6 wks	IEU, department parking, FTE

## SUMMER TERM: JUNE

TASK	DATE	ACTIVITIES
EXAM WEEK 3		Exams run from 12/06/17 - 16/06/17
		Moderation of exams (29/06/17)
EXAMINATION REVIEW		Curriculum leaders produce a report for governors which goes to the final governing body meeting of the year. This report contains information on attainment, teaching & learning, progress and behaviour.
MONITORING ATTAINMENT PROGRESS		Focus on Year 10.
SLT DATA REPORT		Business, ICT, Technology, Maths, English
REPORT TO GOVERNORS	29/05/17 19/06/17	Preparation with middle leaders input. Template to be provided: Full governing body meeting

## SUMMER TERM: JULY

TASK	DATE	ACTIVITIES
REPORTING		Yr 7 - 10 data deadline.
		KS3 assessment window closes.
MEETINGS		Raising Standards meeting to take place with HOD's based on TA3 Data.
DEPARTMENTAL PROGRESS REVIEWS (HALF-TERMLY)		Focus on Year 10.
DATA TO DFE		Forvus data
		Science, humanities, MFL
SLT DATA REPORT		
BfL REPORT TO SLT	Every 6 wks	IEU, department parking, FTE

## REPORTING

On a termly basis, class teachers submit a teacher assessment via SIMS for Yr 7 - 10. Half-termly basis for Yr11.

These are collated centrally and monitored by the Attainment Managers.

These termly assessments are sent home to parents/carers by post.

A copy of the termly assessment is issued to the student to place in their planner/folder.

Once a year, a full report on the student is completed by the class teacher using profiles.

The total report is issued during the parents evening.

Each year group will hold at least one parents evening a year. In most instances, there is more than one.

September 2016

A live version of this calendar can be found at [www.woodsidehighschool.co.uk/staffcalendar](http://www.woodsidehighschool.co.uk/staffcalendar)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			
29	30	31	1	2			
← <b>SUMMER BREAK</b> →			← <b>INSET DAY</b> →				
5 CO-HT's Termly message 1 (Expectations) Yr 7 & 11 in school SLT Meeting - HoD Maths	6 CO-HT's Termly message 1 (Expectations) All students in school CPD Programme	7 YAM Home Learning & SAM learning parental & new staff Meeting  ENGLISH	8 YAM	9 YAM			
12 YAM (Expectations) SLT Meeting - HoD English  Quality Assurance LM Meetings	13 YAM (Expectations) CPD Programme HPV Vaccinations - year 8 girls Pupil Leadership Conference Quality Assurance LM Meetings	14 YAM (Expectations) KS3 & 4 raising Standards Meeting (Term 3 Data) Quality Assurance LM Meetings MATHS	15 YAM (Expectations) Department Meeting Quality Assurance LM Meetings	16 YAM (Expectations) School Photographs - Y7 to Y10 SLT & Middle Leaders Conference Quality Assurance LM Meetings			
19 DHT (Aspirations/results) School Council training SLT Meeting - Y11 Presentation Exam Review Meetings with the CO-HT's	20 DHT (Aspirations/results) CPD Programme Open Evening for Prospective Parents Exam Review Meetings with the CO-HT's	21 DHT (Aspirations/results) Referral Panel Meeting Exam Review Meetings with the CO-HT's SCIENCE	22 DHT (Aspirations/results) Middle Leaders Meeting Exam Review Meetings with the CO-HT's	23 DHT (Aspirations/results)			
26 YAM (operational/rewards) European Day of Languages SLT Meeting - Y10 Presentation Exam Review Meetings with the CO-HT's Open Morning Week	27 YAM (operational/rewards) CPD Programme ITP 1 Exam Review Meetings with the CO-HT's Open Morning Week	28 YAM (operational/rewards) Launch Date for the Anthology Open Morning Week MFL	29 YAM (operational/rewards) Coaching Meeting Open Morning Week	30 YAM (operational/rewards) Open Morning Week			
ASSEMBLY	TRAINING	SLT MEETINGS	MEETINGS	ONE-OFF EVENTS	AFTER SCHOOL EVENTS	WEEK LONG INITIATIVES	ASSESSMENT & REPORTING

October 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 AHT 1 (Black History Month) SLT Meeting - Y9 Presentation Governors Committee Meeting Work Scrutiny (T & L Review 1) Black History Month	4 AHT 1 (Black History Month) CPD Programme Work Scrutiny (T & L Review 1) Black History Month	5 AHT 1 (Black History Month) Work Scrutiny (T & L Review 1) Black History Month GEOGRAPHY	6 AHT 1 (Black History Month) TWILIGHT 1 Work Scrutiny (T & L Review 1) Open Morning Week Black History Month	7 AHT 1 (Black History Month) Year 7 Team Building Trip Work Scrutiny (T & L Review 1) Open Morning Week
10 YAM SLT Meeting - Y8 Presentation Geography Field Trip - TBC London Fairtrade Schools Conference Lesson Observations Black History Month	11 YAM CPD Programme Geography Field Trip - TBC International Day of the Girl Lesson Observations Black History Month	12 YAM ITP 2 Black History Month Lesson Observations HISTORY	13 YAM Department meeting - Standardisation of Tests Black History Month Lesson Observations	14 YAM Black History Month Lesson Observations
17 AHT 2 (summary of key messages) SLT Meeting - Y7 Presentation Black History Month	18 AHT 2 CPD Programme Black History Month	19 AHT 2 Black History Month ART	20 AHT 2 Year Team Meeting Test to DP Black History Month	21 AHT 2 Progress Day for All Students Black History Month
24	25	26	27	28
← <b>HALF TERM BREAK</b> →				
31 YAM SLT Meeting - HoD Science QA Line Management Meetings Black History Month	1	2	3	4



November 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31 YAM	1 YAM CPD Programme QA Line Management Meetings	2 YAM Referral Panel Meeting QA Line Management Meetings D & T	3 YAM Coaching Meeting ITP 3 QA Line Management Meetings	4 YAM QA Line Management Meetings
7 AHT 3 (Remembrance Day) SLT Meeting - HoD Humanities Exam Week 1	8 AHT 3 CPD Programme Exam Week 1	9 AHT 3 Exam Week 1 MUSIC	10 AHT 3 Middle Leaders Meeting Exam Week 1	11 AHT 3 Remembrance Day Exam Week 1 T1 Assessment Window Opens
14 YAM SLT Meeting - Literacy & Inclusion Lead Full Governors Meeting Anti-Bullying Week Parliament Week	15 YAM CPD Programme Houses of Parliament Visit Anti-Bullying Week Parliament Week	16 YAM ITP 4 Anti-Bullying Week Parliament Week DRAMA	17 YAM Department meeting - department moderation Anti-Bullying Week Parliament Week	18 YAM Children in Need Takeover Day Anti-Bullying Week Parliament Week
21 HT 4 (Disability History Month/Awareness) SLT Meeting - HoD MfL Y11 Profiles Open	22 AHT 4 CPD Programme Careers Evening Disability History Month	23 AHT 4 Disability History Month PE	24 AHT 4 Disability History Month	25 AHT 4 FYS Oxfam Forum Disability History Month
28 YAM SLT Meeting - HoD ICT Disability History Month	29 YAM Disability History Month	30 YAM Teacher Learning Community KS4 Data Deadline Assessment Window Closes Disability History Month ICT	1 2	

ASSEMBLY	TRAINING	SLT MEETINGS	MEETINGS	ONE-OFF EVENTS	AFTER SCHOOL EVENTS	WEEK LONG INITIATIVES	ASSESSMENT & REPORTING
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December 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28	29	30	1 YAM TWILIGHT 2 Department Moderation Disability History Month ITP 5	2 YAM Disability History Month
5 AHT 5 (Summary of Messages) SLT Meeting - HoD Technology Y11 Profiles Close Disability History Month	6 AHT 5 CPD Programme Disability History Month	7 AHT 5 H & S Walk KS3 Data Deadline Assessment window closes Disability History Month PRS	8 AHT 5 KS4 - Term 1 Report to Parents Disability History Month	9 AHT 5 Disability History Month
12 YAM SLT Meeting - HoD Business Y10 Profiles Open Disability History Month	13 YAM CPD Programme ITP 6 Disability History Month	14 YAM Christmas Celebration Assembly KS3 & 4 Raising Standards Meeting (Term 1 Data) KS3 Term 1 Reports to Parents Disability History Month AEN	15 YAM Christmas Celebration Assembly Early closure Disability History Month	16 XMAS
19	20	21	22	23
CHRISTMAS BREAK				
26	27	28	29	30
CHRISTMAS BREAK				

January 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 ← XMAS →	3 CO-HT's Termly message 2 CPD Programme SLT Meeting - HoD Maths & English	4 CO-HT's Termly message 2 Year 11 Parents Evening Referral Panel Meeting EAL	5 CO-HT's Termly message 2 Year 8 Options Evening	6 YAM
9 CO-HT's Termly message 2 SLT Meeting - Y11 Presentation Y10 Profiles Close Work Scrutiny (T & L Review 2)	10 YAM CPD Programme Work Scrutiny (T & L Review 2)	11 YAM Year 10 Vaccinations - TBC H & S Walk Work Scrutiny (T & L Review 2) ENGLISH	12 YAM Year 10 Vaccinations - TBC Year 9 Options Evening Work Scrutiny (T & L Review 2)	13 YAM Work Scrutiny (T & L Review 2)
16 DHT (T & L Expectations) SLT Meeting - Y10 Presentation Anne Frank Exhibition Lesson Observations	17 DHT CPD Programme Anne Frank Exhibition Lesson Observations	18 DHT Challenge Partners Review Anne Frank Exhibition Lesson Observations MATHS	19 DHT Challenge Partners Review Department Meeting Anne Frank Exhibition Lesson Observations	20 DHT Challenge Partners Review Anne Frank Exhibition Lesson Observations
23 YAM (Holocaust Memorial Day) SLT Meeting - Y9 Presentation Anne Frank Exhibition Mock Exam Review Meetings with the CO-HTs	24 YAM CPD Programme Anne Frank Exhibition Mock Exam Review Meetings with the CO-HTs	25 YAM Anne Frank Exhibition Mock Exam Review Meetings with the CO-HTs SCIENCE	26 YAM TWILIGHT 3 Anne Frank Exhibition Mock Exam Review Meetings with the CO-HTs	27 YAM Anne Frank Exhibition Holocaust Memorial Day
30 AHT 1 SLT Meeting - Y8 Presentation Governors Committee Meeting Mock Exam Review Meetings with the CO-HTs	31 AHT 1 CPD Programme Mock Exam Review Meetings with CO-HTs	1	2	3

ASSEMBLY    TRAINING    SLT MEETINGS    MEETINGS    ONE-OFF EVENTS    AFTER SCHOOL EVENTS    WEEK LONG INITIATIVES    ASSESSMENT & REPORTING

February 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30	31	1 AHT 1 Year 10 Parents Evening LGBT History Month MFL	2 AHT 1 Department Meeting - Standardisation of Tests LGBT History Month Time to Talk - Mental Health Awareness Day	3 AHT 1 LGBT History Month
6 YAM (Internet Safety) SLT Meeting - Y7 Presentation School Production Rehearsal LGBT History Month QA Line Management Meetings	7 YAM CPD Programme School Production LGBT History Month Safer Internet Day QA Line Management Meetings	8 YAM School Production LGBT History Month QA Line Management Meetings GEOGRAPHY	9 YAM Year Team Meeting Tests to DP LGBT History Month QA Line Management Meetings	10 YAM LGBT History Month QA Line Management Meetings
13	14	15	16	17
← HALF TERM BREAK →				
20 AHT 2 (Summary of Key Messages) SLT Meeting - HoD Creative Department LGBT History Month	21 AHT 2 CPD Programme Macbeth Performance (YSC) LGBT History Month	22 AHT 2 LGBT History Month HISTORY	23 AHT 2 TWILIGHT 4 LGBT History Month	24 AHT 2 LGBT History Month
27 YAM (Reading) SLT Meeting - Inclusion & Literacy Lead LGBT History Month Fairtrade Fortnight Exams week 2	28 YAM LGBT History Month Fairtrade Fortnight Exams week 2	1	2	3

March 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
27	28	1 YAM Referral Panel Meeting Exams week 2 Fairtrade Fortnight ART	2 YAM Department Meeting World Book Day Exams week 2 Fairtrade Fortnight	3 T2 Assessment Window Open Exams week 2 Fairtrade Fortnight
6 AHT 3 (Careers/Aspirations) SLT Meeting - HoD Maths & English Full Governors Meeting Fairtrade Fortnight Careers Week	7 AHT 3 CPD Programme Fairtrade Fortnight Careers Week	8 AHT 3 International Women's Day Girls Aspiration Day Fairtrade Fortnight Careers Week D & T	9 AHT 3 Middle Leaders Meeting Boys Aspiration Day Fairtrade Fortnight Careers Week	10 AHT 3 Moderation Day Fairtrade Fortnight Careers Week
13 YAM SLT Meeting - HoD Science Y9 Profiles Open National Science Week	14 YAM CPD Programme National Science Week	15 YAM KS3 & 4 Strategy Group Meetings KS4 Data Deadline Assessment Window Closes National Science Week MUSIC	16 YAM Coaching Meeting National Science Week	17 YAM National Science Week
20 AHT 4 (Science) SLT Meeting - HoD Humanities	21 AHT 4	22 AHT 4 H & S Walk Teacher Learning Community KS3 Data Deadline Assessment Window Closes DRAMA	23 AHT 4 Year Team Meeting	24 AHT 4 Red Nose Day
27 YAM SLT Meeting - HoD MfL Y9 Profiles Close	28 YAM	29 YAM KS3 & 4 Raising Standards Meeting (term 2) PE	30 YAM Easter Celebration Assemblies Department Meeting	31 Easter Celebration Assemblies Early closure

ASSEMBLY	TRAINING	SLT MEETINGS	MEETINGS	ONE-OFF EVENTS	AFTER SCHOOL EVENTS	WEEK LONG INITIATIVES	ASSESSMENT & REPORTING
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April 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
← EASTER BREAK →				
10	11	12	13	14
← EASTER BREAK →				
17 ← EASTER →	18 CO-HT's Termly message 3 CPD Programme Y8 Profiles Open SLT Meeting - Y11 Presentation & HoD in Maths & English	19 CO-HT's Termly message 3 Year 9 Parents Evening ICT	20 CO-HT's Termly message 3 TWILIGHT 5 In departments for moderation & exam preparation HPV Vaccinations - year 8 girls	21 YAM
24 CO-HT's Termly message 3 SLT Meeting - Y10 Presentation Governors Committee Meeting	25 AHT 5 (Literacy) CPD Programme	26 AHT 5 Referral Panel Meeting PRS	27 AHT 5 Presentation Evening	28 AHT 5

May 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 ← MAY DAY →	2 YAM CPD Programme Y8 Profiles Close	3 YAM	4 YAM Middle Leaders Meeting	5 YAM
8 AHT 1 (Numeracy) SLT Meeting - Y9 Presentation Y7 Profiles Open	9 AHT 1 CPD Programme	10 AEN	11 AHT 1 Coaching Meeting	12 AHT 1
15 YAM (Mental Health Awareness Week) SLT Meeting - Y8 Presentation Mental Health Awareness Week Public Exams Begin	16 YAM CPD Programme Mental Health Awareness Week	17 EAL YAM Teacher Learning Community Mental Health Awareness Week	18 YAM Department Meeting - Standardisation of Tests Mental Health Awareness Week	19 YAM Mental Health Awareness Week
22 AHT 2 (Summary of key messages) SLT Meeting - Y7 Presentation Y7 Profiles Close	23 AHT 2 CPD Programme	24 ENGLISH AHT 2 Year 8 Parents Evening	25 AHT 2 Tests to DP Year Team Meeting	26 AHT 2
29	30	31 MATHS	1	2
← HALF TERM BREAK →				

ASSEMBLY	TRAINING	SLT MEETINGS	MEETINGS	ONE-OFF EVENTS	AFTER SCHOOL EVENTS	WEEK LONG INITIATIVES	ASSESSMENT & REPORTING
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June 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29	30	31	← HALF TERM →	
5 YAM (Writers Week) SLT Meeting - HoD ICT/Business World Environment Day Gypsy Roma Travellers Month QA Line Management Meetings Writers Week	6 YAM CPD Programme Gypsy Roma Travellers Month QA Line Management Meetings Writers Week	7 YAM Referral Panel Meeting Gypsy Roma Travellers Month QA Line Management Meetings Writers Week	8 YAM Tests to DP Middle Leaders Meeting Gypsy Roma Travellers Month QA Line Management Meetings Writers Week	9 YAM Gypsy Roma Travellers Month QA Line Management Meetings Writers Week
12 AHT 3 (Gypsy Roma/ Refugee Week) SLT Meeting -HoD Technology National Healthy Eating Week Gypsy Roma Travellers Month Exams week 3	13 AHT 3 CPD Programme National Healthy Eating Week Gypsy Roma Travellers Month Exams week 3	14 AHT 3 Year 7 Parents Evening National Healthy Eating Week Gypsy Roma Travellers Month Exams week 3	15 AHT 3 Coaching Meeting National Healthy Eating Week Gypsy Roma Travellers Month Exams week 3	16 AHT 3 National Healthy Eating Week Gypsy Roma Travellers Month T3 Assessment Window Opens Exams week 3
19 YAM (Healthy Eating) SLT Meeting Work Scrutiny (T & L Review 3) Refugee Week Gypsy Roma Travellers Month	20 YAM CPD Programme Work Scrutiny (T & L Review 3) Refugee Week Gypsy Roma Travellers Month	21 YAM Work Scrutiny (T & L Review 3) Refugee Week Gypsy Roma Travellers Month	22 YAM TWILIGHT 6 Work Scrutiny (T & L Review 3) Refugee Week Gypsy Roma Travellers Month	23 YAM Sports Day Work Scrutiny (T & L Review 3) Refugee Week Gypsy Roma Travellers Month
26 AHT 4 SLT Meeting - HoD English & Maths Full Governors Meeting Public Exam End Gypsy Roma Travellers Month Lesson Observations	27 AHT 4 CPD Programme Y11 Prom Gypsy Roma Travellers Month Lesson Observations	28 AHT 4 H & S Walk Gypsy Roma Travellers Month Lesson Observations	29 AHT 4 Department Meeting - Moderation of Tests Gypsy Roma Travellers Month Lesson Observation	30 AHT 4 Gypsy Roma Travellers Month Lesson Observations

July 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 YAM SLT Meeting - HoD Science Work Experience	4 YAM Year 6 CATS (Taster) Day Work Experience	5 YAM Year 6 CATS (Taster) Day Y7 - 10 Data Deadline Assessment Window Closes Work Experience ART	6 YAM Year team Meeting Work Experience	7 YAM Work Experience
10 AHT 5 SLT Meeting - HoD Humanities Enrolment Evening	11 AHT 5 CPD Programme Enrolment Evening	12 AHT 5 Enrolment Evening D & T	13 AHT 5 KS3 & 4 Raising Standards Meeting (Term 3)	14 AHT 5 Year 5 Taster Day
17 YAM SLT Meeting - HoD MFL	18 YAM Summer Celebration Assemblies CPD Programme	19 YAM Summer Celebration Assemblies MUSIC	20 YAM Reward Trips for Year Groups	21 YAM Early closure
24	25	26	27	28
← SUMMER HOLIDAY →				
29	30	31	1	2
← SUMMER HOLIDAY →				

ASSEMBLY	TRAINING	SLT MEETINGS	MEETINGS	ONE-OFF EVENTS	AFTER SCHOOL EVENTS	WEEK LONG INITIATIVES	ASSESSMENT & REPORTING
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