



Hilltop School SiP 2017-18



1. Leadership and Governance - 'keeping focused on what we want for our children and young people'							
What	How - actions	When	Lead	Cost	Review of progress	Monitor	Impact and future actions
1. Accountable leadership at all levels	Effective & informed SEF and SiP linked with Ofsted & Nexus priorities. Core business cycle – updated to include learning walks and work scrutiny. Use vulnerability scores to link with progress, CPOMS, EPEP, attendance, therapies, health, multi-agency & pupil progress meetings. Establish and support new English & Maths leaders to provide coverage, breadth, depth & deeper learning link to National Curriculum and Cornerstones. Work with Viki Drew Extend work and scope of TLRs –Numicon, ASC & PMLD pathways with fortnightly ELT meetings. 'Orange' pathway focus Aut 17. Establish new SLT roles and monitor progress and impact.	Sept 16	DB			Govs	
		Termly	ELT			DB	
		Nov 17	DB	Resources £3,000		DB & Govs	
		Nov 17	RM	Training & support £9,000 Viki Drew		DB & Govs	
		Jan 17	ELT			DB	
		Sept 17 & Jan 18	ELT			DB	
2. To track progress of learners	Workbooks introduced with regular review by ELT and subject leaders linked with pupil progress meetings. Accountability of spending of Pupil Premium. Regular and planned learning walks to add to 'view' of effective teaching. Termly teacher summary sheet Develop moderation of books and use of evidence files linked to marking policy. Working groups to focus on core subject development and pupil progress.	½ termly	ELT & Postholders			SLT	
		Spr 17	DB			Govs	
		Weekly	ELT			DB	
		Aut 17	ELT			DB	
		Termly	ELT			DB	
		Termly	All			DB	
3. Redwood & Maltby	Service & working agreement at Redwood. Support Maltby cluster SENDCOs, EYFS and continue to offer advice for local pupils.	Oct 17 17-18	DB CR, AW & DB	£8,000 1 day termly		DB & Govs	

4. Budget	Ensure reliable and timely financial information and systems in place to ensure an effective, focussed and positive budget. Regular SLT budget meetings. Continue lettings to secure income. Review impact of new minibus providers. Maintain 80% of budget on staffing. Provide clear rationale and data on sports grant, pupil premium & Yr6 catch up funding. Increase funding spend on ICT infrastructure. Increase funding on learning resources. Provide funding for sustainable CPD/training.	17-18 ½ termly 17-18 Aut 17 17-18 Aut 17 Aut 17 Aut 17 Aut 17	JB, DB & Gov SLT CH & JB CH & JB SLT DB SLT, Govs & Nexus			Govs & CFO DB DB DB DB & Govs	
5. Governors	Governor identified to examine & challenge 1. budget & value for money (Sally Longley & Sharron Biggin) 2. care & safety - care & behaviour plans (Kate Hillis), CPOMS, risk assessments, safeguarding & SCR (Rachel Potts) 3. pupil progress & attendance (Adele Alderson). 4. quality of teaching and learning (Sandra Rosado).	17-18	SLT & Gov	Health initiatives £1,000		DB & Chair	
6. External views	Check 'how we are doing' with parents, pupils, colleagues and other professionals.	Termly	SLT			DB	
7. Sensory Integration	Work with Kelford to assess impact of SI and pupil engagement. Support SI team to ensure work is effective and targeted – link to pupil progress.	17-18	Head SLT	1 day per term		DB	
8. External Support and Challenge	Nexus to confirm external observations by HoSI for quality assurance. Cross Nexus work on Q of T&L, pupil progress, learning walks, evidence and observations. External challenge, scrutiny and triangulation of school by ROSIS & Learners First.	17-18 Termly Spring 18	CEO & HoSI Heads DB	£2,000 & £1,800		Nexus & Govs Govs & DB	
9. ELT Associate Members	Continue to 'grow our own talent' with teachers being offered opportunity to take on development & improvement roles.	Aut 17 & ongoing	SLT & identified teachers	1 day termly		DB	

10. Outdoor learning	Physical environment – individual classes developing outdoor areas. Applications for further canopies. Development of wild area. Continue to develop forest school initiative established at Redwood to include Hilltop.	17-18 17-18 Spring 18	class teachers	£4,000 £3,000 £500		CH	
11. Funding for students	Ensure new pupils who need additional support are funded appropriately (RJ & LH). Work with LA to develop new funding matrix.	17-18	head			CEO	
12. Arts	Continue work on Artsmark application	17-18	CQ			RM	
13. Post 16 'workshop'	Establish Post 16 workshop, purchase resources and train key staff in accreditation.	17-18	CH	£4,000		DB	
14. Plan for increased pupils	Work with local authority to 'front load' funding for potential building project, purchase of land or acquisition of 6 th Form.	17-18	DB & CEO			Govs	
15. Policies	Plan with Nexus & Kelford programme of updating key policies.	17-18	SLT			DB	

2. Quality of Teaching, Learning and Assessment - 'being the best we can be'							
What	How - actions	When	Lead	Cost	Review of progress	Monitor	Impact and future actions
1. Quality of teaching learning and assessment	Teachers take responsibility and challenge for TAs (New Nexus format). Ensure all TLRs and UPS3 teachers lead quality teaching of at least good at all times. Core business cycle – robust and rigour.	17-18 17-18 17-18	All ELT ELT				
2. Curriculum development	Develop PMLD & ASC 'pathways' & move onto orange & green, link with ICE drivers & begin to introduce & assess individual programmes. Develop KS4 curriculum linked to Cornerstones.	17-18 17-18	TLRs AF			RM DB	
3. Research, innovation & development	Teachers to have 1 day out of class a term for research project to develop own subject/ practice.	17-18	All	Cover sorted 10 days termly			
4. Work with Kelford on pathways	Look at pathways to support planning and progress for each group of learners and their individual needs.	17-18	RM & Viki Drew	½ day per week		DB	
5. Governors	To undertake routine activities – learning walks, challenge and input into core business cycle.	17-18	Govs & ELT			DB	

6. Feedback to learners by all staff	Focus on plenaries, feedback and pupils knowing what they need to do next to improve further. Support/focus for all class teams	17-18	All	resource £300		SLT	
7. Ensure all staff support learning	Ensure questioning, assessment for learning, challenge, independence and communication strategies are being used effectively by all staff.	17 – 18	SLT			DB	
8. Independence & PSHE	Examine PSHE, RE & PSD progress around independence to ensure progress for all this year.	2017	ELT			DB	
9. Ensure learning time is well used	Ensure pupils are not waiting in sessions. Duplicate resources, break up introduction plenary, differentiation & personalisation.	17-18	All			DB	
10. Communication skills	All learners have an agreed and functional way to communicate. Makaton sessions for staff and parents PECS training developed further	Jan 18	All	Resources £2,000		DB	
		Aut 17 17-18	ELT ELT	£4000 training		CR DB	
11. Independence	Identify key areas for independence throughout school on IEP & planning. Link with parents	17 -18	ELT			DB	
12. Experiences, exploration	Identify key experiences for individual learners on IEPs and planning. Link with parents	17-18	ELT	£1000		DB	
13. Home school learning	Parents contribute to IEPs and home/school work together to agree joint learning. 3 Parent & carers meetings.	17-18	ELT			DB	
		17-18	All			DB	
14. Ensure EPEP & pupil premium progress	To ensure all pupils including pupil premium and LAC pupils maintain progress and monitor interventions through core business cycle & vulnerability scores	17-18	ELT			DB	
15. Learning support	Continue to use the Teaching and Learning team and new L3 TAs to support specific areas of learning for all pupils linked to pupil progress. New L3s to focus on T&L.	17-18	All			DB	
		Aut 17	SLT			DB	
16. Evidence collection	Monitor the use of new workbooks to ensure range of work and experiences captured weekly in maths, literacy and 'topic' to ensure measurable progress.	17-18	ELT			DB & Govs	
17. ICT	Greater investment needed in ICT throughout the school. Purchase of advised equipment	17-18	ELT & ICT	£8000			

18. External/ external Moderation	Look for routine opportunities within & outside Nexus to moderate and challenge how secure our judgements are for all pupils. Moderate work	17-18	ELT	1 day termly			
19. ArtsMark	Review & update 2 year action plan	17-18	CQ			RM	
20. Direct support	SLT to support any areas of weak or inconsistent teaching throughout the year (link to data and core business).	17-18	SLT	termly			
21. CPD Maths and Literacy	Provide CPD and support for Maths & Literacy postholders to enhance quality of teaching by all.	2017	ELT				
22. Induction of new staff	Routine training and development of new or less experienced staff through revised induction	17-18	CR			DB	
23. CPD all staff	Buy into ROSIS and Learners 1 st to support individual postholders, class teams and TA CPD.	17-18	RM			DB	

3. Personal Development, Behaviour and Welfare – ‘We want confident and successful learners who are proud of their achievements and to be safe, healthy and happy. Active and responsible citizens’

What	How – actions	When	Lead	Cost	Review of progress	Monitor	Impact and future actions
1. Engage with ‘partners’	Continue to engage with social care, health, SALT, CAMHS & EWO.	17-18	All			DB	
2. Parental training sessions	Offer training throughout the year – behaviour strategies, communication support, makaton & sleep clinics.	17-18					
3. Support LA with EHC process	Complete remaining EHCPs by Spring 2018	17-18	ELT	10 days		DB	
4. Safeguarding Developments	Joint safeguarding meetings with other DSLs in Nexus. Supervision sessions with Jerusha Brown. Development of CPOMS & new Nexus reporting forms. SLT to have DSL training.	17-18 17-18 17-18 Aut 17	RM RM RM & AW RM			CEO	
5. CPOMS, analysis of incidents & safeguarding	Use CPOMS to analyse level and frequency of incidents and use this to reduce vulnerability, incidents and plan intervention. Direct support in classes.	17-18	Behaviour lead & RM	1 day ½ termly		RM & DB	
6. Behaviour recording	Work together across Nexus to standardise recordings	17-18	DB			Govs	
7. SLT trained in	All SLT to attend safeguarding training and	Aut 17	RM			DB	

safeguarding	begin to support/lead for department.						
8. Governors challenge	Governor identified to challenge and scrutinise care & behaviour plans, risk assessment & pupils safety/safeguarding.	17-18	Govs	2 days termly		DB	
9. Attendance	Continue to monitor learners' attendance and raise to above 92%. Remain part of pupil progress meetings. Work with identified families continues.	17-18 17-18 17-18	ELT & teachers All DB			DB & HOSI	
10. Key worker development	Support key workers for vulnerable pupils.	17-18	ELT	1 day per term		DB	
11. Trial family support worker	Support families who find it difficult to establish routines and boundaries	Aut 17	DB			Govs	
12. Health & wellbeing	Continue work on PE, Dance, Hydro, SI and Rebound for targeted vulnerable learners. Consider impact on progress.	17-18	ELT			DB & HoSI	
13. Healthy schools	Continue work on SEMH and seek prompt and quality direct support from CAMHS	17-18	ELT			DB & HoSI	
14. Care & behaviour plans	Continue work on a checklist of required documentation for all learners.	17-18	SLT			DB	
15. Medication	Training for all giving medication with robust procedures for administration. Scrutiny by new governor for health.	Aut 17	SLT	1 hour new staff		DB	
16. Student Council	Student council meetings to develop pupil voice and impact on service and 'offer'.	17-18	ELT & associate lead			CH	
17. Student voice	Develop the EPEP questionnaire to ask majority of students' key questions about what they like/don't like at school.	Aut 17	Associate lead			DB	
18. PLTS	Continue to extend use of PLTS throughout whole school.	17-18	ELT & All			CH	
19. 'Support' forms	Teachers to continue to engage and generate multi-agency meetings using Early Support, MARF, CAMHS, CHC and SALT referral forms – ensure via SLT and recorded on CPOMS. Use new threshold descriptors and formats	17-18	ELT & all			DB	

20. ASC pupils	Personalised timetables continue to be developed to maximise progress and engagement. Direct support from TLR	17-18	ELT			SLT & DB	
21. Residentials	Seek new funding sources. Question value/focus via student voice. Continue/extend range of residentials including PMLD.	17-18 17-18 17-18	ELT Associate lead ELT			CB SLT DB	
22. Lunchtime activities	Develop structured lunchtime activities to engage pupils in meaningful activities.	Jan 18	ELT			SLT	
23. Safeguarding Self-Assessment Tool	Continue work on S.175 Assessment Tool SLT lead by RM are to ensure that all recommendations are implemented.	17-18	RM Gov			DB	
24. Staff attendance	Work with unions, staff, governors and HR to support 'healthy staff'.	17-18	JB & DB			Govs	

4. Outcomes for Learners - 'We want to value and celebrate success and be reflective, analytical and always focussed on improvement'							
What	How - actions	When	Lead	Cost	Review of progress	Monitor	Impact and future actions
1. CASPA end of year data	Analyse the end of year data to inform the vulnerability scores, interventions, core business cycle and data for subject holders. Meet with Kelford to analyse and look at interventions/strategies.	Sept 17 17-18	ELT & associate lead ELT			DB DB	
2. Pupil progress data	Work with Kelford to look at clarity of termly data and link to core business cycle. Ensure all teachers & postholders use new data assessment tool.	Aut 17 1 st cycle Jan 18	Office & AF			DB	
3. Governors	Governor identified to challenge and scrutinise data, work books & pupil progress	17-18	Govs & associate leads			DB	
4. Maths and Literacy data	Focus pupil progress on Maths, Science and Literacy data and progress.	Termly	ELT & all			SLT & DB	
5. Phonics	Ensure a clear system of phonics in school.	Aut 17	ELT	£1k		DB	
6. Pupils below expected progress	Focus T & L team and interventions on pupils who are performing below expected. Mobilise resources and focus on key areas.	Termly	ELT			SLT & DB	

7. Share targets & progress	At parent and carers meetings & ARs agree targets, programmes and joint activities for ICE drivers. Share pupil progress and scores.	Termly	All			SLT & DB	
8. TAs use of & support for assessments	Class teachers lead class & T & L teams with interventions, targets, work books & recording learning and assessments which focus on progress & next steps in learning.	17-18	All			SLT	
9. Building Blocks	Use VI building blocks, ICE drivers, pathways to continue work on engagement for PMLD.	17-18	TLR			RM & DB	
10. Eye gaze technology	Re-examine role of eye-gaze technology for PMLD pupils and purchase to trial	Aut 17	TLR	£1k		DB	
11. ASC pathway	Develop work toward the ASC pathway and systems and processes around this.	17-18	TLR			RM & DB	
12. Termly intervention meetings	Linked with Pupil progress data and meeting establish termly meetings and direction for T & L team. Focus interventions specifically.	Termly	SLT			DB	
13. KS3/4 ASC	Extend Transition Challenge and New Horizons to include ASC pupils	Termly	MoB & CQ			AF	

5. Early Years Provision – ‘Always putting children and families at the centre of everything we do’							
What	How - actions	When	Lead	Cost	Review of progress	Monitor	Impact and future actions
1. Assessment	Use new graphs to input data – collate each half term. Improve analysis of EYFS data – link to pupil progress targets each term.	Termly Termly	CR CR			DB DB	
2. PMLD Assessment	Improve use of Early Support journal for PMLD pupils – work with Kelford.	17-18	CR/AW			DB	
3. Moderation	Termly moderation of learning journeys and data with Kelford.	Termly	CR			DB	
4. Shared targets	Continue work on creating joint home school targets for all EYFS learners. Link with PCR and parent/carers meetings.	17-18	CR & All			DB	
5. Support for Parents	Improve communication with Parents – use new home/school diary. Encourage EYFS parents to attend Chinwag coffee mornings. Invite Vic Harrop (Parent/carers ambassador)	Aut 17 ongoing ongoing	CR CR CR			DB	

	to PCRs for some new starters						
6. Behaviour support	Continue work on individual behaviour support around routines and boundaries – Andy Williams to support in class if needed. Offer behaviour workshops and support for Parents/carers.	ongoing	CR & RM & AW				DB
7. External moderation	Attend EYFS moderation meetings as appropriate.		CR	2 x ½ days Spring term			DB
8. Staff skills – training & development	Two new TAs to attend RoSiS course. Discuss possibility of TAs to visit different EYFS settings e.g. Kelford. EYFS training day – final week of term 2018.	Aut 17 Aut 17 Sum 17	CR & All				DB
9. Redwood	Offer daily inclusion opportunities. Plan and share ideas with Redwood EYFS team.	ongoing	CR & SLT				DB
10. Outdoor learning	Develop outdoor learning at Hilltop – create more opportunities for learning outside. Monitor use of outdoor area and new equipment through observations/learning walks/planning. New equipment.		CR & SLT	£3k			DB

6. Post 16 – ‘Young people to be valued, visible and fully included in the community, active and responsible citizens. Fully prepared for the next stage in their lives’							
What	How - actions	When	Lead	Cost	Review of progress	Monitor	Impact and future actions
Accreditation	Introduce Edexcel Literacy and Numeracy. Allocate sessions in the curriculum to cover the content. Work with Abbey to ensure staff understand how the qualification works. Register students through Abbey for the exam.	Aut 17 Termly ongoing	CH			DB	
Breadth of experience & qualifications	Purchase a Portacabin for a workshop. MH and GG to complete Ptlls training to become trainers. Purchase equipment and set workshop up. Work with Kelford to establish Certa accreditation for the workshop. Workshop up and running and open to other	Sept 17 17-18 Dec 17 Aut 18	DB, CH, JB, MH			CH CH DB	

	schools Sept 18.						
PE	Develop changes in the curriculum to support the new PE offer at Abbey. Identify students to complete new PE course.		CH, JW			DB	
Post 19	Contact post 19 leavers for update on their destinations, experiences and how it could be improved. Produce spreadsheet to store information.	Jan 18 Spr 18	CH, KD			DB	
Learning Spaces	Purchase portacabins for workshop and HB4. Develop bungalow into Learning house. Use the house to develop curriculum, eg. Maintenance, library. Look at funding streams to develop the house.	Sept 17 17-18 Aut 17 Jan 18	DB, CH, JB CH, JB			CH & DB DB	
Post 19 provision	Shape post 19 provision and support the development across the Nexus trust.	ongoing	SLT & Nexus			DB, JT & CEO	
PCRs	Continue planning for Post 19 with PCRs and interim reviews.	ongoing	CH & All			DB	
Post 19 pathways	Seek advice around funding for individuals post 19 to include work experience, funding and accreditation.	ongoing	CH to CEO, Nexus & SLT			DB	
CPD	Identify CPD needs through action plans, appraisals and 'core business'.	ongoing	SLT			DB	