



Hilltop School SiP 2020-2021 (September 2020)



1. Quality of Education						
Intent		Implementation	Completed by	Lead	Cost	Impact/Next Steps
1	To ensure consistent quality of teaching and learning	Joint observations to check judgements. Observation periods flexible over fortnight. Learning walk timetable to include ELT, Governors & subject leaders. Introduce peer review/lesson study model.	Termly Spring 21 Spring 21	SLT SLT/Govs		
2	To ensure regular evidence of progress in workbooks from the class team to focus on teach, learn & progress	Quality control of workbooks – book scrutiny ensuring marking scheme followed. Ensure TAs consistent use of mark scheme. Class teams focus on learning and next steps, AfL, questioning, challenge, developing independence and communication strategies. Ensure quality of literacy of staff – create example statements/glossary.	Half termly Aut 20	SLT SLT SLT SLT		
3	To develop pathways across school to ensure we are able to assess and personalise learning.	To clearly identify assessment pathway for each student Research Yellow pathway model and assessments – TLR Research Green/Orange pathway model and assessment - TLR	Sept 2020 Ongoing	SLT & teachers		
4	Data used termly to check progress & plan interventions	Data used in pupil progress meetings to plan interventions and ensure at least expected progress. Identify groups or individuals not making progress. Cross school moderation - teacher judgements	Termly Spring 20	SLT & HT AF/CR/JG		
5	To develop moderation and data cycle across Trust and authority wide	Plan for authority wide moderation link with work at Special Heads meetings. Work with Nexus on examination, moderation and progress from data Develop moderation cycle with Kelford?	Half termly Termly	CR/AF Subject leads CR/AF		

6	To develop careers education to meet the Gatsby Benchmarks	Plan a programme of employer encounters across KS3/4 and Post 16 curriculum Undertake Careers Advice and Guidance qualification Introduction of careers language and skills throughout Lower School Plan Careers days – KS3,4 and 5.	Spring 21 Aut 20 Summer 21	AF/KD AF AF/JG		
7	To develop staff knowledge on external research and practices.	All teachers visit another provision. Teachers and TAs research new areas of skills/knowledge linked to SIP. Research project – feedback to all staff for 10 mins	Summer 21 Spring 21 Summer 21	ELT ELT ELT		
8	To ensure good progress in all aspects of literacy	Train/support class staff in writing skills from P3. Develop 'communication routes' for all students. Introduce AAC 'routes' with direct support from SaLT consultant.	Spring 21 Summer 21 Aut 20	SLT AW/GW GW		
9	To increase ICT provision to ensure access and progress	Use 'free' govt laptops to support students typing and ICT skills. Make the Learning House more accessible by the use of assistive technologies. Switch technology for PMLD students. Purchase equipment/switches Sensory room – new technology. Set up music sensory room	Autumn 20 Spring 20 Spring 21 Sept 20	DSG/JM AF TLR DB & TLR		
10	To map coverage of the National curriculum subjects and key skills to ensure breadth & depth	Postholders to examine spread of work in subject across the key stages. Supplement with additional planning and resources. Purchase and organise resources. Create and follow subject action plan. Key skills and language for subject areas.	Aut 20 Spring 21 Summer 21 Summer 21 Spring 20	SLT Subject leaders Subject leaders JG & TLR		
11	To develop accreditation for all in KS3 and above	Re-Training for KS3 teachers/staff on ASDAN New Horizons framework Re-Training for KS4 teachers/staff on ASDAN TC/TI framework Introduce accreditation for Num/Lit for all students in Post 16 (NOCN/PP) PSD ASDAN Training – CS	Aut 20 Aut 20 Aut 20 Spr 20	AF AF Post 16 & AF CS		
12	To develop intervention programmes to support class team skills.	Plan intervention cycle – develop work in classrooms to develop staff knowledge and share skills.	ongoing			
13	To share progress with families	Investigate apps to share progress of students with parents/carers. Develop a new way of sharing information with Parents – diary format	Aut 20 Jan 21			

2. Behaviour and Attitudes

Intent		Implementation	Completed by	Lead	Cost	Impact/Next Steps
1	To develop use of CPOMS for all staff	To develop paperless recording. Training around reporting. CPOMS training for new teachers/JM.	Jan 21 Aut 20 Aut 20	CR CR CR		
2	To further develop the role of school council to reflect the needs of pupils	Undertake school council project to improve school. Develop pupil voice to impact on provision, resources and the building – focus on least able. Focus on the role of e-safety information for classes Anti bullying focus	Autumn 20 Summer 21 Spring 21 Autumn 20	CoM/HD CoM/HD HD/COM		
3	To improve attendance of persistent absences & raise above 90%.	Monitor attendance and raise to above 90% Attendance meetings – case by case. Half termly top 3 classes for attendance Prize for most improved, bronze, silver & gold letters	Ongoing Termly ½ termly ½ termly	DB & JS JS & DB HT HT & DB		
4	To monitor e-safety across school	Work alongside Ian Burns (Nexus) to develop more robust e-safety procedures and monitor any incidents. Work with parents to support safe use of internet Staff E safety inset arranged School E safety day organised Pupil friendly safety document on website	Termly Autumn 20 Spring 21 Spring 21	JM/IB JM/JS JM JM JM HD		
5	To develop support for families	Include videos of Makaton sign of week, Jude case study, information about the referral system, photos, contact information e.g. email addresses. Link to new roles of FSW team. Plan structured series of workshops for parents.	Autumn 20 Summer 21	JS/AW/ CM/HK/DH/Vikki AW/JS		
6	To improve clarity/recording of incidents	Create new standard one basic form for all incidents Staff training on recording and reporting incidents.	Aut 20 Jan 21	CR CR		
7	To develop keyworker roles across schools	New keyworkers allocated for all students. Training for staff not done Key worker training.	Sept 20 Ongoing	JS & SLT JS, Vikki		

8	Develop staff Wellbeing Strategy and the role of Wellbeing Champions	Create Wellbeing Action Plan & input from Educational Psych. Develop Wellbeing Webpage for advice and signposting Hold Drop in breakfast Wellbeing mornings Wellbeing Champions to organise staff wellbeing activities	Aut 20 Aut 20 Ongoing Autumn 20	HD RB AF HD RB AF HD RB WB Champs		
9.	To develop independence	Consistency of communication – uniformity of symbols and approach across school Introduction of schedules for ASD learners Travel training/Life skills	Aut 20 Spr 21 Summer 21	GW/SLT MOB/GW AF		
10	To improve communication with families	Change home/school diaries – add targets, topics, key dates. Investigate apps to share progress with parents. Office to use social media to create link with families.	Jan 21 Spring 21 Spr 21	CR SLT AB		

3. Personal Development

Intent		Implementation	Completed by	Lead	Cost	Impact/Next Steps
1	To ensure high expectations to ensure all pupils make good progress.	Challenging learning tasks for all pupils. Develop independent learning skills and tasks.	Spr 21 Spr 21	SLT JG		
2	To use data effectively to map and ensure progress	Analysis of data to pinpoint areas for intervention including LAC, PP & by individual needs. Workbook scrutiny to ensure progress is evident in books – moderation & tracking.	Termly Half termly	SLT ELT		
3	Look externally to compare and moderate expected progress.	Pathway leaders develop provision using alternative assessments and begin joint moderation.	Spr 21	ELT		
4	To further develop transitions between key stages/classes.	PCR's timetabled in May for Year 11 students to involve families and future teachers in the transition process Update school prospectus for 6th Form Update school prospectus for new parents.	Sept - July 20 Jan 21 Jan 21	CR/AF AF/JM/HD CR/DB		

5	To develop use of EHCP to improve pupil progress	Targets in AR link to EHCP and focus on core areas of learning need. Introduce 'My Learning Profile' to all teachers – linked to EHCP, pupil progress and Annual review.	Ongoing	All		
6	To develop independence throughout school	Consistency of visual/symbolic cues around school. Visual supports in use for pupils with ASD	Aut 20	SLT		
7	To develop pupil well-being strategy	Roll out 'mind time' to lower school Anti-bullying school councilor role developed through school Work on e-safety with students – Post 16	Aut 20 Aut 20 Jan 21	HD HD JM		

4. Leadership and Management

Intent		Implementation	Completed by	Lead	Cost	Impact/Next steps
1	Improve the quality of teaching, learning and assessment - using the 'core business cycle'	Learning walks - ELT postholders, Governors and external stakeholders. Workbook scrutiny to ensure consistent quality of recording progress. Practice development observations with internal/external colleagues. Probationary period for new staff. Appraisals for Teachers, TAs clearly linked to professional standards and SIP Continue to develop class 'Champions' in different areas Appraisals for other school site staff linked to SIP. Develop clarity of interventions programmes for all students. Routine sharing of good practice in school and externally	Termly Termly Summer 21 Sept 20 Oct 20 Dec 20 Nov 20 Sum 21 Ongoing	SLT, ELT SLT, ELT SLT, ELT CR Line Managers Line Managers DB CR, AF & JG SLT, all staff		
2	To develop subject leadership across school	Develop a clear Action Plan to impact on planning teaching, learning and assessment. Link with new TLR green/orange. Attend Supporting the Subject Leader programme – course linked to new Ofsted framework Half termly subject days. Key skills and vocabulary for each subject area.	Nov 20 When available Jan 21 Jan 21	JG, JL & SLT Key teachers SLT TLR's & JG		
3	To develop skills Leadership to ensure school improvement	Clear roles and responsibilities for ELT and Family Support Leads. Re-evaluation/restructure of family support team roles. Informal interviews for new posts. Direct support and coaching around quality first teaching.	Ongoing Aut 20 Spr 21	SLT DB, JS & AW SLT & ELT		

		Ensure external view of school through ROSIS, Nexus & Learners 1st	Ongoing	SLT		
4	To link CPD with SIP & increase training/development	Timetable of 6 half termly CPD training session linked to whole school development Review impact of CPD training – staff to feedback on training at staff meetings – create format. Signpost staff to relevant CPD through RoSiS and Learners First. Support NQT/RQT through ROSIS training programme.	Termly Jan 21 Sept 20 Termly	SLT SLT DB CR		
5	To develop probation support to ensure consistency of experience & training of staff.	Run probationary period meetings for new staff Ensure all new staff complete back to basics Induction pack for new teachers Work with college to monitor progress of apprentices (finish coursework) Monitor feedback for any supply staff	Nov 20 Oct 20 Oct 20 Ongoing Aut 20	Line Managers CR, VK CR CR, GH CR		
6	To develop governors role to challenge school improvement	Update Link governors to work alongside SLT on key areas of work. Db to create and share core business cycle with Governors. Offer opportunities for training.		SLT Governors		
7	To ensure a positive budget by year end.	Regular monitoring of school budget to ensure on track. Monthly budget review – report to SLT & Governors. Develop fundraising opportunities to support the 3 year plan	Termly Jan 21	AB, AH & DB Govs & Nexus DB		
8	Improve the school learning environment and enhance provision, personalisation and learning.	Development of Learning House space for Post 16 and other students Commission therapy suite, Music sensory room and orange class. Grants for outdoor canopies & play equipment. Top yard equipment and other outside spaces. Develop outdoor learning spaces. Wildlife area plan.	Ongoing Aut 19 Spring 21 July 21 Summer 21	DB, PG, LA DB, AB DB, AB	£2k £10k	
10.	To gain views and identify issues from stakeholders	Questionnaires – evaluate using, you said, we did. Parents, pupils, staff, - respond to Nexus questionnaire professionals.	Aut 20 Spring 21 Aut 20 Jan 21 Spring 21	CR HD/COM Staff Gov DB/SLT DB		

11	To ensure robust risk assessments	Work with ProActive to ensure all risk assessments and H&S procedures in place.	Oct 2019	PG, ProActive AF,CR		
12	To create prospectus & unsure updated policies	Create information pack/prospectus for potential new parents Use policy update schedule to check/update policies for examination by governors.	Jan 21 Ongoing	AF, CR, JG & DB DB & Nexus		

5. Early Years Provision

Intent		Implementation	Completed by	Lead	Cost	Impact/Next Steps
1	To use data to map & ensure progress for all pupils.	Continue to work with Kelford & Newman to decide 'What good progress looks like' throughout EYFS journey To observe children effectively to ensure all areas of learning are observed each half term	Ongoing	AW		
2	To develop internal & external moderation cycle to ensure our judgements are secure.	Moderation of learning journeys with Kelford and other special schools - EYFS lead is in regular contact with both Kelford and Newman and attends moderation meetings.	Termly	AW/BC		
3	To develop ways of showing progress for PMLD learners.	Work with Kelford to identify what good progress looks like for PMLD/all students	Aut 20	AW		
4	To develop outdoor learning	Develop Yellow outside space to be more PMLD friendly To further develop outside learning by increasing TA's knowledge and understanding.	Aut 20 Spring 21	AW/DB/PG		
5	To develop/ improve transitions into Y1	Develop use of EYDJ to link with whole school development of pathways. Link with B ² , EHCPs & pathways work being lead by JL	Spring 21 Summer 21	AW/BC AW/BC		
6	To develop efficiency of SaLT referrals & ensure direct support.	Ensure all new starters are referred to Speech and Language in September and a method of communication is put in place during the first half term. Trial SaLT consultant 1 day a week to extend work on communication & AAC	OCT 20	AW/BC		
7	Staff to be actively involved in assessment.	All staff to fill out observations, work on next steps and record progress in learning journeys.	Ongoing	AW/BC		

8	To create a new EYFS classroom and enhance provision.	To adapt, enhance and modify existing classroom to create a high standard EYFS provision. Create new EYFS entrance. Ensure consistency across both EYFS classes- EYFS lead to develop assessment prompt cards for areas of learning. To plan/resource an effective, varied and progressive learning environment. Ensure challenging, playful, opportunities across all areas of learning and development.	SEPT20 Sept 20 OCT 20 ONGOING	AW/DB/PG/BC AW AW/BC		
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6. Post 16

Intent		Implementation	Completed by	Lead	Cost	Impact/Next steps
1	To embed functional Maths and Lit in curriculum and assess	Work with Abbey School to meet requirements for registration and entries Develop programme for year to ensure students are prepared and entered at the correct time. Further develop Lit programme to ensure students are entered 19/20. Record numeracy/literacy evidence in workbooks/folders. To plan and run NOCN functional Maths and English at E1.	Jan 20 Aut 20 Ongoing Autumn 20	VP RY (Abbey) VP JM AF P16 teachers JM CS AF		
2	To achieve Gatsby Benchmark to ensure quality impartial advice and guidance	Update Compass tool All pupils are offered skilled advice and have a positive post 19 transition Work with other schools to develop opportunities for C&E (Newman, Pennine), develop Wk exp placements to support. Introduce a Careers Day, contact external providers for visits. Raise face to face contact with employers from KS3 upwards & create tracking tool for careers. Develop accreditation so all students able to, leave with a careers/WRL qualification.	Autumn 20 From Aut 20 Ongoing Spri 21 From Aut 20 Ongoing from	AF, JD, VP AF, VP Transition team, YW AF AF/YW Upper Teachers YW, Post 16 & AF		
3	To develop a range of learning spaces to develop further personalisation for our post 16 students	Polytunnel to be used regularly. WRL Horticulture trial group starts Bedroom to be decorated and finished by maintenance group/students.	Spri 21 June 2020 Aut 20	JA JA & Post 16 Post 16		

4	To develop a clear and effective transitions/destinations strategy for Post 19	Review and develop the Post 16 prospectus/induction booklet to ensure correct details for new starters - start date/uniform/procedures etc. Out of Post 16 - Develop transitions/destinations strategy pathway for leavers.	Jan 21 ongoing	AF AF, FST. RW ,VA (Transitions team)		
5	To create 3 year plan for 6 th form	Create a plan for changing numbers and learning opportunities for 6th form.	Spring 21	6 th Form & AF		