



Hilltop School SiP 2019-2020 (Updated September 19)



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.	Termly Termly	SLT SLT SLT		
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 19	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 B ² add-ons for Post P8 learners.	Sept 2019 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. Set aspirational targets - link to EHCP	Termly Spring 20	SLT & HT AF/CR		
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	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 Independent advice interviews for Y11, Y13 and leavers Undertake Careers Advice and Guidance qualification		AF/KD YW (Careers) AF		
7	To develop staff knowledge on external research and	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	Aut 19 Spring 20 Summer 20	ELT ELT ELT		

	practices.					
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.	Spring 20 Spring 20	SLT AW		
9	To increase ICT provision to ensure access and progress	Purchase of new iPads, laptops and workstations in office. Recycle dated laptops for use by wider staff.	Autumn 19 Spring 20	DSG/JM		
10	To map coverage of Cornerstones and 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.		SLT Subject leaders		
11	To develop accreditation for all in KS3 and above	Training for KS3 teachers/staff on ASDAN New Horizons framework Training for KS4 teachers/staff on ASDAN TC/TI framework Introduction of accreditation for Num/Lit for all students in Post 16 (Edexcel/PP) Introduce Workright for all students not completing employability qual. Workright ASDAN training PSD ASDAN Training	Aut 19 Aut 19 Aut 19 Aut 19 Aut 19 Spr 20	AF AF Post 16 teachers/AF JM / AF JM CS		
12	To develop intervention programmes	Plan intervention cycle – some staff to work in classrooms to develop staff knowledge and share skills				
13	To share progress with families	Investigate apps to share progress of students with parents/carers. Develop 'homework' strategy – joint home/school targets				
14	Home schooling					

2. Behaviour and Attitudes

Intent		Implementation	Completed by	Lead	Cost	Impact/Next Steps
1	To develop use of CPOMS for all staff	External CPOMS training - Teachers External CPOMS training – Keyworkers Triage system for using CPOMS – CR, AF, DB, JS, AW	Aut 19	CR CR CR/DB		
2	To further develop the role of school council to reflect the needs of pupils	Undertake school council project to improve school. Create the role of Eco-Counsellor 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	Ongoing Autumn 19 Spring 20 Spring 20	CoM/HD CoM/HD		

		Anti bullying focus	Autumn 19	Anti bullying student counsellor/HD/COM		
3	To improve attendance of persistent absences & raise above 90%.	Monitor attendance and raise to above 90% Attendance meetings – case by case. Weekly top 3 classes for attendance prize for most improved, bronze silver gold letters	Ongoing Termly Weekly	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	Termly	JM/IB JM/JS		
5	To develop support for families	Update website with ‘This is what Family support at Hilltop looks like...’ 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 2019	JS/AW/ CM/HK/DH/Vikki		
6	To improve clarity/recording of incidents	Updates to forms for near miss/accidents – route to follow for RIDDOR reporting.	Aut 19	SLT AB		
7	To develop keyworker roles across schools	New keyworkers allocated for all students Training for staff not done Key worker training.	Sept 19 Ongoing	JS & SLT JS, Vikki		
8	Develop staff Wellbeing Strategy and the the role of Wellbeing Champions	Wellbeing Champions undertake ‘BeWell at Work’ Training Develop the role of Workplace Wellbeing Champions Menopause in the Workplace training First Aid Mental Health Training Staff Wellbeing Survey Introduce Mind-time for staff 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	Sept 19 Spring 20 Sept 19 Oct 19 Sept 19 October 19 Aut 19 Aut 19 Nov 19 Autumn 19	WB Champs HD AF RB AF HD HD 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				
10	To improve communication with families	Change home/school diaries – add targets, topics, key dates. Investigate apps to share progress and communication with parents. Office to use social media to create link with families.				

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	Spring 20	SLT		
	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		
	Look externally to compare and moderate expected progress.	Pathway leaders develop provision using alternative assessments and begin joint moderation.	Aut 19			
	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 New class teachers to visit pupils in present class Ensure training is in place for pupils with medical needs before starting new class. Update and develop Post 16 booklet for parents. Update school prospectus for new parents.	Sept - July 20 June 20 Ongoing June 20 Jan 20	CR/AF All CR CR CR/DB		
	To develop use of EHCP to improve pupil progress	Targets in AR link to EHCP and focus on core areas of learning need. Continue to use new IEPs in line with EHCP.	Ongoing	All		
	To introduce teachers folders to secure pupil progress.	Teacher folders to contain, Planning, Perf man, pupil progress data, attendance, PP & LAC pupils.				
	To develop independence throughout school	Consistency of visual/symbolic cues around school. Visual supports in use for pupils with ASD				
	To develop pupil well-being strategy	Roll out 'mind time' to lower school Anti-bullying school councillor Work on e-safety with students				

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 include ELT postholders, Governors and external stakeholders. Workbook scrutiny to ensure consistent quality of recording progress. Practice development observations with internal/external colleagues. Introduce probationary period for new staff. Appraisals for Teachers, TAs clearly linked to professional standards and SiP TAs to become '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 Sept 19 Oct 2019 Dec 2019 Dec 2019 Ongoing	SLT, ELT SLT,ELT, Subject leads CR Line Managers Line Managers CR, AF SLT, all staff		
2	To develop subject leadership across school	Develop a clear Action Plan to impact on planning teaching, learning and assessment. Attend Supporting the Subject Leader programme – course linked to new Ofsted framework	Nov 2019	SLT EH, GW, KW		
3	To develop skills Leadership to ensure school improvement	Clear roles and responsibilities for ELT and Family Support Leads. Direct support and coaching Ensure external view of school through ROSIS, Nexus & Learners 1st	Ongoing with termly review	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 (increase staff) Support NQT through ROSIS training programme.	Termly Jan 20 Sept 19 Termly	SLT DB HD & 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 Work with college to monitor progress of apprentices Monitor feedback for supply staff	Nov 2019 Oct 2019 Ongoing Ongoing	Line Managers CR, VK CR CR, GH		
6	To develop governors role to challenge school improvement	Update Link governors to work alongside SLT on key areas of work. Offer opportunities for training. Governor Induction course for new Governors		SLT Governors		
7	To ensure a positive budget by year end.	Regular monitoring of school budget to ensure on track. Monthly budget review		DB with AH,CS (Nexus)		

		Develop fundraising opportunities to support the 3 year plan Repay 50% of loan to Nexus	Termly Jan 20	Govs & Nexus DB, AH & AB DB		
8	Improve the school learning environment and enhance provision, personalisation and learning.	Planned building improvement programme. Routine painting undertaken. Student council to identify areas to develop. Development of Learning House space for Post 16 and other students Build therapy suite with support from LA. Secure planning permission for bungalow & external gate access Grants for outdoor canopies & play equipment. Top yard equipment and other outside spaces	Ongoing Ongoing Aut 19 Ongoing Spring 20 July 20 Summer 20 Ongoing	DB, PG, LA DB, AB DB, AB	£10k £40k	
9	To develop 'offer' of MLD integrated provision for pupils with ASC	Plan meet with Craggs to explore MLD offer. Develop plan for places 'offer'.	Dec 19 Summer 20	DB DB		
10	To gain views and identify issues from stakeholders	Questionnaires – evaluate using, you said, we did. Parents, pupils, staff, professionals.	Aut 19 Spring 20 Aut 19 Spring 20	CR HD/COM Staff Gov DB		
11	To ensure robust risk assessments	EVOLVE training to all teachers. COSHH sheets – increase staff knowledge and training Introduce new format of Risk Assessment to all teachers Work with ProAktive to ensure all risk assessments and H&S procedures in place.	Dec 2019 Oct 2019 Oct 2019 Ongoing	AF, CR PG, ProAktive 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 20 Aut 19 & ongoing	AF, CR & DB DB & Nexus		

5. Early Years Provision					
Intent	Implementation	Completed by	Lead	Cost	Impact/Next Steps
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	Ongoing	AW		
To develop internal & external moderation	Moderation of learning journeys with Kelford and other special schools	Termly	AW/BC		

	cycle to ensure our judgements are secure.					
	To develop ways of showing progress for PMLD learners.	Work with Kelford to identify what good progress looks like for PMLD/all students	July 20	AW		
	To develop outdoor learning	Develop Yellow outside space to be more PMLD friendly	July 20	AW/DB/PG		
	To develop and improve transitions into Y1	Develop use of EYDJ to link with whole school development of pathways. How does this link with B ² , EHCPs & pathways?	July 20	AW/BC		
	To develop inclusion at Redwood	Daily sessions planned for Blossom and Acorn students Regular meetings scheduled with AW, BC and Acorn teachers	Ongoing	AW/BC		

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	Jan 20 Aut 19 ongoing	VP RY (Abbey) VP JM AF P16 teachers		
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 Week, contact external providers for visits. Raise face to face contact with employers from KS3 upwards Create tracking tool for careers	Autumn 2019 From Aut 19 Ongoing Aut 19	AF, JD, VP AF, VP Transition team, YW KS3 and Upper teachers AF		

		<p>Work with Nexus Career's Advisor, to develop her role in school</p> <p>Develop accreditation so all students able to, leave with a careers/WRL qualification.</p>	<p>From Aut 19</p> <p>Ongoing from</p>	<p>AF/YW Upper Teachers</p> <p>YWinstanley Post 16 teachers AF</p>		
3	<p>To develop a range of learning spaces to develop further personalisation for our post 16 students</p>	<p>Polytunnel to be purchased and constructed.</p> <p>WRL Horticulture trial group starts</p> <p>Bedroom to be decorated and finished by maintenance group/students</p>	<p>By March 2020</p> <p>June 2020</p> <p>Easter 2020</p>			
4	<p>To develop a clear and effective transitions/destinations strategy for Post 19</p>	<p>Review and develop the Post 16 prospectus/induction booklet to ensure correct details for new starters is in there- start date/uniform etc/procedures etc.</p> <p>Out of Post 16</p> <p>Develop transitions/destinations strategy pathway for leavers</p>	<p>Aut 19</p> <p>ongoing</p>	<p>AF JM HD</p> <p>DB, AF, FST. RW (Transitions team)</p>		
5	<p>To create 3 year plan for 6th form</p>	<p>Create a plan for changing numbers and learning opportunities for 6th form.</p>	<p>Spring 20</p>	<p>JM, HD & AF</p>		