

# **Scalloway Primary School and Early Years**

## **Improvement Plan**

**2017-2018**

### Strategic Curriculum Plan (Three Years)

Session	Area for Development	Desired Outcomes
<b>2017/18</b>	Pupil Equity Funding (PEF)	Development of new room, introduction of soft start/breakfast/homework clubs available to all – finding ways to make this sustainable
	Early Years Expansion 1140hrs	Flexible provision for parents of EY pupils
	Introduce Highland Literacy Programme – P1/EY	Target literacy skills of EY/P1 pupils in order to raise attainment
	Work through recommendations from the summary of inspection findings	Further improve learning and teaching in SCY.
<b>2018/19</b>	Pupil Equity Funding (PEF)	
	Early Years Expansion 1140hrs	Flexible provision for parents of EY pupils
	Embed Highland Literacy Programme – P1/EY	Target literacy skills of EY/P1 pupils in order to raise attainment
	Work through recommendations from the summary of inspection findings	Further improve learning and teaching in SCY.

The four key priorities of the NIF are:

1. Improvement in Attainment, particularly literacy and numeracy
2. Closing the attainment gap between the most and least disadvantaged children
3. Improvement in children and young people's health and wellbeing
4. Improvement in employability skills and sustained positive school leaver destinations for all young

**Priority 1: National Improvement Framework Priorities 1, 2, 3 and 4**

*HIGIOS 4 QIs: 1.1, 1.2, 1.3, 2.3, 2.4, 2.5, 2.6, 2.7, 3.2,*

**Target: Roll out new 'Reporting to Parents' Procedures and review in term 4 2018**

**School's current position: Having considered local, national guidance and current local practice, we have put together procedures which suit our school and its learners.**

Desired Outcomes	Implementation Process (Actions)	By whom	Time Scale	Resources	Monitoring
<p>Parents will receive regular updates and information in relation to their child's learning</p> <p>Pupils will be an integral part of the process</p> <p>Procedures will be less demanding on teachers' time and bureaucracy light.</p>	<ul style="list-style-type: none"> <li>• Introduce a pupil led event in September - 'My Learning Journey'</li> <li>• Evaluate using 'exit poll' strategy</li> <li>• Introduce an interim written report for terms 1 and 2 (Nov)</li> <li>• Have one set of parent/teacher appointments in March</li> <li>• End of Year Progress report in June</li> <li>• All other methods of reporting to parents will continue as before eg newsletters, charity events, assemblies, concerts etc.</li> <li>• Review the process with stakeholders in term 4 and communicate information</li> </ul>	<p>Teaching staff</p>	<p>Sept 17</p> <p>Nov 17</p> <p>Mar 18</p> <p>June 18</p> <p>Ongoing</p> <p>June 18</p>	<p>n/a</p>	<ul style="list-style-type: none"> <li>• Review overall procedure in term 4 2018</li> <li>• Collect feedback from stakeholders following learning event and interim report</li> <li>• Make alterations for 18/19 if required</li> </ul>

**Evaluation:**

1. Learners - What did you think of the Learning Event? Is it a better or worse way of informing your parents about your learning? How? Why?
2. Teachers - Has these procedures lightened your workload/bureaucracy? How? What would make it better?
3. Parents - Collectively over the year, do you feel you receive the right amount of information regarding your child's progress?

**Evidence (How do we know?)**

- % of attendance
- Verbal and written feedback from all stakeholders

Monitoring and Evaluation Update

Target	November 2017	February 2018	June 2018
<b>Roll out new 'Reporting to Parents' Procedures and review in term 4 2018</b>			

**Priority 2: National Improvement Framework Priorities 2 and 3**  
 HIGIOS 4 QIs: 1.3, 1.4, 1.5, 2.1, 2.4, 2.5, 2.6, 2.7, 3.1

**Target: Working together with partners and stakeholders, plan and implement increased hours for all Early Years Pupils (1140hrs expansion). Aiming for August 2018 however, potential to begin in April 2018. This target will feature in the 2018/19 SIP.**

**School's current position: Early Years offers two sessions of 3hrs 10 mins per day for learners. (600hrs)**

Desired Outcomes	Implementation Process (Actions)	By whom	Time Scale	Resources	Monitoring
<p>In August 2018, Scalloway Early Years will be in a position to offer children the extended hours ahead of the national deadline 2020.</p> <p>Provide flexibility and choice for families seeking ELC in the Scalloway Community and beyond.</p>	<ul style="list-style-type: none"> <li>• Scalloway to be included in Shetland's second phase of roll out (financial year 2018/19)</li> <li>• Work closely with QIO EY and pilot schools to find workable solutions for Scalloway</li> <li>• Consultation with all stakeholders</li> <li>• Review and improve staffing levels</li> <li>• Consideration of impact for whole school</li> <li>• Work closely with Scalloway Pre-School and Hame fae Hame</li> <li>• Aiming to deliver 1140 expansion in April (possible) but definitely in August 2018</li> <li>• Regular reviews of the process</li> </ul>	<p>EY staff HT QIO EY HT/QIO EY</p> <p>All QIO EY/HT</p> <p>Pre-school and HFH managers/ QIO EY/HT</p> <p>EY staff HT QIO EY</p>	<p>From Jan 2018</p> <p>April 18 (Aug 18)</p>	<p>Scottish Government finance</p>	<ul style="list-style-type: none"> <li>• Careful monitoring of planned timescale (MF)</li> <li>• Ongoing communication with staff and parents keeping all well informed and involved</li> <li>• Regular dialogue with HTs delivering 1140 to avoid pitfalls if possible</li> <li>• Review regularly to improve the service provision</li> </ul>

**Evaluation:**

1. Have we kept to timescale?
2. Have all stakeholders been adequately consulted with and updated at every stage?
3. Have we worked effectively with our partners to provide the best options for our community?
4. What uptake has there been of families using the additional hours?
5. What feedback are we receiving from families using the additional hours?

**Evidence (How do we know?)**

- Feedback from all stakeholders
- Review provision at regular intervals
- % uptake of the additional hours

## Monitoring and Evaluation Update

Target	November 2017	February 2018	June 2018
<p><b>Working together with partners and stakeholders, plan and implement increased hours for all Early Years Pupils (1140hrs expansion).</b></p> <p><b>Aiming for August 2018 however, potential to begin in April 2018.</b></p> <p><b>This target will feature in the 2018/19 SIP.</b></p>			

**Priority 3: National Improvement Framework Priorities 1, 2, 3 and 4**

*HIGIOS 4 QIs: 1.1, 1.3, 1.5, 2.2, 2.4, 2.5, 2.6, 2.73.1, 3.3*

**Target: Pupil Equity Funding (PEF) - £12,000 allocated to Scalloway Primary and Early Years in financial year 2017/18.**

**Through consultation with stakeholders consider activities/projects that target gaps within and outwith the classroom.**

**School's current position: This is new and will be ongoing. Money will be allocated annually based on the number of pupils in the previous year receiving free school meals. Careful consideration of how the money can target relevant children and the wider school community.**

Desired Outcomes	Implementation Process (Actions)	By whom	Time Scale	Resources	Monitoring
Literacy and Numeracy- Updated, new and relevant resources	<ul style="list-style-type: none"> <li>• Audit of existing resources</li> <li>• Purchase of new equipment/resources eg online</li> <li>• Link with ongoing consideration of the Shetland Strategy for Literacy and other relevant documents</li> <li>• Identify gaps in the school and direct resources that will have an impact</li> <li>• Introduce aspects of the Emerging Literacy (Highland Authority approach)</li> </ul>	Working group	Term 2 and term 3	£2,000	<ul style="list-style-type: none"> <li>• Tracking attainment in Lit/Num and HWB</li> <li>• Gather feedback from stakeholders</li> <li>• Cost</li> </ul>
Health and Wellbeing - expenditure on resources and agency time where appropriate	<ul style="list-style-type: none"> <li>❖ Further develop the school's approach to the overall HWB of all pupils and develop an appropriate tracking system</li> <li>❖ Investigate the provision of soft starts including breakfast, homework club provision etc</li> <li>❖ Engage parents with initiatives when appropriate</li> </ul>	Working group	Term 2 and term 3	£2,000  A donation system to be considered	<ul style="list-style-type: none"> <li>• Uptake of soft start, homework etc</li> <li>• Gather feedback from stakeholders</li> <li>• Cost</li> </ul>

**Evaluation:**

1. Do new resources directly impact on learners' progress? Can we identify next steps for Literacy and Numeracy?
2. Has the introduction of soft starts including breakfast, homework club provision etc impacted on learners?
3. Can this provision be maintained? Is it having an impact?

**Evidence (How do we know?)**

- % of attendance
- Verbal and written feedback from all stakeholders
- Attainment data/tracking
- Evidence of improved engagement from learners

## Monitoring and Evaluation Update

Target	November 2017	February 2018	June 2018

**Priority 3: National Improvement Framework Priorities 1, 2, 3 and 4**

*HIGIOS 4 QIs: 1.1, 1.3, 1.5, 2.2, 2.4, 2.5, 2.6, 2.73.1, 3.3*

**Target: (Continued) Pupil Equity Funding (PEF) - £12,000 allocated to Scalloway Primary and Early Years in financial year 2017/18.  
Through consultation with stakeholders consider activities/projects that target gaps within and outwith the classroom.**

**School's current position: This is new and will be ongoing. Money will be allocated annually based on the number of pupils in the previous year receiving free school meals. Careful consideration of how the money can target relevant children and the wider school community.**

Desired Outcomes	Implementation Process (Actions)	By whom	Time Scale	Resources	Monitoring
<p>Investing in the refurbishment of the former Technical room - space available for all learners</p> <p>Families and Communities may access the room once established and in use eg current and future EY parents</p>	<ul style="list-style-type: none"> <li>○ Consult stakeholders on use and layout of room</li> <li>○ Make a plan and gather quotes for the job</li> <li>○ Prepare a timescale for building works</li> <li>○ Consider fundraisers and funds required for flooring, furniture, resources etc</li> <li>○ Fully involve learners in as much of the process as possible - developing skills for work eg painting and/or looking for sponsors (<i>G&amp;S Flooring?</i>)</li> <li>○ Decide on a name for the new room</li> <li>○ Advertise the space, careful planning of its use and availability, starting with school</li> </ul>	<p>MF Mike Graham Glennie (building services)</p> <p>Working group</p> <p>Learners Parent volunteers</p>	<p>By March 2018</p> <p>Term 2 and on</p>	<p>£8,000 PEF</p> <p>School fundraising - for interior and resources</p> <p>Some existing school funds may be used if agreed</p>	<ul style="list-style-type: none"> <li>• Cost</li> <li>• Timescale</li> <li>• Contractors</li> <li>• Funds raised/spent</li> <li>• Timetable of use</li> <li>• Access to all</li> </ul>

**Evaluation:**

1. Is the timescale and budget realistic and manageable?
2. Are we reaching our identified pupils and the wider vulnerable families in Scalloway?
3. Does the new room deliver what we had hoped for?
4. What is the ongoing vision for this area and what are the next steps?

**Evidence (How do we know?)**

- Budget
- Timescale
- Effective timetabling and accessible to relevant learners and families
- Feedback from stakeholders

## Monitoring and Evaluation Update

Target	November 2017	February 2018	June 2018
<p data-bbox="91 363 483 480"><b>Literacy and Numeracy- Updated, new and relevant resources</b></p> <p data-bbox="91 692 539 809"><b>Health and Wellbeing - expenditure on resources and agency time where appropriate</b></p> <p data-bbox="91 995 580 1112"><b>Investing in the refurbishment of the former Technical room - space available for all learners</b></p> <p data-bbox="91 1160 577 1316"><b>Families and Communities may access the room once established and in use eg current and future EY parents</b></p>			

**Priority 4** National Improvement Framework Priorities 1, 2, 3 and 4

HIGIOS 4 QIs:1.3, 2.3, 2.2, 2.7, 3.1, 3.2

**Target:** To consider and action elements of the Summary Inspection Findings (SIF) from the HMI team, published in September 2017

**School's current position:** Some areas have already been altered in response to the SIF other aspects will need to be worked through and planned for.

Desired Outcomes	Implementation Process (Actions)	By whom	Time Scale	Resources	Monitoring
<p>Further improvements in classroom practice and the quality of learning and teaching for all pupils.</p> <p>Track progression through frameworks for learning with improved recording and evidence.</p>	<ul style="list-style-type: none"> <li>• Review vision and values statement</li> <li>• Continue providing opportunities for moderation at all levels</li> <li>• Introduce progression frameworks for curricular areas</li> <li>• Promote skills that will promote learning, life and work</li> <li>• Extend leadership opportunities for pupils</li> <li>• Further track H&amp;WB</li> <li>• Provide more effective curricular transition of Early Learning to P1</li> <li>• Revisit approaches to L &amp; T to ensure learning is pupil led and experiences are sufficiently challenging.</li> </ul> <p>(a selection of potential focus points for 17/18 - improvements will continue into 18/19.</p>	<p>All staff SMT</p>	<p>2017/18 2018/19</p>	<p>No cost</p> <p>Time</p>	<p>A manageable timeframe is crucial in terms of workload.</p> <p>Some elements of advice have already been implemented.</p>

**Evaluation:**

1. Staff prioritisation
2. Parental engagement where appropriate
3. Consider bureaucracy and work load
4. Consider impact on learners

**Evidence (How do we know?)**

- Discussion at staff meetings/timetable for action
- Curriculum rationale
- Tracking and monitoring
- Increased motivation of pupils

## Monitoring and Evaluation Update

Target	November 2017	February 2018	June 2018
<p data-bbox="91 400 546 555"><b>Further improvements in classroom practice and the quality of learning and teaching for all pupils.</b></p> <p data-bbox="91 608 568 719"><b>Track progression through frameworks for learning with improved recording and evidence.</b></p>			

Additional Tasks 2017/18	Responsibilities
<p>1. From 2016/17 School Improvement Plan</p> <ul style="list-style-type: none"> <li>• Further develop monitoring programme in 17/18</li> <li>• Provide more opportunities for colleague dialogue and moderation</li> <li>• Revisit the Shetland Strategy for Tracking, Monitoring and Moderation</li> <li>• Review the new reporting procedures in May 2018</li> <li>• Review of the Working Time Agreement in light of new reporting procedures</li> </ul>	<p>SMT Teaching staff SMT Teaching staff Teaching staff</p>
<p>2. Introduction and delivery of Standardised Assessments to pupils in P1, P4 and P7. Taking account of local and national guidance. Training will be required for relevant staff. ICT dependability is crucial.</p>	<p>SMT P1, 4 and 7 teachers</p>
<p>3. Curriculum Rationale - review and update</p>	<p>SMT - all stakeholders</p>
<p>4. Developing the Young Workforce - consider at all stages and opportunities in learning</p> <ul style="list-style-type: none"> <li>• In doing so, consider 'the RELEVANCE GAP' - ie consider aspects of Learning and teaching that may no longer be relevant and alter to make it so.</li> </ul>	<p>Teaching staff</p>
<p>5. Re-introduce Financial Education Week?</p>	<p>Teaching staff</p>