



Ashby Willesley School Development Plan 2017-18

Approved by the Local Governing Body: October 2017



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Staff Professional Development Plan (CPD)	To follow
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Secondary priorities <ul style="list-style-type: none"> • Review and Action plans 	19 (see Appendix A separate document)
Policy Review Cycle 2017-18 <ul style="list-style-type: none"> • Symphony Learning Trust • The School 	https://www.symphonylearningtrust.co.uk/our-policies/ 20

Overview

KPI	Result	Comment
Attendance	97.1%	Down slightly on previous report by 0.2% I am concerned by the amount of application for holiday during October due to our shift in holiday pattern. This will significantly alter our attendance
NOR	420	The school is officially full! We have organised open evenings and viewings for new starters for 2018 already. Projected
SEN %	6.5%	This figure is well below national average although has climbed. We have now got 3 pupils with EHCP (statements). All 3 pupils have designated 1:1 support. 2 of these pupils are in Y6 and 1 in FS.
Pupil Premium	10%	Although well below NA a slight increase on the previous figure.
Fixed Term Exclusions	0	No incidents currently requiring exclusion
Permanent Exclusions	0	No comment
Near Misses	0	No comment
Reportable Accidents	0	No comment
Lateness	0.2%	A slight decrease on the previous report. This figure is well below NA.
Latest KS2 RWM Combined Attainment Summer 2017	64%	2% down on previous year although the cohort was not as strong. 2% below our prediction of 69% (3 child out). NA rose this year however Willesley is still 3% above NA this year.
Predicted KS2 RWM Combined Attainment	70%	Very early to make accurate predictions about the end of year data. Early indications show we will better this year's results. This should also be stronger the NA
Progress in RWM Summer 2017	-0.8 R -1.5 W +0.5 M	An enormous improvement on the previous year's data. Previous progress R -2.09, W-2.37, M -2.58. Government guidelines are showing that confidence intervals are between -1.5 and +1.5 this year.
No. of Child on SS Risk	7	Has decreased by 1 child. No national data to compare this to.
No. receiving Multi agency Support	16	Has increased by 1 child who has received an EHCP
Pupil to Teacher Ratio	26.01	This should remain stable now as we have reached our 420 census mark. No major staffing changes are expected in the coming months

Symphony Learning Trust Key Objectives

Object Focus	Ref:	Outcomes	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
1. Leadership and Management	1a	Develop and Implement systems of due diligence as a framework for all schools in the MAT and a set of standards for schools to provide consistency in environment, communication, parental engagement, enrichment	Implement	Implement	Embed	Embed	Embed
	1b	Implement a recruitment & retention strategy based on a positive ethos, professional development and enhanced opportunities for all staff in order that SLT can become an 'employer of choice'	Develop	Implement	Implement	Embed	Embed
	1c	Implement a Quality Assurance Programme across the Trust with validation/peer review to continually challenge expectations in all schools	Develop	Implement	Embed	Embed	Embed
2. Teaching, Learning and Assessment	2a	Implement a consistent and secure system of Assessment across the Trust to maximise pupil progress to drive standards forward	Implement	Implement	Embed	Embed	Embed
	2b	Develop projects to improve pedagogy across the MAT		Develop	Implement	Implement	Embed
	2c	Develop and implement systems of cross-MAT moderation and quality assurance	Develop	Implement	Embed	Embed	
3. Behaviour, Safety and Welfare of Pupils (including mental health)	3a	Implement rigorous safeguarding processes in all schools to ensure the highest standards of safety in all schools	Develop	Implement	Implement	Implement	Implement
	3b	Implement the highest expectations of Behaviour for Learning in all classes	Implement	Embed	Embed	Embed	Embed
	3c	Embed a strong ethos in each school by promoting British Values and global citizenship	Develop	Implement	Implement	Embed	Embed
	3d	Develop systems for schools in supporting children's mental health and well-being	Develop	Develop	Implement	Implement	Embed
4. Outcomes for Pupils and groups	4a	Year 6 – above national average for progress and for standards in all schools	Implement	Implement	Embed	Embed	Embed
	4b	Develop systems to ensure that all stakeholders uphold the values of Aspiration, Innovation and Excellence	Develop	Develop	Implement	Embed	Embed
	4c	Outcomes for disadvantaged groups above national to help close the gap	Develop	Implement	Implement	Embed	Embed
5. Outward Looking (Teaching Schools)	5a	Embed Initial Teacher Training in order to develop the next phase of outstanding teachers for the Trust	Implement	Implement	Implement	Embed	Embed
	5b	Develop and Implement an appropriate professional development curriculum for staff	Develop	Implement	Embed	Embed	Embed
	5c	Implement Leadership Development programmes to enable staff to progress and to encourage retention within the profession (career pathways)	Develop	Implement	Embed	Embed	Embed
	5d	Implement School to School Support where needed	Develop	Implement	Embed	Embed	Embed

Ashby Willesley Teaching Staff Structure

Name	Key Responsibility
Matthew Brookes	Executive Head, Headteacher, Safeguarding, School Performance
Sue Rainbow	Deputy Headteacher, Literacy Co-ordinator, Safeguarding
Jeanette Martindale	Assistant Headteacher, KS1 Leader, Phonics
Chloe Dilks	Maths Co-ordinator TLR2
Rachel McKeown	PSHE and Wellbeing Co-ordinator, TLR2

Name	Key Responsibility
Gill Woodworth	SENDCo
Emma Sturgess	FS Leader (Job Share) History Lead
Sarah Hender	FS Leader (Job Share)
Sally Tabberer	Computing Co-ordinator, Year 2 Lead
Gemma Preece	Science Lead
Heidi Elliott	PE Co-ordinator
Linda Blackburn	PE Co-ordinator and Forest Schools Lead
Angela Parkes	RE and Collective Worship Co-ordinator
Jessica Mildoon-Callaway	D&T Co-ordinator
Alison Cox	International Schools Co-ordinator
Ashleigh Dowell	Geography Lead
Thomas Cooper	Computing Shadow
Helen Jones	Art Co-ordinator

Long Term Development Plan

Key priorities	2017-18	2018-19	2019-20
Leadership and management (including governance)	Re-organisation of leadership team based head of school model	Review of the leadership team structure	Review of the leadership team structure
Teaching and Learning	Improve writing outcomes for all groups of pupils	Ensure Maths calculation is in line with national trends	Introduce Reading Project (through Symphony Teaching School)
Standards in Core subjects	Increase SATS results at the end of KS2	Increase SATS results at the end of KS2	Increase SATS results at the end of KS1 and 2
Standards in Foundation subjects	(From data analysis) Focus on Science – increase results in KS1 and 2 Improve the standards of writing in foundation	Review of curriculum themes	Introduce any changes from the review findings
Standards in EYFS	(From data analysis) Improve outcomes in literacy for boys across all groups of learners	Explore the possibility of running a preschool setting	Explore the possibility of running a preschool setting
Progress of different groups of learners	(From data analysis) Focus on gender imbalance in KS2 Improve the attainment and progress of PP and SEN children	Focus as per data analysis for 2017-18	Focus as per data analysis for 2018-19
Behaviour	Continue to improve BfL	Review of Behaviour Policy	Review of Behaviour Policy
Attendance	Above 97%	Target – 98%	Target – 98%
Inclusion	Continue to support and champion the needs of children with SEND and their parents	Continue to support and champion the needs of children with SEND and their parents	Continue to support and champion the needs of children

	(From data analysis) Increase the attainment of children with SEN at the end of KS1 and 2		with SEND and their parents
Safeguarding	All staff have full training in Safeguarding and Prevent	All staff have an update in Safeguarding and Prevent	All staff have full training in Safeguarding and Prevent
Health	To implement new strategies for tackling mental health and well being	To implement new strategies for tackling mental health and well being	Review of procedures to support children with health conditions
Parents and the Wider Community	Improve communication through all parents using earwig and Otrack	Investigate other electronic means to involve parents	Investigate other links with the community
British Values	Continue to have celebration of British events	Investigate new ways to promote British Values	Investigate new ways to promote British Values

Action Plan 2017/18 Governance

What action will you take?	Timescale needed	Who will be involved?	Budget required	How will you do this	How will you know it is successful?
1. Leadership	Ongoing	Chair & Vice Chair	None	<ul style="list-style-type: none"> • Bi-Weekly meetings with Exec Head & Head of School. • Half term meeting with members of SLT. • Termly monitoring of pupil progress. • Termly review of School Development plan & SEF. 	All areas of school development plan being met within timescales set. Standards within SEF are being sustained.
2. SEND	Ongoing	Liz Walker, David Roy, Chair & Vice Chair	None	<ul style="list-style-type: none"> • Termly SEND meetings with SEND governors and Head of School plus SEND Co-ordinator. • Collaboration planning to ensure outstanding SEND provision throughout all year groups. • Termly data monitoring of SEND pupil progress and gap narrowing. 	SEND pupil progress is equal across the school and gaps are narrowing. SEND interventions are consistent and proactive.
3. Year 6 Attainment and Progress	Ongoing	All Governors	None	<ul style="list-style-type: none"> • Termly data monitoring at FGB meetings. • Monthly Chair, Vice-Chair and SLT review. meetings focusing on intervention strategies and outcomes. • Monthly book reviews. • Monthly learning walks. 	ASP results show gap to national is increasing.
4 EYFS	Ongoing	All Governors	None	<ul style="list-style-type: none"> • Monitor provision of learning within EYFS to ensure we are maintaining the percentage of children attaining good level of development by the end of FS. • Termly Learning walks • Yearly data review by FGB 	Yearly data of EYFS shows gap between national and Willesley has remained outstanding

5. Behaviour	Ongoing	All Governors	None	<ul style="list-style-type: none"> • Termly monitoring of behaviour log, racist log and the reporting within head teacher report. • Yearly Pupil attitude survey/interviews reviewed to ensure feeling safe at school. • Behaviour policy reviewed yearly. • Governor visits within school show adherence by pupils to behaviour policy. 	<p>Incidents remain below national average. Pupils within school feel safe as per data within survey & interviews. Governor visits highlight positive behaviour.</p>
6. Budgets	Ongoing	All Governors	None	<ul style="list-style-type: none"> • 2017/2018 in year spend is within budget reviewed termly within FGB. • 2018/2019 budget targeting relevant school development priorities whilst keeping a +10% surplus 	<p>2017/2018 budget is not overspent. 2018/2019 is presented with SDP priorities included.</p>

Review of Priorities for 2016/17

Achievement and Standards

<u>Objective</u>	<u>Deadline</u>	<u>Success Criteria</u>	<u>Evidence/Monitored By</u>	<u>Cost</u>
Remodel strategic vision with regards to being an academy lead hub school	Spring 2017	The school to have a new strategic plan to reflect its lead position in a MAT. This plan should outline school to school support for growth within it's MAT hub	Govs, OFSTED, Symphony learning trust	£3000 School to school support
To improve the KS2 progress measure from minus to zero or above	Autumn 2016- July 2017	Further accelerate the progress of pupils in KS2 and demonstrate that previous KS1 APS have been inflated. Look within groups of learners for quick progress wins and think smarter about intervention and use of TA	Graph packs, 2017 ROL, and internal data. A lot will hinge on KS2 secondary ready data (Summer 2017). Monitored by SLT and LGB	£0
Subject co-ordinators to be given greater autonomy and ownership of curriculum subjects. Including monitoring of data and liaising with link governors	Autumn 2016 onwards	To develop portfolios of subject areas that include all relevant information including an action plan and budget.	Subject Governors to inspect evidence during visits and to ask questions about pupil tracking in non-core subjects.	£1000 Release time TA cover supervisor costs
All teaching is good and up to 50% outstanding	Summer 2017	To ensure that no teaching falls below this standard and the number of outstanding sessions increases towards 50%	Lesson observations, learning walks and book monitoring through the SLT and governors	Release time
To improve standards in writing with regard for KS1	Summer 2017	To ensure that spelling and handwriting do not remain a limiting factor to the number of greater depth/ exceeding writers that we may have. The results at KS1 SATs 2017 will reflect this	KS1 SATs scores, possible LA moderation, SLT and FGB monitoring	£0
To work towards our gold sportsmark and consolidate our Science Silver PSQM mark	Spring- Summer 2017	Good practice to be disseminated across the school so there is greater consistency in science. Sports apprentice to be embedded further into the delivery of the PE curriculum	External accreditation for gold sportsmark. Work sampling by Science co-ordinator as well as CPD	£1000 for release and accreditation
Mid term reporting to be used to form better communication and partnerships with parents prior to Spring parents' evenings	Spring 2017	Mid term reports to be altered to become more parent friendly and to also form learning conversations for parents evenings	All teaching staff and SLT	£0
Standards of behaviour to be deemed outstanding. And to continue to be.	Spring 2017	Levels of disruptive behaviour to be extremely rare. Children to be polite and great advocates inside and out of the school.	SLT and Purple Parliament to monitor. Less incidents of rough play and bullying. Chd feel safer.	£0

Learning and Teaching

Objective	Deadline	Success Criteria	Evidence	Cost
To implement the use of a spelling programme	Autumn 2016	To create and implement a spelling programme similar to strawberry jam and lemon curd which will improve the standard of spelling especially across KS2	Spelling of high frequency words to improve across the school and this to be reflected in book trawls and spelling tests	£500 for creation of a programme
To use the Earwig system of evidence capturing to help co-ordinator evidence files.	Spring 2017	Earwig academic timelines to be created to use as subject progression evidence in all subject areas. Parents to be able to access their children's timelines remotely	ICT co-ordinator and LGB to monitor through subject reviews	£1500 for Earwig
To continue to ensure that curriculum coverage is current and broad	Summer 2017	Curriculum statement and web to be published on the website. Staff to ensure that coverage is in line with the national curriculum.	Books reflect up to date topics and topic webs are published on school website	£1000 extra resources
To move towards attaining sports gold mark	Spring 2017	Ensure that PE staff are fully utilized in the expert delivery of PE. Ensure that clubs are introduced to be inclusive. To move towards having full time PE coach	Increased participation in sporting clubs. Even greater success in sporting events. Gold mark achieved	Upto £14000 for PE provision and salary
More children will undertake 2 hours of PE per week and regular activity outside school hours as indicated by curriculum coverage and club registers	Summer 2017	PE apprentice to be employed and to run before school, lunchtime and after school sporting clubs with an inclusive rather than competitive preference.	More pupils from outside of sports clubs participate in extra sporting activities. To be monitored by HE and LB	£5000 Apprenticeship salary
Further embed British Values by continuing to celebrate UK themed events in school	Autumn 2017- Ongoing	To continue to promote Citizenship and British Values by taking part in themed celebrations, Royal celebrations, Saints' days, May day etc	Promoting and monitoring number of events and using social media to publicise Willesley's British Character	£1000
Pupils will monitor our school's Code of Conduct and Behaviour Policies	Autumn 2016	Purple Parliament to work on school rules and to see if they are fit for purpose. Purple Parliament to carry out work into 'How safe do pupils feel?'	Rules may change or be adjusted according to the Purple Parliament. RMcK to monitor	£PP budget £300
Purple Parliament will play an economic role in the school. Job Centre will be embedded for all pupils	Autumn 2016- Ongoing	Purple Parliament will implement their budget to try and improve school development. Job Centre will continue to run to meet ECM agenda	Jobs centre will be bigger and better. More jobs for more children keeping them active at breaks and lunchtimes	£150 Release

Enhancing and Enriching the Curriculum

Objective	Deadline	Success Criteria	Evidence/Monitoring	Cost
To ensure that quality performance becomes a greater part of Willesley's success	Autumn 2016 on going	Better quality class assemblies, school productions and musical performances through more time spent on them. High expectations for all class assemblies. Speaking and Listening to improve as a result	Better parental and governor feedback about performances	£1500 for technical equipment
CPD to still be at the forefront of staff development to targeted through performance management and appraisals for support staff	Autumn 2016- Ongoing	Subject leaders to acquire relevant CPD through Symphony Primary Partnership and further afield	Performance Management and appraisals. Monitored by SLT and Govs	£1000 Supply cover + £500 for HT PM
To continue to enhance the school environment both internally and externally	Spring 2017- onwards	Continue with the programme of refurbishment across the school to maintain and improve the learning environment. To improve outdoor provision for pupils at breaktime and lunchtime by adding to resources	Better quality environment to foster better results across the school.	£15000

Partnerships with Parents and the Community and School to School Support

Objective	Deadline	Success Criteria	Evidence/Monitoring	Cost
Raise awareness of Cultural difference and diversity through an international visit	Spring 2017	To have an international visitor or to set up more permanent links with another school internationally. Epals projects.	Children have a greater understanding of differing cultures.	£0
To start to share OUR expertise and become a more prominent school in supporting others	Autumn 2016 Continuous	Support other schools with L&M and T&L with our outstanding elements. Through teacher exchanges, demonstration lessons and CPD. Willesley sharing best practice. To work alongside the Regional Commissioner's Office.	GB to monitor as well as Symphony Learning Trust	RSC Funded

Headline Results

Test	Ashby Willesley	National
Foundation Stage GLD	81	71
Year 1 Phonics Screening	93	81
Year 2 Reading (Greater Depth)	83 (33.3)	76 (25.2)
Year 2 Writing (Greater Depth)	78 (21.7)	68 (15.6)
Year 2 Maths (Greater Depth)	83 (33.3)	75 (20.5)
Year 6 Reading (Greater Depth)	76	72
Year 6 Writing (Greater Depth)	75	76
Year 6 Maths (Greater Depth)	80	75
Year 6 RWM Combined	64	61

- Green indicates above national average attainment

Priority 1

To continue to raise standards in RWM by the end of KS2 with specific focus on improved progress outcomes over KS2.

Why was this chosen as a priority?

Although greatly improved progress measures across KS2 should be better and have not been aligned with our historically high attainment. Attainment and progress across the rest of the school was good and outstanding in all areas.

Goals/links to school and SLT aims:-

4a) Year 6 – above national average for progress and for standards in all schools

Key Personnel: SLT, Govs and Sue Rainbow

What do we want to improve?	How will we go about it?	When will it happen and be completed?	What will success look like?	Cost?	Who will monitor its impact and to whom will this be reported to?
Standards in KS2 Literacy	Implementation of new testing to moderate judgements and progress across KS2	Implementation in Autumn 2017 finished concluded Summer 2018	Improved KS2 SATs attainment leading to	£2600	Sue Rainbow, Matthew Brookes
Standards in maths, whole school	Increased focus on calculation policy and engagement of parents with teaching methods	Autumn 2017 results shown in July 18	Parental engagement, new calculation policy, improved SATs results	£150	Matthew Brookes, Rachel McKeown and Chloe Dilks
Awareness of greater depth	Improve TA support through CPD	Spring 18	TAs more aware of supporting chd to achieve Greater Depth	£500	Sue Rainbow, Chloe Dilks, Matthew Brookes

Priority 2

To ensure that provision for all groups enables them to make equal progress across the school.

Why was this chosen as a priority?

Although provision is good for disadvantaged groups better tracking of their development will help to target support and continue to improve outcomes, narrowing the gap for these learners.

Goals/links to school and SLT aims:-

4c-Outcomes for disadvantaged groups above national to help close the gap

Key Personnel: FGB, Matthew Brookes and Gill Woodworth

What do we want to improve?	How will we go about it?	When will it happen and be completed?	What will success look like?	Cost?	Who will monitor its impact and to whom will this be reported to?
Better tracking of progress for different groups of learners	Implementation of Otrack software in conjunction with the Symphony Assessment System	Implemented tracking system by Dec 17 useable progress data by July '18	Greater understanding of in year progress, benchmarking against other schools	£800 including training for all teaching staff	Govs, Matthew Brookes, and SLT.
Implementation of support staff to different groups	Using Otrack data to identify children with similar needs to be smarter with deployment of support staff	Initial data collected Autumn 17. Spring 18 to reevaluate support provision	Smarter working will allow disadvantaged pupils to receive more support hours	PP budget	Gill Woodworth, Matthew Brookes and Govs

Priority 3

To continue to be a lead hub school, providing outreach and support work to other schools to aid their development and progress.

Why was this chosen as a priority?

This has been a way of improving CPD and profile for Ashby Willesley Primary School and it's staff and is an expectation for an aspiring outstanding school to provide outreach school improvement to other schools.

Goals/links to school and SLT aims:-

5d- Implement School to School Support where needed.

Key Personnel: Matthew Brookes, SLT, SLEs and aspiring professionals

What do we want to improve?	How will we go about it?	When will it happen and be completed?	What will success look like?	Cost?	Who will monitor its impact and to whom will this be reported to?
Create SLE positions in school through use of SLT teaching school	Use existing SLEs and create new positions through skills audit	Spring 18. New course for SLEs by Summer 18	Willesley providing SLEs for outreach work to the trust and teaching school	Some training cost £1500 approx	The trust, Headteacher and governors
Look for headteacher to achieve NLE status	Headteacher to submit application during next round.	Next application round 17-18	Achieve NLE status	£800	Govs and external performance management for HT
Promote Willesley as a lead school hub further by expansion into a another school	Explore avenues through the RSC and LA to look at co-heading another local school	Summer 18	The restructure and management of another local primary school	0	Govs, Trustees

Pupil Premium Review

Ashby Willesley Pupil Premium Data Headlines 2015-16

The data below shows the performance of Willesley PP children vs the national average for each category. The national column is for all children. If this was compared to national average for PP children the differences would be even greater.

Headline Data 15-16	Ashby Willesley School PP Children	Ashby Willesley All Children	National (All Children)
EYFS Data % GLD		79%	66%
Year 1 Phonics Screening Pass Rate	100%	90%	80.5%
KS1 R W M Combined at Expected Level (5 Pupils)	60%		60%
KS2 R W M Combined Sec Ready (not inc EHCP)	57%	67%	53%
Attendance	94%	97.3%	96%

Progress Across Each Year Group- **Reading**

Year	PP Progress	Non PP Progress	Gap Narrowed?
Year 1	3.75	4.59	No
Year 2	5.60	6.08	No
Year 3	6.30	6.20	Yes
Year 4	6.50	6.31	Yes
Year 5	6.50	6.38	Yes
Year 6	5.50	4.88	Yes

Continued

Progress Across Each Year Group- **Writing**

Year	PP Progress	Non PP Progress	Gap Narrowed?
Year 1	4.50	4.27	Yes
Year 2	5.20	5.98	No
Year 3	6.10	5.90	Yes
Year 4	7.25	6.76	Yes
Year 5	5.50	7.21	No
Year 6	6.13	5.82	Yes

Progress Across Each Year Group- **Maths**

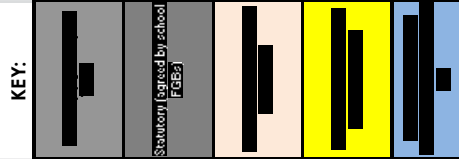
Year	PP Progress	Non PP Progress	Gap Narrowed?
Year 1	4.50	4.41	Yes
Year 2	5.40	5.73	No
Year 3	6.20	6.10	Yes
Year 4	5.50	6.74	No
Year 5	10.50	7.54	Yes
Year 6	4.50	4.96	No

Secondary Priorities – Improvement plan for the year

(Please See Subject Action Plans and Position Statements Appendix A – separate document)

Symphony Learning Trust
POLICY REVIEW SCHEDULE (updated 28th Nov 2017 for AW policies)

Each school to set their own review dates for Yellow and Blue policies



POLICY	Review Period (yrs)	Who in the Trust Writes the Policy?	Which Committee Ratifies?	COMMITTEE				Overview (where not already obvious)	Ashby Willesley	Dated	Review
Accessibility Plan	2	Each School	FGBs	FGB	Aut 2016	Aut 2018	Aut 2020	Detailing the measures taken to ensure access to all	Accessibility Policy 2017-2020	May-17	Spring 2020
Accidents, Illness and First Aid	3	include in H&S	Gov Committee TBC	PHS				Could be part of H&S	Incl in Health & Safety Policy 2017-2019	Spring 2017	Autumn 2019
Accounting Policy	3	Talvinder Tundall	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022				
Administration of Medicines	3	Newcroft	Trustees	PHS	Aut 2016	Aut 2019	Aut 2022		Supporting Pupils with Medical Conditions		
Admissions Appeals	1	KMcG	Trustees	FGB	Spr 2017	Spr 2018	Spr 2018				
Admissions*	1	SBMs	Trustees	FGB	Spr 2017	Spr 2018	Spr 2019	processes and procedures for pupils' admission to the school (consult Jan to Mar)	Admissions Policy (each year)	Dec-17	Every Autumn
Allegations of Abuse (against Staff)	3	Kathryn McGovern	Trustees	FPP	Spr 2017	Spr 2020	Spr 2023				
Amplification Policy	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022				
Anti Bullying	2	Newcroft	Trustees	TL	Spr 2016	Spr 2019	Spr 2022	as it says			
Appeals (staff)	1		Trustees	FGB	Aut 2016	Sum 2017	Sum 2018				
Asbestos (LAMP)	3	Newcroft	Trustees	PHS	Aut 2016	Aut 2019	Aut 2022				
Assessment	2	Each School	Gov Committee TBC	TL					Marking, Presentation & Assessment Policy 2017-2020	06/12/2017	Autumn 2020
Asthma	3	include in H&S	Local Committee if applicable	PHS				Could be part of H&S	Asthma Policy	Mar-15	Mar-17
Attendance (Pupils)	3	Willesley	Trustees	FGB	Spr 2016	Spr 2019	Spr 2022	procedures for registering pupils in the morning etc			
Attendance Management (Staff) #	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022	as it says			
Behaviour (including Restraint)	2	Each School	FGBs	FGB	Spr 2017	Spr 2020	Spr 2023	important	Behaviour Management Policy	Nov-16	Nov-18
Breakfast & After School	3	School Choice	Local Committee if applicable	TL				General Breakfast Club Policy	Breakfast Club Policy 2016-2018	Jun-16	May-18

Business Continuity	3	The Meadow	Trustees	FPP	Spr 2017	Spr 2020	Spr 2023	as it says			
British Values	3	Newcroft	Trustees	FGB	Aut 2016	Spr 2018	Spr 2021	To suit the government			
Capability Procedure #	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Sum 2019	Sum 2022	referring to the unlikely scenario of staff requiring extra support to perform their duties			
Careers	3	School Choice	Local Committee if applicable						No	N/A	N/A
Charging & Remissions Policy	3	Newcroft	Trustees	FPP	Aut 2016	Sum 2018	Sum 2021	Rules on what we will and what we won't charge for...			
Children in Care (Formerly, Looked After Children)	3	Glen Hills	Trustees	TL	Aut 2016	Aut 2019	Aut 2022	It is important that we pay particular attention to the needs of these pupils			
Close Personal Relationships	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022				
Communications	3	School Choice	Local Committee if applicable						No	N/A	N/A
Complaints	3	Newcroft	Trustees	FGB	Aut 2016	Aut 2018	Aut 2021	How parents should make complaints and teachers' responsibilities in the process			
Confidentiality	3	Talvinder Tundall	Trustees	FGB	Aut 2016	Sum 2019	Sum 2022	Keeping information secure - need to know			
Consultancy Policy	4	Talvinder Tundall	Trustees	FPP	Spr 2017	Spring 2021	Spring 2024				
Confine & Intimate Care	3	The Meadow	Trustees	PHS	Spr 2017	Spring 2020	Spring 2024	regarding children soiling and sensitive first aid scenarios			
Professional Development Policy	3	Newcroft	Trustees	FPP	Spr 2017	Spr 2020	Spr 2023				
Curriculum, Learning & Teaching	2	Each School	FGBs	TL	Aut 2014	Aut 2017	Aut 2019	The overall policy governing how we plan and teach	Curriculum Plans on website		
Data Protection	3	Talvinder Tundall	Trustees	FGB	Aut 2016	Sum 2019	Sum 2022	Everybody's rights to have their information kept securely			
Depreciation of Fixed Asset Policy	3	Glen Hills	Gov Committee TBC	FPP	Spr 2017	Spr 2020	Spr 2023				
Dignity at Work #	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022	BEING REPLACED			
Disciplinary Procedure #	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Sum 2019	Sum 2022	Don't misbehave!			
Display and Classroom Organisation Policy	3	School Choice	Local Committee if applicable	TL					No	N/A	N/A
Drug Education	3	Glen Hills	Trustees	TL	Spr 2017	Spr 2020	Spr 2023	Important guidance about how we should be delivering messages about drugs			
Early Years Foundation Stage	3	Each School	Gov Committee TBC	TL					Early Years Foundation Stage Policy 2016-20	Mar-16	Mar-19
Educational Visits	3	Newcroft	Trustees	FGB	Aut 2016	Sum 2019	Sum 2019	Important policy with guidance and pro formas to be followed for all visits			
English	3	Each School	Gov Committee TBC	TL				as it says	Literacy Policy 2014-2017	Spring 2015	Nov-17

Equal Opportunities (SLT)	3	Kirsten McLaren	Trustees	FGB	Aut 2016	Spr 2019	Spr 2022					
Equality Plan/Scheme	3	Talvinder Tundall	FGBs	FGB	Spr 2014	Spr 2017	Spr 2020	A requirement of the government for us to detail how we will ensure equality for all in the school	Equality Policy 2017-2020	May-17	Spring 2020	
E-Safety	3	Trustees	Trustees	TL	Spr 2017	Spr 2020	Spr 2023					
Exclusions	2	Glen Hills	Trustees	FGB	Aut 2016	Sum 2018	Sum 2020	Linked to Behaviour Policy				
Expenses	4	Talvinder Tundall	Trustees	FPP	Spr 2017	Spr 2020	Spr 2023					
Family Leave and Pay +	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022	LA Policy				
Finance	1	SBMs	Trustees/FGBs	FPP	Aut 2016	Aut 2017	Aut 2018	Important for budget holders to read this policy				
Fire Safety	3	include in H&S	Gov Committee TBC	PHS				Could be part of H&S	Incl in Health & Safety Policy 2017-2019	Spring 2017	Autumn 2019	
Flexible Working	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Sum 2019	Sum 2022	For staff				
Food Statement / Food Policy	3	School Choice	Local Committee if applicable	PHS					Food Allergy Policy Health Eating Policy	Jul 2013 Sept 2012		
Fraud Policy	1	Talvinder Tundall	Trustees	FPP	Aut 2016	Aut 2017	Aut 2018					
Freedom of Information Publication Scheme	3	Talvinder Tundall	Trustees	FGB	Aut 2016	Spr 2017	Spr 2020	A statutory requirement - linked to data protection and confidentiality				
Governors' Monitoring of School Development (gov vists)	3	Each School	FGBs	FGB				How the governors work with subject leaders to monitor the school improvement plan	No			
Governors' Expenses	3	Newcroft	Trustees	FGB	Aut 2016	Spr 2019	Spr 2022	The process by which governors can make claims for expenses				
Grievance Procedure #	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2016	Aut 2019	If you feel aggrieved				
Handwriting	3	School Choice	Local Committee if applicable	TL						N/A	N/A	
Health & Safety	1	Each School	Gov Committee TBC	PHS	Aut 2015	Aut 2016	Aut 2017	Important	Health & Safety Policy 2017-2019	Spring 2017	Autumn 2019	
Higher Attaining Pupils (has various different possible titles)	3	School Choice	Local Committee if applicable	TL				How we should be meeting the needs to G&T (and more able) pupils	NO	N/A	N/A	
Hiring Policy	3	School Choice	Local Committee if applicable	PHS					Hiring Policy (charges updated annually)	Jan-11		
Home School Agreement	3	School Choice	Local Committee if applicable					All parents to sign and agree on an annual basis	Not used at Willesley	N/A	N/A	
Homework	3	Each School	Gov Committee TBC	TL	Aut 2016	Aut 2019	Aut 2022	Teachers need to follow this guidance	DRAFT Homework Policy Jun 2014			
Inclusion Statement	3	School Choice	Local Committee if applicable					A statement could be used in all policies	Included in SEN Policy			
Investment	3	Talvinder Tundall	Trustees	FPP	Spr 2017	Spr 2020	Spr 2023					

IT Acceptable Use - Pupils	3	Each School	Trustees	TL	Spr 2017	Spr 2020	Spr 2023				
IT Acceptable Use - Staff	3	Each School	Trustees	TL	Spr 2017	Spr 2020	Spr 2023				
Languages	3	School Choice	Local Committee if applicable	TL					MfL (to obtain)		
Leave of Absence #	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022	Rules regarding leave of absence			
Long Service Award	?	Lisa Watson	Trustees	FGB	Aut 2017	Aut 2020	Aut 2023				
Lone Working Procedure	3	Each School	Gov Committee TBC	PHS	Aut 2016	Aut 2019	Aut 2022	What to do if working alone in school			
Marking and Feedback	3	Each School	FGBs	TL				Teachers' guidelines for marking and feedback to pupils	Marking, Presentation & Assessment Policy 2	06/12/2017	Autumn 2020
Maths	3	Each School	Gov Committee TBC	TL				as it says	Mathematics & Calculation Policy 2017-20	06/12/2017	Autumn 2020
Monitoring and Evaluation	3	School Choice	Local Committee if applicable						Not used at Willesley	N/A	N/A
Moving and Handling Policy	3	School Choice	Local Committee if applicable						Will Review		
Music	3	School Choice	Local Committee if applicable	TL				as it says	Yes (to obtain)		
Organisational Change Policy +	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022	as it says			
Outside Visitors' Policy	3	Each School	Local Committee if applicable	PHS				To be taking into account when inviting any visitors to school	Code of Conduct for Visitors	Nov-11	
Pay Policy for Support Staff +	1	SBMs	Trustees	FPP	Aut 2016	Aut 2017	Aut 2018	as it says			
Pay Policy for Teaching Staff +	1	SBMs	Trustees	FPP	Aut 2016	Aut 2017	Aut 2018	as it says			
Performance Management - Teaching Staff #	2	Kirsten McLaren	Trustees	FPP	Aut 2016	Sum 2018	Sum 2020	In line with requirements from Sept 2012			
Physical Activity	3	School Choice	Local Committee if applicable	TL				as it says	Yes (to obtain)		
Physical Examination of Children	3	School Choice	Local Committee if applicable					to be followed in appropriate circumstances, mainly when dealing with first aid incidents	No		
Probation Procedures for Support Staff #	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022				
Procurement	2	Lisa Watson	Trustees	FPP	Aut 2016	Aut 2018	Aut 2020				
PSHE	3	School Choice	Local Committee if applicable	TL				Personal, Social, Health & Emotional	Yes (to obtain)		
Pupil Premium Policy	3	School Choice	Local Committee if applicable						Yes - to draft		
Race Equality	3	Each School	Local Committee if applicable					as it says	Covered in Equality Policy		
RE & Collective Worship	3	Each School	Trustees	TL	Spring 2016	Spring 2019	Spring 2022	To be followed in all cases - we use the Leicestershire Agreed Syllabus			

<i>Restraint (as an Appendix to the Behaviour Policy)</i>	2	Each School	FGBs	FGB	Spr 2016	Spr 2018	Spr 2020	<i>To be followed in very rare circumstances when children are posing a risk to other children or adults</i>	?? - check Behaviour Policy		
Risk Management Policy	2	Lisa Watson	Trustees	FPP	Aut 2016	Aut 2018	Aut 2020				
SAFEGUARDING	2	Newcroft	Trustees	FGB	Aut 2016	Aut 2018	Aut 2020	<i>Very important</i>			
Safer Recruitment	2	Newcroft	Trustees	FGB	Aut 2016	Aut 2018	Aut 2020	<i>To be followed in all cases of recruiting staff</i>			
School Aims and Vision	3	Each School	FGBs	FGB				<i>Guiding all of our work</i>	No		
Science	3	School Choice	Local Committee if applicable	TL				<i>as it says</i>	Yes (to obtain)		
Security and Critical Incidents	2	Each School	Gov Committee TBC	PHS				<i>Policy explaining what we would do in the unlikely occurrence of a bomb threat etc...</i>	Trust policy with school details held on file	Oct-16	
SLT Terms of Reference	1	Heads	Trustees		Aut 2016	Aut 2017	Aut 2018				
Smoking	3	Each School	Gov Committee TBC					<i>No Smoking Policy</i>	Needs producing		
Social Media	3	Kathryn McGover	Trustees	FPP	Aut 2016	Sum 2019	Sum 2022				
Special Educational Needs (and Local Offer)	1	Each School	FGBs	FGB	Aut 2016	Aut 2017	Aut 2018	<i>Updated annually</i>	Special Educational Needs Policy 2016-2018	Oct-16	Oct-18
Spiritual, Moral, Social and Cultural (SMSC)	3	Each School	Gov Committee TBC	TL				<i>Very important</i>	???		
SRE	3	Each School	FGBs	FGB	Aut 2014	Aut 2017	Aut 2020	<i>It is important that all parents understand this policy which is shared at a meeting each year</i>	Sex and Relationships Education Policy 2017	May-17	May-20
Staff Code of Conduct	1	Lisa Watson	Trustees	FGB	Aut 2016	Sum 2017	Sum 2018	<i>Explains expectations of staff behaviour towards children and each other</i>			
Stress Management for Pupils Policy	3	School Choice	Local Committee if applicable						No		
Stress Management for Staff	3	School Choice	Local Committee if applicable						No		
Target Setting	3	School Choice	Local Committee if applicable					<i>as it says</i>	No		
Therapeutic Return to Work Policy	3	Kirsten McLaren	Trustees	FPP	Aut 2016	Aut 2019	Aut 2022				
Uniform	3	Each School	FGBs	FGB				<i>as it says</i>	Dress Code issued in Welcome Pack	Jun-17	Jun-18
Whistleblowing Procedure	3	Lisa Watson	Trustees	FPP	Aut 2016	Sum 2019	Sum 2022	<i>All staff must be aware of what to do in the event of feeling uneasy about another adult's behaviour in school</i>			
Winter Gritting	3	Talvinder Tundall	Gov Committee TBC						LCC Winter Gritting and Snow Clearing Polic	Nov-13	
Work Experience & Volunteering	3	Each School	Trustees	FPP	Sum 2016	Aut 2018	Aut 2021	<i>what we do when students come in to school on placements and volunteers want experience in school.</i>			