



Actions from School Development Plan for Academic Year 2016-17

Child Centred Provision

Outcome / Target	How	Who	Success Criteria	Evaluation
An improved IEP proforma will be used where IEP targets for individuals will be specific to the next level of progression for each child and based on the cross curricular skills.	<p>All teachers will use the new IEP proforma as trialled by SLT last term and with support from SLT</p> <p>Post primary teachers will work in teams to write IEPs for Post primary students.</p>	<p>All teaching staff led by departmental leaders</p> <p>All post primary teachers led by departmental leader</p>	<p>2 sets of new proforma IEPs completed and evaluated throughout the year for each child. Monitored by Principal and Vice Principal.</p> <p>As above</p>	
Tracking progress in Literacy & Mathematics will be a key focus within the curriculum	<p>Some Primary Teachers will explore a digital app created by '2simple' for tracking progress of students in literacy and Maths.</p> <p>Other primary teachers will trial the Seesaw programme for creating pupil profiles.</p> <p>Post primary teachers will continue to Track student's progress in using communication and using Maths within their own subject area on a rota bases.</p>	<p>Primary Teachers led by assessment co-ordinator</p> <p>Primary Teachers led by assessment co-ordinator</p> <p>Post Primary teachers led by Assessment co-ordinator.</p>	<p>Teachers will have evidence of progress made for each child in the areas of using communication and using Mathematics throughout the year.</p>	
A clear system for additional support to students will be defined and implemented throughout 2016-17	<p>A policy for additional support will be written and shared with all.</p> <p>Standardised assessment will be completed at year 3, year 6 and year 9.</p> <p>SENCO's and additional support teachers will meet to agree students needing intervention, level of intervention and nature of intervention.</p> <p>Additional support teachers will keep a record of intervention sessions to include baseline assessments and post intervention assessments.</p> <p>A proforma will be designed for the above.</p>	<p>Principal</p> <p>Principal, SENCO's, SLT</p> <p>SENCO's and Additional support teachers</p> <p>Additional support teachers</p> <p>Principal and SENCO's</p>	<p>Additional support policy complete.</p> <p>Assessments complete term 3 2017.</p> <p>2 meetings complete, 1 term 3 and 1 term 2. Prior to IEP target setting.</p> <p>Records complete and copy retained by departmental SENCO.</p> <p>Proforma complete and in use by additional support teachers.</p>	

Teachers will use evaluations of half term planning to inform future planning and teaching.	Teachers will write and evaluation of planning and teaching on one set of Half term plans before completing the next.	Primary and Post Primary staff led by assessment co-ordinator	Evaluations completed by all teachers and monitored by SLT	
The highest possible standards of pastoral care and child protection will be in place.	<p>Safeguarding team to meet on the first Tuesday of each month to discuss current issues.</p> <p>Update safeguarding training to all staff.</p> <p>Updated safeguarding policy to all parents.</p> <p>E-safety policy reviewed and updated.</p> <p>Revised e-safety training to staff.</p> <p>E-safety training offered to parents.</p> <p>Curriculum teams will work with the designated teacher to review subject schemes relevant to safeguarding i.e. Personal development and Mutual Understanding and Thinking skills and Personal capabilities.</p>	<p>Safeguarding team</p> <p>Mrs A Hewitt</p> <p>Mrs A Hewitt</p> <p>Mr Hewitt/Miss Allen</p> <p>Mrs Hewitt/Miss Allen</p> <p>Mrs Hewitt/Miss Allen</p> <p>Mrs Hewitt/Curriculum leaders</p>	<p>Monthly meetings minutes.</p> <p>August 2016</p> <p>September 2016</p> <p>December 2016</p> <p>April 2017</p> <p>April 2017</p>	

Teaching and Learning

Outcome / Target	How	Who	Success Criteria	Evaluation
Teachers reflect on their own practice and take meaningful steps to improve practice in order to benefit the outcomes of individual pupils.	<p>Teacher will review the structure of review and evaluation built into planners and used by all</p> <p>Teachers will be offered the opportunity to visit other schools in relation to their own PRSD targets as a means of sharing good practice</p> <p>Teachers will continue to use the process of Trusted Colleague Network to improve own practice with the supports of a peer mentor.</p>	<p>Teaching staff</p> <p>Principal</p> <p>Teaching staff</p>	<p>Monitored by SLT half termly and included in feedback forms.</p> <p>Visits completed and record of visits completed by end of term 2 2017</p> <p>Teaching observations completed by end of term 2 2017</p> <p>Review statement completed by trusted colleague buy end</p>	

			term 3 2017.	
Assessment for Learning strategies will be embedded within teaching throughout the school.	Assessment for Learning focus: Peer and self-assessment. Workshops to develop these areas. Teachers will focus on this target as our agreed target for PRSD	Principal/Assessment Co-ordinator	Staff training in form of 2 workshops completed by January 2017 PRSD Target agreed September 2016	
Teachers working in teams to devise and implement policies and practices in core subject areas and assessment of these	Action plan for 2016-17 shared with staff Curriculum teams will be re-established in order for work to progress in the curriculum areas below. Teaching staff work in teams to review and update schemes for key curriculum areas: World Around Us Thinking skills and Personal capabilities, Personal Development and Mutual Understanding	Principal SLT/ Curriculum Co-ordinators Curriculum co-ordinators	Information given through staff training August 2016 Monthly curriculum team meetings Relevant schemes completed by June 2017	
A programme of additional support to meet the individual learning needs of students will be in place.	Teachers will trial various apps for tracking levels of progression in English, Maths and ICT SENCO teams will be established in Primary and Post Primary Departments. Standardised testing will take place during the 3 rd term for Year 3, Year 6 and year 9 students. A programme of intervention will be agreed by the SENCO team to support students who are underachieving. An additional needs policy will outline the processes and procedures for how it identify and input additional support.	Principal/assessment co-ordinator SLT Assessment co-ordinator Principals/ assessment co-ordinator Principal/SLT	December 2016 September 2016 June 2017 October 2017 March 2017	
A CPD programme for teaching and support staff will be implemented guided by staff development policy.	Roll out of online Dyslexia training through the SEN literacy projects Stranmillis Workshops in area of assessment for learning.	Miss Matchett Principal/Assessment Co-ordinator	Staff Development Day Monday 13 th February By end of term 2	

	Update team teach training for all staff	Team teach Tutors/Behaviour support team	August 2016	
	Continuation of cross phase Literacy and Numeracy project	Principal/Literacy and Numeracy co- ordinators.	June 2017	

Leadership and Management

Outcome / Target	How	Who	Success Criteria	Evaluation
Members of the Senior Leadership Team will improve leadership and management skills and be better established as a team	<p>Leadership training for SLT clustered with other special school SLT's through RTU</p> <p>3 further sessions of in-house leadership training for MHS Senior Leadership Team focussing on Managing others and School Development Planning</p> <p>Action plan for 2016-17 shared with staff, BOG and parents.</p> <p>SLT involved in the process of evaluation and monitoring the School Development Plan and establishing targets for our new 3 year cycle.</p>	<p>RTU</p> <p>Principal</p> <p>Principal</p> <p>Principal/SLT</p>	<p>Training completed term 1.</p> <p>3 sessions completed by end term 3.</p> <p>Shared with staff August 2016 Shared with BOG September 2016. Shared with parents by October 2016.</p> <p>Whole school self-evaluation process complete.</p> <p>New 3 year strategic School Development Plan 3 complete by August 2017</p> <p>Action plan for 2016-17 complete.</p>	
Board of Governors will become more involved in the life of the school	Each governor will meet with the relevant teacher responsible for their link area to be briefed on progress to date and plans for this school year.	Middle and senior leaders	Meetings completed during first term	
An ethos of self-evaluation and commitment to school improvement will be established within the school	Online survey of school development based on the descriptors found in every school a good school. Parents, staff and Governors	Principal	Term 2	

	Outcomes of data used to establish new goals and targets for the school.	Principal	Term 3	
	SDP shared with parents, staff and governors through meetings	Principal	September 2016	
The highest possible standards of health and safety procedures will be upheld within the school and every day running of the school	Risk assessments will be drawn up for all areas in the school and for common events in the school.	Principal/SLT	Term 2 2017	
	Review Health and Safety Policy.	Principal/SLT	Term 3 2017	
	Process of risk assessment will be inbuilt to the everyday running of the school.	Principal/SLT	Term 2 2017	

Community Links

Outcome / Target	How	Who	Success Criteria	Evaluation
Build on existing links with neighbouring schools and create new links locally, internationally and globally	New Link with Euston street PS programme for foundation and KS2. Carol service and Nativity. Halloween part for nursery.	Mrs Thompson	Shared activities completed by June 2017	
	Partnership initiated with 1 international school	Mrs Thompson	Email contact made by end of term 1	
	2 e-twinning projects completed within the school 1 from primary, 1 from post primary	Mrs Thompson Mr Kennedy	1 Primary and 1 Post Primary class involved in project and sharing projects with other classes through e-twinning	
	Application for international Schools Award - silver award.	Mrs Thompson	International Schools award achieved by June 2016	
Mitchell House School will continue into year 2 of our Shared Education Programme with Ashfield Boys High School.	Joint study opportunities in both schools including, GCSE qualifications, Horticulture level 2, Hospitality level 3, KS3 ICT & HE, diversity awareness and cultural diversity.	Shared Education co-ordinator – Gayle Allen	Joint classes established in September 2016	
	Joint classes for parents in both schools including cookery, yoga,		Evening classes running by term 1	

	<p>Annual shared Education newsletter and information on school websites.</p> <p>Joint extra-curricular programmes including, African drumming, football tournament, drama programme and continue Duke of Ed programme jointly.</p> <p>Shared staff development opportunities.</p> <p>Schools councils from both schools will join to address common issues.</p>		<p>Newsletter distributed by May 2017</p> <p>Completed June 2017</p> <p>1 meeting per term 2016-17</p>	
<p>Mitchell House School will provide a programme for preschool parents through the 'Getting Ready to learn' initiative</p>	<p>Application to DENI for Grant</p> <p>5 workshops to parent based on Theme 1 'Big bedtime Read'</p> <p>5 workshops based on Theme 2 Education works in pre school</p>	<p>Miss Matchett/Mrs Boyd</p> <p>Mrs Boyd/Mrs Montgomery</p> <p>Mrs Boyd/Mrs Montgomery</p>	<p>June 2016</p> <p>December 2016</p> <p>March 2017</p>	