

## School Development Plan 2017/2018

### Staff Development Targets

Target	Success Criteria	Action	Completion Date
<b>1. To review and adapt the performance management structure and procedures, in line with the SDP.</b>	Performance management procedures are purposeful, timely and link to the SDP.	HoP and DHoP to review PRAD procedures.	September 2017
		Embed systems for peer coaching, teacher visits to other classes, filming lessons for self-reflection.	Ongoing
	All members of staff including admin and security teams have their performances reviewed.	A full review of current performance management procedures to take place.	September 2017
<b>2. To foster a collaborative culture across the whole school.</b>	Regular opportunities for collaboration will be in place as evidenced on the school calendar.	Timetables and Club schedule to be reviewed to facilitate a variety of scheduled Year group meetings and PLT meetings.	Ongoing
	A supportive and team-oriented culture is fully embedded as reflected by the 2017/18 ISI report.	All staff to contribute to the pre-inspection questionnaire.	
		Share best practice within the school.	
<b>3. To ensure all members of staff are given appropriate opportunities to develop their careers.</b>	Suitable CPLP options offered to Primary staff.	Survey of staff to take place annually to shape the CPLP programme.	September 2016 onwards
	Embed Professional Learning Community within Park Lane practice.	Staff encouraged to take part in appropriate CPLP opportunities.	Ongoing
		HLTP to be implemented	September 2017
		To ensure that each member of staff fulfills their entitlement for professional development – to ensure that our teaching has the highest impact to pupil learning.	Ongoing
		Provide opportunities for relevant leadership and management training for staff by further establishing links with CPLP and enhancing the Professional Learning Community.	
	Teacher development days are planned into the school year.	Review teaching packages offered and CPD opportunities available to retain outstanding and good members of staff in particular teaching partners.	May 2017
	Evaluation of Jan. 2017 TD day and plan additional TD days from 2017 onwards.	June 2017	

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## Academic Targets

Target	Success Criteria	Action	Completion Date
<b>1. To develop outstanding achievement and attainment for Park Lane with 'value added' in all classes.</b>	Departmental evaluation plans are in place.	Head of Primary (HoP) and Deputy Head of Primary (DHoP) to support and work with SL's. Subject Leader's to write department evaluations.	June 2017
	Outstanding leadership embedded in our school.	Subject leaders to raise achievement and attainment in their area through various mechanisms including sharing good practice, staff training, planning and resources.	Ongoing
	All academic policies reviewed.	Plan for strategic review and update of academic policies drawn. Review of admissions policy including rationale for the quota and variety of SEN students we are able to accept.	June 2017
	The statutory requirements of the new National Curriculum are met by the school.	Plans reflect the new National Curriculum objectives. Review Long Term and Medium Term plans for each Year group and selected themes. Core subjects programme of studies reviewed and updated to reflect the new National Curriculum.	Ongoing
	Teaching and learning in all areas is enhanced as a result of Creative Curriculum approach.	To review and update our creative curriculum to ensure depth and mastery of topics across the Primary phase. In PE purchase a dance and gymnastics programme of study to complete curriculum overview.	Ongoing May 2017
	100% of observed teaching and learning to be at least 'good' measured against ISI criteria 75% of observed teaching and learning to be at least 'outstanding' measured against ISI criteria 90% of pupils make at least 100 points of progress.	Evidence from books and pupil interviews will demonstrate that pupils are actively involved in their learning and choose how they drive their learning forward to meet targets. To develop outstanding achievement and attainment for the pupils of our school through outstanding teaching and learning. Reciprocal reading sessions planned to help raise attainment in reading. Enhance our ICT provision through updated resources and improved technical support. Extend our pupils' learning through the use of IPADs	Ongoing

and effective use of eSchools.

	STEM provision within the extra-curricular and club programme.	September 2017
The school continues to offer a curriculum that is 'inspiring, challenging and fun'.	Mastery in Mathematics.	December 2017
	Alan Peat sentence structures implemented to improve the level of writing.	Ongoing
	To extend our pupils' learning through the use of IPAD's and effective use of Fronter.	
To identify common links with our Czech teaching and learning programme to strengthen the embedding of key concepts.	Curriculum map to identify scope of class educational visits within an academic year.	June 2017
	Identify further learning opportunities through increased use of Prague as a learning resource.	Ongoing

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## Academic Targets

Target	Success Criteria	Action	Completion Date
<b>2. To continue to develop assessment strategies and systems for tracking, reporting, students' progress and offering intervention strategies for underperforming students across primary.</b>	School assessment policy reviewed and updated.	Assessment policy to be reviewed and adhered to by all class teachers.	September 2016
	Establish a new tracking system for pupils progress across Primary.	Initiate new tracking system for pupil progress through 'Tapestry' and 'Learning Ladders' programmes to support pupil target setting and focused planning.	September 2016
	Embedding AfL practice.	To ensure all staff and leaders are aware of school performance and how we are going to improve it.	Ongoing
		Tracking, evaluating and reviewing the impact of different 'Early Intervention' programmes to ensure they are being used systematically and effectively across the school.	
		Introduce Year 1 Phonics Check (RWI) resource.	September 2016
		Rising Stars assessment tool implemented to adopt current trends in assessment.	
		Ros Wilson criterion scales (new Curriculum levels) in place for Writing.	
		DHoP completes Causes for Concern form and reviews and updates to track the progress of pupils.	January 2017
		Learning Support class tool boxes	June 2017
		Report format updated to reflect new changes to the National Curriculum.	November 2016
	Evidence from books and pupils interviews will demonstrate that pupils are actively involved in their learning and choose how they drive their learning forward to meet targets.	Internal moderation of work to ensure validity of tracking.	Ongoing
		Raise expectations: greater rigour, challenge and support for individual pupils.	
		G and T register, provision and coordination.	May 2017
	Update assessment procedures in line with new National Curriculum requirements.	Review and update our reporting procedures to ensure clarity for pupils and parents and consistency across phases.	October 2016
Improved attendance and punctuality rates through clear guidance and expectations for parents.	Attendance policy shared explicitly with parents alongside expectations from SMT. Promote through any workshop events and with attendance awards.	September 2016	

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## Academic Targets

Target	Success Criteria	Action	Completion Date
<b>3. To extend the current facilities to further improve standards of teaching and learning.</b>	New facilities support the work of the school and this development plan to improve standards of teaching and learning.	Implement design for enhanced Outdoor Learning Provision for Early Years at Prague 6.	June 2016
		Organise equipment for outdoor learning (benches and seats) at Prague 6 at the front of the building.	
	To incorporate our Prague 5 campus within the Park Lane umbrella and ensure unity across all areas of provision for Early Years and Primary pupils.	Further enhance facilities and resources at our Prague 5 campus.	September 2016
		Continue rolling programme of classroom renovation at Prague 6.	Ongoing
		Extend our provision for PE through availability of suitable facilities. (Dance and Gymnastics)	
		Enhance our ICT provision through updated resources and improved technical support.	
		To improve and enhance the staffroom learning environment.	
		The reconfiguration of the class and year group organisation. 2 Year 1's and 2 Year 2's in 2017.	September 2017
		Extend our provision for Peripatetic Music teaching through premises availability outside school hours.	
	Current facilities support teaching and learning effectively.	Y6 cohort moved wholly to Prague 1 campus September 2017.	
		Playground equipment to be improved, ensuring safety (netting and tarpaulin to be improved).	
		To improve and enhance the staffroom learning environment.	September 2016

# School Development Plan 2017/2018

## Pastoral Targets

Target	Success Criteria	Action	Completion Date
<b>1. To develop student voice within the school community and to enhance the range and quality of enrichment opportunities for primary students.</b>	The Student Council is fully functioning, representative of students, democratic and communicates effectively with school leaders and teachers.	Improvement to the organisation and raising the profile of the school council body as a meaningful voice in the school.	September 2016
		Action plan created to include fundraising/charity provision with local causes taken into consideration.	March 2017
		School Council page on eSchools	January 2017
	Structured leadership opportunities for students will be in place.	House captains, Prefects to be set up.	September 2016
		Eco-warriors to become a student-led venture focusing on school environment.	
	To further develop 'Pupil Voice' within the school community to offer valuable feedback on learning and enrichment opportunities.	Increase channels of communication for 'Pupil Voice' feedback – School Council/Pupil Questionnaires/Pupil Forums/School notice board in the school lobby.	October 2016
'Pupil Voice' included within the PLP.		November 2016	
Evidence from student surveys will be used to enhance the school environment/procedures and to evaluate our provision.	Survey of current extra-curricular/enrichment provision.	June 2017	

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## Pastoral Targets

Target	Success Criteria	Action	Completion Date
<b>2. To develop an appropriate pastoral programme of study, including assemblies, PSHEE lessons and extra-curricular opportunities.</b>	PSHEE schemes of learning for all year groups in place.	PSHEE Subject Leader to be appointed.	June 2017
		Discrete PSHEE time in each year group timetables.	September 2017
		Assembly themes identified and planned for each term.	September 2017
		Enhancement of SRE policy and practice in Y5 and Y6.	September 2016
		Identification of allocated time within the timetable for discrete lesson of PSHEE	June 2017
		Full, wide-ranging extra curricular programme in place with the majority of students participating in the extra-curricular programme in some capacity.	Review of extra-curricular/enrichment provision. Student survey of extra-curricular provision.
<b>3. To review and develop an effective transition programme at each key stage transition point.</b>	Trips provision offers a range of horizontal and vertical opportunities for students to team build and bond, as well as follow their own interests and pursuits.	Review of trips provision.	
		Student and parent surveys to gauge interest in different types of trips and when to run them during the course of the year.	
<b>3. To review and develop an effective transition programme at each key stage transition point.</b>	EYFS to Primary - Smooth and successful transitions for students, teachers and parents.	EYFS to KS1 transition policy	January 2017
		KS1 to KS2 transition policy	

# School Development Plan 2017/2018

## Communication Targets

Target	Success Criteria	Action	Completion Date
<b>1. To improve channels of communication between staff, as well between the school and home.</b>	Guidelines for communication are fully and consistently implemented.	Create and share clear guidance for school/home communication for staff.	January 2017
		Parent survey conducted.	March 2017
		To create guidelines for communication for the Sibelova EYFS site.	September 2017
	eSchools is fully integrated as a tool for internal/external communication.	Action plan for implementation for eSchools and SIMs created. Support for parents and students in the launch of eSchools.	September 2016
	SIMs is fully integrated.	Phased launch of eSchools.	
	Improved communication with parents in place.	Launch of 'Term Planners' .	January 2017
		eSchools calendar updated showing upcoming events.	Ongoing
		Absence forms to account for any pupils not attending school, requesting holiday and travelling to and from school.	September 2016
		Enhancement of school website.	Ongoing
		Report receipts to be used.	December 2016
		Parent Evening Feedback forms and Pupil Feedback forms to be used to enhance communication at parents' evenings.	October 2016
		Relaunch of Park Lane Press – a termly glossy magazine summarizing the events and successes of the past weeks. To include contributions from pupils.	December 2016
	Teachers provide very clear and effective advice and feedback to parents on pupils' progress and welfare.	Ongoing	
	Communication between staff is strong	Introduction of House Keeping Notices which inform all staff of daily arrangements.	September 2016
Notes from briefings and Minutes from PLT meetings, Staff Meetings shared with staff.		Ongoing	

	Schedule of meetings in place for each term- Learning Support/PLP/PTA/PLT/DHoP and HoP/CT and TP	September 2016
Effective communication between teachers, students and parents regarding homework in place.	Homework policy reviewed and updated.	September 2016
	Homework books for all children in Year 1 - 6 with clear guidance and expectations.	
Clarity of roles and responsibilities across the primary team is achieved.	New Leadership model in place.	September 2016
School has a clear vision of meetings and lines of communication with PLT, DHoP and HoP.	Guidelines created and distributed indicating roles and responsibilities of key staff members in the primary team.	
The leadership and management structures enable the efficient running of the school on a day to day basis and support good communication in the school and between the school and parents.	Implementation of PLP coordinator and weekly PLT Top Tips to evidence scope of the educational philosophy of leadership within the school.	
PTA Committee embedded within the school ethos and events clearly established within the calendar.	To develop the PTA further to increase effective communication between the school and its families, provide more social opportunities for families to engage with and introduce fund raising initiatives to support the teaching and learning provision.	Ongoing

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## Communication Targets

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<b>2. To consistently foster the use of English as the Park Lane shared language, whilst celebrating the diversity of the many languages spoken by students and staff at our school.</b>	The shared language is used consistently in all appropriate contexts as evidenced by staff and pupil feedback.	Review of 'shared language' policy.	June 2017
	The shared language is used in all communal areas throughout the school including the playground.	Staff to adopt positive and consistent approach. To embed fully the consistent use of English throughout the school environment and to model and promote high standards of spoken English at all times.	Ongoing
	Students are not isolated and feel comfortable using various languages in appropriate situations as evidenced by student atitudinal survey.	Offer additional CAL and EAL lessons to empower students to be able to communicate more effectively with classmates outside of the classroom. Extension of the provision of languages on offer for after-school clubs.	September 2017
	Diversity of languages at PL celebrated during school trips and events.	Invite writers or parents from various language backgrounds to work with our students during book week. Promote languages via The European Day of Languages. Trips, theatre visits, musical concerts, film festival are promoted to support usage of various languages.	Ongoing
	<b>3. To strengthen and clarify our marketing – to be a place of first choice for prospective and existing parents.</b>	Clear and consistent statement of our strengths will bring more parents/prospective pupils across the threshold.	Full review of our branding and publicity image looking at how we communicate with all constituencies and prospective parents.
More positive perception of product offer and quality.		Review our Open Day programme with a commitment to dynamic and widespread marketing. Increasing amount of information prospective parents receive as part of the admissions process.	
		Proactive marketing in advance of and on 'Open Days' for both internal and external families.	

Review the content, image and marketing potential of the website and update as needed.

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Greater involvement/interest of 'Prague community' in the life of the school, both in terms of educational provision (business links and use of the sites outside of school hours).

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Identify ways to use social media sites to maximize marketing of the school.

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Identify ways to extend our influence within important Prague International Institutions.