

Park Lane International Secondary School Development Plan September 2017 - September 2018

Priority areas for development:

- Collaboration
- IB Diploma launch
- Policy review

Where are we now? *with reference to priority areas for development noted above and informed by evidence.*

Collaboration:

- Many teachers already collaborate on an ad-hoc basis. A 'grass-roots' learning community began last year and will be further developed during the course of the 2017/18 academic year. SLT need to ensure adequate resources are allocated to collaborative opportunities, in particular, horizontal planning for IB (within departments) in order for our students to gain the most benefit. More collaboration with Primary is needed.

IB Diploma Launch

- We are in the 2nd year of candidacy. All IB related policies are in place from this year. All subject outlines and other documentation have been submitted to IBO along with the Application for Authorisation and we expect the Verification Visit in early 2018 to prove our readiness for the IB DP delivery from next year.
- Teacher subject specific trainings need to be finished this year (plan in place). Also, further IB orientation workshop for teachers (incl. Primary), students and parents need to continue this year. Further collaboration on IB subject outlines horizontally and vertically within departments and across is a priority as well as finalising the subject offer for the January 2018 Subject choices session.. The plan for the Learning Centre development is in place and represents another area of focus this year.
- Regular information about developments, key dates and procedures need to be exchanged with the school community (secondary updates, PL Press, e.mail, Curriculum Committee meetings, individual meetings with parents and students).

Policy review

- The policy review began last year and many policies have already been updated. However, there are still a number of policies to be addressed and looked at alongside the Primary policies to ensure continuity.

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Outcome	Targets	Actions	Completion date	Resources <i>Time/ materials / staff developme nt (costings?)</i>	Staff/ lead responsibility	Success criteria
Academic						
Outstanding achievement and attainment for Park Lane International School students.	To use tracking, reporting and intervention strategies to maximise the progress of Park Lane International School Secondary students	<ul style="list-style-type: none"> - Early identification of students in need of intervention (Park Lane 'flight path') - Following analysis of 2016/17 data, department evaluation plans in place and shared with SLT - SLT to review data and publish report of the school's performance for staff and designated staff governors. - Monitoring of tracking and intervention procedures - Review and further development of departmental tracking and intervention procedures. 	Autumn 2017 December 2017 March 2017 Ongoing June 2018	Whole school, tracking (Google Sheets) CEM test results (incl. CEM Select, MidYis, Yellis) Accelerated Reader data Department meeting time	Assessment Manager (& SLT) Subject Leaders	Analysis of data will demonstrate added value for all students.
	To launch the new IB diploma programme	<ul style="list-style-type: none"> - Year 11 make IBDP choices - Staff/student/parent sessions - Development of the LC - B Diploma courses set up. 	January - February 2018 Ongoing until July April 2018	Parents (& students) evening 11.1.2018 Subject	DPC / Subject Leaders LC leader	Park Lane to become a fully accredited IB World School.

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		<ul style="list-style-type: none"> - IB Accreditation - Review teaching and learning at KS3 and 4 in order to best prepare Park Lane students for the IB programme, in each subject area on offer at this level. - IB Diploma staff training completed - Learning Centre development plan actioned 	<p>April 2018</p> <p>Staff/June 2018</p> <p>June 2018</p> <p>January 2018</p>	<p>outlines</p> <p>IB accredited courses, in-house workshops</p>		<p>LC to fully support the IB programme teaching and learning from September 2018.</p>
	To review all academic policies	<ul style="list-style-type: none"> - Delegate policies to key members of staff for review and update - Updated policies shared with GB committee 	January 2018	<p>Current policies</p> <p>Protected time</p>	Head of secondary	All academic policies up-to-date and ratified by the GB.
	To prepare Park Lane International School students for the world of work	<ul style="list-style-type: none"> - Appointment of Careers and Universities guidance counsellor - All Y11 students to benefit from an inspiring work experience placement. - CAS induction for Y11. - All Park Lane Y11/12 students to have met with the Careers and Universities councillor/KS5 coordinator to discuss future pathways. 	<p>August 2018</p> <p>June 2018</p> <p>June 2018</p> <p>June 2018</p> <p>Autumn term 2018</p>	Budget	<p>Head of Secondary</p> <p>Careers & Univ guidance counsellor</p> <p>CAS Coordinator</p>	All Year 11 students to have reflected on future plans.
Pastoral						
Park Lane International School Secondary students are	To review all pastoral policies	<ul style="list-style-type: none"> - Delegate policies to key members of staff for review and update - Updated policies shared with the GB committee 	January 2018	<p>Current policies</p> <p>Protected time</p>	Deputy Head of Secondary	All pastoral policies up-to-date and ratified by the GB.

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<p>well supported with their spiritual, moral, social and cultural (SMSC) development. .</p>	<p>To review child protection and safeguarding processes and procedures.</p>	<ul style="list-style-type: none"> - All staff to undergo child protection training via Kidscape - Head of Secondary, Deputy Head of Secondary, SEN(D)Co and School Counsellor to undergo advanced child protection training via Kidscape - Deputy Head of Secondary to be appointed as Designated Safeguarding Lead, with SENCo as deputy - Introduction of Lesson Monitor for registering students - Review of fire evacuation procedures - Review of Trips policy to include matters pertaining to child protection and safeguarding - Appointment of a new Key stage Coordinator (KS4/5) 	<p>August 2017</p> <p>November 2017</p> <p>April 2018</p>	<p>Kidscape training facilitated and time allocated in INSET plan.</p> <p>SIMs training for relevant personnel.</p> <p>Lesson Monitor training for all staff.</p> <p>Translations of Czech fire safety documentation</p> <p>Trips policy</p> <p>Budget</p>	<p>Head of Secondary</p> <p>IT Director and IT Systems Manager</p> <p>Deputy Head of secondary / Health and Safety Officer</p> <p>Head of Secondary</p>	<p>Child protection and safeguarding procedures will be in line with UK guidance.</p>
	<p>To further develop the student voice at Park Lane.</p>	<ul style="list-style-type: none"> - Student Council action plan to be created (including fundraising/charity provision with local causes taken into consideration) - Termly meetings with SLT arranged for SC reps - KS4 student consultation group to be created with a focus on developing the Klarov site to best fit their needs, with a parent launch 	<p>November 2017</p> <p>October 2018</p>	<p>Meeting time</p> <p>Budget?</p>	<p>Student Council Coordinator</p> <p>Deputy Head of Secondary and KS4 Coordinator</p>	<p>Park Lane International School secondary students to have open communication with school leaders, as well as opportunities to develop their leadership skills in a structured environment.</p>
	<p>To enhance the range of</p>	<ul style="list-style-type: none"> - Introduction of CAS club - Review of trips procedure 	<p>September 2017</p>	<p>Budget?</p>	<p>CAS Coordinator,</p>	<p>Full, wide-ranging extra-curricular</p>

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	<p>extracurricular and enrichment opportunities on offer for our students.</p>	<ul style="list-style-type: none"> - Year 8 Ski trip to become KS3 - Year 7 Munich trip to be evaluated and a possible change of (outdoors adventure within the CR) location considered - Review of clubs provision and students attending - Student survey of extra-curricular activities - Targeted marketing of extra curricular activities to students not currently participating in ECAs. 	<p>November 2017</p> <p>March 2018</p>	<p>Meeting time</p> <p>Information on current club and trips provision</p> <p>Survey (Google Form)</p>	<p>Clubs coordinator</p> <p>D of E Coordinator</p> <p>Trips Coordinator</p>	<p>programme in place and all students participating.</p> <p>Trips will be age appropriate and flexible to the needs of different groups of students.</p>
	<p>To further develop an appropriate pastoral programme of study <i>ie. assemblies, PSHEE lessons, tutor sessions.</i></p>	<ul style="list-style-type: none"> - PSHEE schemes of work and resources to be shared in the PSHEE Team Drive folder - Student Led Conference to be moved to April with a stronger focus on progress - Assemblies action plan to be created - PSHEE coordinator to meet with tutors to discuss programme of study for the students in each year group - Student survey on PSHEE provision 	<p>April 2017</p> <p>Ongoing</p> <p>November 2017</p>	<p>PSHEE / tutor time</p> <p>Meeting time</p>	<p>PSHEE Coordinator</p> <p>Key Stage Coordinators</p> <p>Deputy Head of Secondary</p>	
	<p>To review and further develop transition between KS2-3, KS3-4 and KS4-5.</p>	<ul style="list-style-type: none"> - Surveys / interviews of Y7 students on transition experience - Transition action plans in place - Parent lesson visits - to see what happens in the next key stage - Parent coffee mornings with a focus on transition - Sharing good practice - Primary - Secondary: observations, collaborative planning, moderation. Primary - Secondary SL's meetings 	<p>October 2017</p> <p>From January 2018</p>		<p>Key stage Coordinators</p>	

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Staff development						
Secondary teachers are up-to-date on new research about how children learn, emerging technology tools for the classroom, new curriculum resources, and other aspects of the profession.	To review and update Secondary PRAD/performance development procedures	<ul style="list-style-type: none"> - Review of PRAD and rebrand as Performance Development (including Admin team) - Staff meeting to launch new performance development process - Introduction of 'Read of the Month' and 'Book Looks' - Evaluation of new approach 	September 2017 October 2017 June 2018	Meeting time Access to academic resources on the topic of education	SLT	Performance Development structures will enable teachers to reflect on their practice and develop professionally.
	To ensure CPLP opportunities are relevant to our community	<ul style="list-style-type: none"> - Survey of teachers to see what their professional development needs are 	December 2017	Google forms survey	SLT/SMT	CPLP workshops will be well attended.
	To foster further collaboration between teachers	<ul style="list-style-type: none"> - Launch of Learning Groups led by a team of teachers - Staff coaching initiative - Enhanced staff room facilities created - Performance development process to include 'Book Looks' where the whole department reviews student progress together - Learning Centre to collaborate with departments on special focus months - All staff to contribute to a pre-ISI inspection survey - Plan for additional TD days - Review of collaborative activities with Primary 	September 2017 October 2017 January 2018 May 2018 June 2018	Meeting time Budget Google forms survey	AA, TB, SH SLT	Regular professional discussions will lead to greater student outcomes.
	To ensure all teachers are given	<ul style="list-style-type: none"> - IB training sessions booked for teachers who require it 	June 2018	Budget	DPC	All teachers will be prepared to teach the

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	relevant IB diploma training					IB Diploma.
Communication						
Channels of communication between all stakeholders are clear and effective.	To improve channels of communication between staff in the Secondary school	<ul style="list-style-type: none"> - Launch of the Staff Portal with links to all key staff documents - Launch of Team Drive - Launch of Learning Groups - Actioning the Secondary IT development plan 	September 2017 Ongoing	Budget Meeting time Google Sites Google Drive	IT Director	Staff in the Secondary school are well informed and information is disseminated successfully
	To improve channels of communication between the Primary and Secondary schools	<ul style="list-style-type: none"> - Whole staff team building - Creation of a cross-school IT working group - NW and EW to join the SMT on a permanent basis - Primary and Secondary staff reps for all PL GB supporting committees - Whole school IT development plan 	September 2017 December 2017	Budget Meeting time	SLT SMT IT Director/ working group	Staff in the whole school community are well informed and information is disseminated successfully
	To improve channels of communication between the school and home.	<ul style="list-style-type: none"> - Homework review and solution to ensure that students and parents are aware of assignments and deadlines - Student section of PLP - Launch of Subject Portal with parental access - Parent forums and coffee mornings planned - Parent lesson visits 	March 2018 November 2017 Throughout the year	Meeting time Google Sites	SLT Communications Officer (BZA) IT Director	Parents of Secondary school children are well informed and information is disseminated successfully