



Alleyn's School

'Co-educational excellence for all, in a caring, friendly, tolerant community'

School Development Plan (Junior School) Action Plan 2009 – 10

Notes

- ❑ This is a summary action plan based on the detailed school development plan (JDP) for the academic year 2009-10. It lists some of the main measurable targets for each of the five sections of the JDP together with timescales and details of personnel accountable.
- ❑ This action plan is intended to be a brief outline of the main targets that will be addressed during the academic year, listing timescales and personnel responsible for implementing the actions. Though it is the intention to implement all the aims and goals detailed in the full SDP, this brief action plan sets out a priority and a focus for action. In other words, this action plan sets out the priorities and initial focus in seeking to implement the whole JDP.
- ❑ When the targets listed are taken directly from the JDP they are listed using their JDP reference (e.g. Short-term goal (d), etc). If the action plan entry is not taken directly from the JDP then no reference is given.
- ❑ It is important to read this action plan alongside the JDP for 2009-10 and the Audit of Progress & Achievement for 2008-09. Both of these booklets (JDP and Audit) are available on the school website.
- ❑ The Governors and Headmaster have published their vision for the School together with a set of values to underpin all school development. This action plan and the JDP seek to implement that vision and uphold those values.
- ❑ It is therefore important to read this summary action plan in relation to, and alongside, the paper on the 'Vision & Values' of the School (it is posted on the School website and also available from the Headmaster's office). A summary of Alleyn's Vision is given below.

Alleyn's Vision: A Summary

1. Co-educational, academic excellence
2. Educational continuity from 4 – 18; a tolerant community and a wide curriculum
3. Excellence through inclusion at secondary level: open access from 11+
4. A learning community and a community of leaders
5. Close links with parents, former pupils and the community
6. A progressive place of godliness and good learning

Section 1 General – strategic management			
Sub-section No. and aspect	Target(s) (and reference in JDP)	Timescale	Personnel accountable
1.2	Ongoing Aims (a) Review the written admissions' material to make the entrance procedure as clear and accessible to parents as possible; (b) Maintain strong links with feeder schools by having the Headmaster visit and talk to prospective parents;	Mar '10 Nov –Dec '09	AEW/MO'D MO'D
1.3 Leadership and management structures [teaching staff]	Short-term goal (a) To appoint a new Director of Studies in the academic year '09/10.	Jan '10	MO'D
1.4 School Committees and Working Groups	Short-term goals (a) To consider the findings of the Minority ethnic and faith groups Working Group; (b) To review the terms of reference of the Common Room with specific regard to Junior School personnel issues.	Jun '10	MO'D with working party
1.5 School Policies	Short-term goal (a) Review and update all school policies as tabulated and circulated at the beginning of year staff meeting to ensure that the Junior School meets all the new mandatory requirements especially in regard to Safeguarding children and the new 3 rd Cycle Inspection regulations; (b) Review the new Early Years Foundation Scheme policy;	Jun '10 Mar '10	MO'D/AEW MO'D/LAM
1.6 Communication & Publications	Short-term goals (a) To continue to develop a more recognisable 'house style' across all our communication formats with parents and others but specifically in relation to Junior/Senior links;	Jun '10	MO'D/ARF
1.7 Links with the Junior School	Short-term goals Academic achievement (a) To continue to analyse transfer data of Junior School to Senior School; (b) To use examination results and standardised data in a relevant way to continue to analyse progress of ex-Junior School pupils through the Senior School; (c) To keep a running record of reviews of end of Year 6 pupils' rank order, with their end of Year 8 rank order, with student performances in GCSEs; (d) To write a syllabus overview for English, maths and science as taught in Years 5/6 and 7/8. Co-curricular contribution (a) To monitor the contribution to Senior School life of Junior School pupils in the areas of drama, music, sport	Jun '10 Jun '10	MO'D MO'D (with SPC)

	and leadership.		
1.8 School self-evaluation (including follow-up on inspections)	Short-term goals (a) Review & audit progress on the on-going aims and short-term goals, and update as appropriate, at the SMT's annual self-evaluation day in June 2010. (b) Review & audit progress on the action plans listed in response to each of the four 2008 Inspection 'Next Steps', and update as appropriate, at the SMT's annual self-evaluation day in June 2010.	Jun '10 Jun '10	CD (with SMT) MO'D with CD

Section 2 Learning and Teaching

Sub-section No. and aspect	Target(s) (and reference in SDP)	Timescale	Personnel accountable
2.1 Junior School Curriculum Planning (AEW)	Short-term goals (a) Gifted and Talented Policy To continue to implement the Gifted and Talented Policy in an effective way so that registered children receive adequate enrichment; (b) Specific Learning Differences Policy To continue to work with the co-ordinator of Learning Support to consider the best ways to detect learning differences and provide support for these pupils; (c) Individual Education Plan To continue to prioritise pupil news and sustain the policy of effective communication between: pupils/teachers and parents. (d) Curriculum To make long term curriculum plans available to parents in a diagrammatic way on the website; (e) Academic monitoring To continue to develop the reporting system in a timely way and to liaise with DOS Senior School and Co-curricular Deputy, Senior School about developing pupil academic and pastoral profiles; (d) Assessment Review I. Continue to review the use of standardisation; II. Continue to review the school's policy in regard to differentiating homework.	Mar '10 Mar '10 May '10 Dec '09 Jun '10 Mar '10	AEW with PAR AEW with PAR AEW with PAR MO'D with AEW AEW with JL, SPC, and MH MO'D with AEW

2.2 Infants' and EYFS Curriculum	Short-term goals (a) To create a document of good practice for the Infants' department in light of curriculum changes and having a new Head of Infants; (b) To review assessment and reporting arrangements; (c) To clarify job descriptions for Teaching assistants; (d) To review the outdoor space for Reception class in light of EYFS regulations; (e) Establish an Infants' budget which is separate from the Junior subject budgets.	Dec '09 Mar '10 Dec '10 Oct '09 Dec '09	MO'D with LAM MO'D with LAM MO'D with LAM MO'D with LAM MO'D with LAM
2.3 ICT for Learning and teaching	Short-term aims (a) To develop and encourage the use of ICT for ongoing support of teaching by providing CPD in interactive whiteboard use; (b) To monitor the teaching of ICT across the curriculum through the subject co-ordinators' meetings.	Dec, Mar '09 and Jun '10	AEW
2.4 Co-curriculum	Short-term goals (a) Continue to develop the clubs programme with emphasis being put on reviewing the provision for academic clubs to further complement pupil interest in specific subject areas. (b) To consider how best to manage and timetable the co-curricular programme, particularly the use of peripatetic staff and the issue of taking children out of timetabled lessons; (c) Monitor the success of the Saturday Maths School initiative; (d) Continue to review and evaluate the 'Trips and Visits' paperwork; (e) Investigate formalising the monitoring, recording and acknowledgement of ex- Junior School pupils' individual involvement in co-curricular activities.	Jun '10 Jun '10 Jun '10 Jun '10 Jun '10	AEW MO'D SPC with MO'D AEW with JMP MO'D with SPC
2.5 Learning Support	Short-term goals (a) The department will improve the study skills scheme through identifying useful workshops for all pupils.	Jun '10	MO'D with PAR
2.6 Academic monitoring/tracking and value added	Short-term goals (a) To use tracking documents to create pupil targets.	Jun '10	AEW with MH

Section 3 People (pupils, teaching staff, support staff, parents)			
Sub-section No. and aspect	Target(s) (and reference in SDP)	Timescale	Personnel accountable
3.1 Pastoral system	Short-term goals (a) To review opportunities for pastoral care of pupils and staff by use of the website.	Dec '10	AEW
3.2 Counselling & the Chaplaincy	Short-term goals (a) The Chaplain will take a leading role in reviewing current provision and advising on recommendations for the future in regard to minority ethnic and faith groups'.	Jun '10	MO'D with Chaplain and SMT Senior School
3.3 Personal, social and health education	Short-term goals (a) To reconstitute the School Council; (b) To improve the range of books in the library to support PSHE; (c) To provide the School Captain and Vice-captains with more opportunities to show leadership.	Oct '09 Oct '09 Oct '09	MO'D MO'D with JMP MO'D
3.4 Child Protection	Short-term goals (a) To develop closer links between the Child Protection Officer and the Junior School staff and pupils; (b) To continue to develop links with Southwark Safeguarding Children Board and other relevant external agencies; (c) Provide new teachers with induction in Child Protection issues.	Jun '10 Jun '10 Dec '10	DCM (with MO'D) MO'D DCM
3.5 Teaching staff	Short-term goals (a) To review the need for having a teaching assistant for the Junior department and support of art.	Jun '10	MO'D
3.6 Professional Review Process for teaching staff	Short-term goals (a) To elicit feedback from teaching staff on the first round of the professional development process: The Teaching and Learning review held in March; (b) To review the Professional Review process.	May '10 May '10	MO'D MO'D
3.7 Support Staff - management structure and performance management	Short-term goals (a) To continue to define detailed job and person specifications for support-staff roles and to ensure that roles match requirements; to ensure that all roles contain clearly stated expectations concerning support required for co-curricular activities; (b) To continue to ensure that supporting roles are adequately covered and that knowledge which is key to the School's administration is not solely vested in any individual; (c) To include all support staff in the individual yearly development meetings. To provide a budget for training and courses for support staff; (d) To recruit an additional member of accounting staff which will help provide improved separation of duties within the finance function, adequately trained cover for existing posts and suitable support for the growing	Jun '10 Jun '10 Jun '10 Dec '09	SRB SRB SRB SRB

	commercial activities.		
3.8 Continuing Professional Development (previously In-service Development for teaching staff)	Short-term goals (a) To continue to develop the in-house twilight Continuing Professional Development opportunities.	Jun '10	AEW
3.9 Alleyn's Junior School Association	Short-term goals (a) To assist the AJSA in appointing a new Chair, Secretary and Treasurer for the next two years	Jun '10	MO'D with current Chair of AJSA

Section 4 Resources – capital projects, premises, ICT and grounds			
Sub-section No. and aspect	Target(s) (and reference in SDP)	Timescale	Personnel accountable
4.1 Major Capital Projects	Short-term goals (a) To establish the regular updating (at least termly) and publishing of Lists A, B, C, D; (b) To establish a capital projects budget with an operating policy and procedure.	Apr '10 Jun '10	CD (with SRB) CD (with SRB)
4.2 Minor Capital Projects	Short-term goals (a) To finalise the annual minor-works programme around the School site, communicating to the school community through the Estates Bursar, the refurbishment programme over holiday periods; (b) Feed from Annual Department Reviews (Senior Deputy Head) and from Annual Budget Requests (Bursar) items for consideration at Capital Projects Group, developing appropriate budgets for annual maintenance and refurbishment programmes.	Apr '10 Apr '10	ARF ARF
4.3 Premises – buildings maintenance	Short-term goals (a) To trial and, if successful, embed a routine room-by-room building check as part of the active maintenance processes throughout the school; (b) To use the maintenance schedules to inform the baseline yearly maintenance budget requirements; (c) To research the possibilities for an intranet-based, maintenance-reporting system to improve current methods; (d) To ensure that all buildings have staff who have been trained as fire marshals; (e) To rearrange Bursary and Development office space.	Jun '10 Jan '10 Jun '10 Sep '09 Jun '10	SRB SRB SRB SRB SRB
4.4 Premises – departmental refurbishment	Short-term goals (a) To review with HoDs the potential for refurbishment in their teaching areas and provide a clear programme for referral of refurbishment requests by departments through the Bursar's Office as part of the capital requests element in their annual budget; (b) To ensure the structure of the Estates and Premises Meetings and Capital Projects Group prioritises the needs for refurbishment across the site; (c) To promote the development of a site-wide programme for heat management across the School; (d) To schedule a review meeting which will take place after the submission of Department Budgets (Lent term) to discuss items of capital investment within the request (Bursar, Senior Deputy Head, Head of Finance and Estates Bursar).	Dec '09 Dec '09 Jun '10 Apr '10	SRB SRB SRB SRB

4.6 Grounds and gardens	Short-term goals (a) To enhance the planting and design of the Memorial Garden making it easier for members of the Alleen's community to visit and enjoy it; (b) To enhance the planting and landscape design of the newly pedestrianised east side of the main building by the Astroturf.	Jun '10	SRB
4.7 Environmental issues (recycling, energy saving, etc)	Short-term goals (a) To consider the survey performed by the Carbon Trust and schedule actions from its recommendations; (b) To extend the system to turn off computers when not in use to office computers as well as laboratory machines; (c) To provide more secure and, where possible, covered cycle racks for both staff and pupils to encourage more cycling to School.	Feb '10	SRB
		Dec '09	SRB
		Jun '10	SRB

Section 5 External relations

Sub-section No. and aspect	Target(s) (and reference in SDP)	Timescale	Personnel accountable
5.1 Marketing, publicity and public relations	Short-term goals (a) To enhance the level of contact with media sources across South London and in the educational and national press.	Jun '10	ARF with MO'D
5.2 Community and Partnership links	Short-term goals (a) To review the structure of the Facilities for the Community scheme in the light of the appointment of the Director of Development and Finance. (b) To review the provision made for Saturday Maths School.	Jun '10	SPC
		Jun '10	SPC

