

CEDAR HALL SCHOOL



WHOLE SCHOOL DEVELOPMENT PLAN

WITH EVALUATION

2022-2023

1. LEADERSHIP AND MANAGEMENT
2. PERSONAL DEVELOPMENT
3. QUALITY OF EDUCATION
4. BEHAVIOURS AND ATTITUDE
5. PREMISES AND PHYSICAL RESOURCES

1. LEADERSHIP AND MANAGEMENT

| Objective | Success Criteria | Actions required | Responsible person/s | Time Scale | Cost | Evaluation- by July 2023 Objective met? |
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| 1. To ensure Cedar Hall is compliant with the new curriculum changes and is compliant with OFSTED and Local Authority guidance. | <p>Attendance of relevant meetings & courses followed by dissemination of new guidelines and systems of all three aspects.</p> <p>Regular monitoring & observation of events in school to ensure guidance is followed.</p> | <ul style="list-style-type: none"> ◇ Update all paperwork as new guidance is produced. Ongoing ◇ Implementation of new aspects as pertaining to the curriculum and timetable. Ongoing – 5Is ◇ Continue to develop Local Authority links to strengthen interactions and support from relevant partners e.g. Strategic Planning Meetings. Done ◇ Website to reflect new guidance/expectations as they occur. SLT to feed content to LL in office. Done ◇ PMR discussions to reflect school focus of Reading, Oracy and Vocabulary to tie in with new Disadvantaged Strategy Implementation. Done ◇ Updated whole school responsibilities for staff – this to include training by Tania Perry. Done, second visit to follow in OCT 2023 ◇ Staff to be able to clearly articulate our mission statement and how this feeds into our curriculum pathways that follow progress across the whole school. 5Is – this is an ongoing, new rebranding which staff are taking on board. Being implemented in stages. | | - Ongoing after initial implementation of changes to the curriculum. | <p>New files, pockets, dividers.</p> <p>Meetings</p> <p>Cover as needed</p> <p>Relevant fees</p> | Many changes to curriculum involving new 5Is which are being introduced across the school. Currently feeding into website, subject leaders' folders, new signage, etc. |
| 2. To ensure safeguarding procedures are | Regular monitoring of existing and future safeguarding | <ul style="list-style-type: none"> ◇ Continuous monitoring, embedding and further development of safeguarding systems. Done | SLT | <p>Ongoing</p> <p>Termly monitoring</p> | Time for admin. | New My Concerns computer package for safeguarding. All staff being trained up - this |

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| <p>fully in keeping with Statutory guidelines.</p> <p>Ongoing from last year. This will always be part of our SDP as we need to continue to enhance and always improve safeguarding in today's climate.</p> | <p>concerns within a short, practical and relevant timeline.</p> | <ul style="list-style-type: none"> ◇ Step on/Up refreshers if needed, unless replaced by another Essex Initiative. (Positive Handling) To be actioned. ◇ Trauma Perceptive Practice (TPP) to be implemented as per Essex roll-out guidelines. Done ◇ Safeguarding to be on all whole school, SLT and departmental meeting agendas. ◇ Whole school training & monitoring across all aspects of EVOLVE, PREVENT, KCSIE, GDPR, etc Done, to continue next year, rolling programme. ◇ My Concern programme to be purchased and implemented (See Section 2.1) Done ◇ NM to request a Safeguarding Audit by the Local Authority. This will inform next actions to ensure our safeguarding is robust. Done 03/02/2023 | <p>GB,ASu & VAB SSi, KGreen</p> <p>Dept heads NM,VAB, SOverell</p> <p>SLT, LL</p> | | <p>Course fees & meetings/ claim forms</p> <p>Cover as needed</p> | <p>will developed and embedded over the next academic year.</p> <p>Need to book onto a Positive Handling Training course.</p> <p>TPP has been presented to whole school across the academic year. Implementation is ongoing and will continue to develop. E.g. no detention any longer; now reflection time with relevant staff.</p> <p>Safeguarding training update – w/b 04/09/23 Ongoing, rolling short foci every half term.</p> |
| <p>3. Continued development of a whole school ethos, whilst retaining the strengths and uniqueness of each dept.</p> | <p>Whole school has been restructured into an Upper School and a Lower School.</p> | <ul style="list-style-type: none"> ◇ Meeting of SLT followed by Upper & Lower school heads discussions to implement whole school policies/changes re whole school moving forwards. Done weekly ◇ Gradual changes of forms/documents used across the whole school rather than having different forms in each. Done ◇ Updating of website as a whole school. Ongoing | <p>SLT</p> <p>SLT</p> | <p>From Sept 2022, ongoing.</p> | <p>Dedicated time to support planning</p> | <p>Whole school forms where relevant (rather than separate forms per department) are on 365 for ease of access – weekly updates (attendance, behaviour, etc).</p> |

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| <p>4. To have bespoke training for our governors.</p> | <p>Information dissemination on the curriculum in school. (Rolling programme)</p> <p>To continue to communicate regarding new, significant changes that might affect the running of the school.</p> | <ul style="list-style-type: none"> ◇ Governors discuss what additional training they need. Done ◇ Safeguarding training essential. Done ◇ Governors to come into school as and when possible after specific consultation with NM (as needed). Done ◇ To facilitate governor visits, specific dates will be identified for governors to visit. They will be divided into two groups and be given timetables for the day that cover a wide range of subjects across the whole school. Done. | <p>DB to lead</p> | <p>Governor meeting dates organised by Sept 2022</p> <p>Additional dates as and when needed.</p> <p>Governor days: one per term.</p> | <p>Governor CPD led by AT-S (Vice-chair), regularly updated and monitored.</p> <p>Chair of Gov has done Level 3 safeguarding. VAB completed safeguarding training with governors during the Summer term.</p> <p>Governors added to My Concern (by HW) to ensure they too have signed that they have read and understood changes in safeguarding documentation.</p> <p>Governor Days were very successful, will be continued next year. (Autumn date: Wed, 11th Oct 2023)</p> |
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2. PERSONAL DEVELOPMENT

| Objective | Success Criteria | Actions required | Responsible person/s | Time Scale | Cost | Evaluation- by July 2023 Objective met? |
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| <p>1. To monitor the development of pupils across all socio-emotional areas through the use of My Concern.</p> | <p>My Concern to be installed and implemented to monitor pupils.</p> | <ul style="list-style-type: none"> ◇ Safeguarding concerns to be monitored and tracked. Done (ongoing) ◇ Behaviour/emotional/social concerns could be raised using My Concern – however, at first we will only use My Concern for safeguarding concerns (i.e. replaces our pink forms). Done (ongoing) ◇ Half-termly SLT meeting on the reports run off using My Concern. These reports to be analysed and completed | | <p>Purchase in Sept 2022. To start implementation by February 2023.</p> | <p>Cost of programme tbc (£700) Annual subscription fee ongoing.</p> | <p>Half-termly reports on MyConcern have been changed. MyConcern is now discussed at weekly SLT meetings to ensure concerns are monitored and any necessary actions are timeously completed.</p> |

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| | | actions to be evaluated as to their positive impact on the pupils. See evaluation column | | | | |
| 2. To promote the personal wellbeing and emotional welfare alongside the academic development of the staff | Staff to request courses, preferably in line with the school development programme, but also to enhance their own personal skills. | <ul style="list-style-type: none"> ◇ Staff to take on courses to enhance their basic skills to better support not only themselves but also the pupils (in any aspect related to social, emotional or wellness). Done ◇ To formalise a well-being committee with termly meetings to promote staff welfare. Done ◇ To set up a wellbeing network group across schools (chaired by VAB) and organised through Denise Mair (DeniseM@thekjs.com). Meetings held once a term to share good practice. Done | VAB & relevant staff VAB, JH and committee VAB | Ongoing Sept 2022 Sept 2022 | Course fees Meetings Online meetings | <p>Staff ask for bespoke courses – as discussed at PMRs and weekly departmental meetings.</p> <p>Well-being meetings occur at least termly.</p> <p>Wellbeing network group across schools – VAB has now handed the chair over to a colleague for the new academic year. Our new deputy will continue to attend these meetings 2023-2024.</p> |
| 3. To promote the leadership qualities of relevant staff | To encourage staff to take on NPQ (or similar) courses | <ul style="list-style-type: none"> ◇ To support staff in enrolling in courses that will enhance their leadership abilities. Done ◇ These staff members to feed their new good practice into our school so we grow and progress. Ongoing good practice. | Enrolled: KG, VC, SO, GBr, PM, ASu | From Sept 2022 for Autumn '22 start, the again for Spring '23 start. | Meetings Travel expenses Resources tbc | All NPQ courses are being mentored by various staff in management roles to ensure they are timeously completed and staff supported as and when needed. |

3. QUALITY OF EDUCATION

| Objective | Success Criteria | Actions required | Responsible person/s | Time Scale | Cost | Evaluation- by July 2023 Objective met? |
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| 1. To further embed the transition of pupils. | Pupils' transition will be seamless and go on to show progression. | ◇ Transition timetable for new pupils (mainly Yr 7s and 8s). Done | SLT Heads of Dept to co- | Ongoing | Meetings Cover for staff | Yr 7 & 8 transition went smoothly – parents commented positively on organisation thereof. |

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| | | <ul style="list-style-type: none"> ◇ Conversations with parents, prior, during and after transition. Done ◇ Continuing sessions with not just Palmers' College/SEEVIC but also Lancaster and other schools and colleges for our Yr 11s. Done ◇ One allocated staff member to track the destination of Yr 11 pupils to determine possible supporting strategies which could enhance their experience or even facilitate their selection of destinations and their progress within their chosen pathway. Done | ordinate with NM | | involved in transitions. | <p>Yr 11 transition completed timeously. Preparing for Adulthood advisors supported the pupils.</p> <p>VK given the role of tracking 'destination' of pupils into adulthood.</p> |
| 2. To further develop observations and reflective practice across the school. | All teaching will be at least 'good'. Work scrutinies to have the same focus across the school to ensure good practice and progression. | <ul style="list-style-type: none"> ◇ Timetabled observations of lessons with a specific focus. Done ◇ SLT to discuss the observations and decide next points of action to further positive impact on lessons and teaching. Done ◇ Monitoring of English, Maths and the new PSD (tracking of soft data) to be done up to and including Yr 8. (Rolling programme). See evaluation column ◇ Further development of triangulation of data when analysing pupil progress on a termly basis (B-Squared, Puma tests, informal teacher assessment). This analysis to inform future interventions, etc. Done | HW NM, SLT and relevant staff | Starting in Autumn then follow whole school diarised dates. | Cover Cover | <p>Lesson observation foci change each round as per current issues in education/school.</p> <p>PSD Tracking now up to yr 8. Remaining yr groups (9,10 & 11) will also use the same system as of Sept/Oct 2023. These assessments feed into annual reviews and reports going forward.</p> <p>Assessments of data (as per the Whole School electronic diary) and subsequent actions needed are monitored by relevant subject leaders and management.</p> |

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| 3. To roll out our new EHC process across the whole school | All Annual Reviews to be brought forward and completed by Early December. Parents' meetings to discuss progress | <ul style="list-style-type: none"> ◇ An EHC Day for each of Upper and Lower schools to be included in the school calendar in Autumn '22 Done ◇ Parents' meetings to discuss progress will also occur in Spring'23 and Summer'23. Done ◇ Subject reports, commenting on progress made throughout the academic year will be sent home in June 2023. Done | | Programme of dates set out as from Sept 2022 to be followed. | Time to complete the reviews. Cover if and when required. Printing costs. | These |
| 4. To develop the Arts Mark throughout the school, with an initial focus on the secondary dept. Carried over from last academic year. | Action aims to impact positively on three areas: a. Leadership and management, b. Personal development c. Teaching and Learning | <ul style="list-style-type: none"> ◇ Aim a: Named Governor and named member of SLT to advocate arts and culture provision in school. Partial ◇ Aim b: Teachers to have CPD opportunities relating to the arts and creative teaching and learning. Bespoke – led by KG ◇ Aim c: To raise awareness of the arts and channel pupil's creativity in purposeful ways. Part of Arts Award - ongoing ◇ Creativity in all lessons to be the focus of observations across all lessons. Focus for Autumn Term's lesson observations in Oct 2023. ◇ Create additional links with relevant schools / events / galleries, etc to further knowledge in this area. Ongoing networking | KG, KF plus named governor VAB in consultation with teachers to arrange bespoke CPD VC, KG, KF with support of all staff. | - Ongoing, assessed July 2023 - Ongoing | Course fees Trips, fuel Resources Continued training/ INSET as needed. | Culture Capital Named staff : KG (as part of her NPQSL) Courses continuing into Autumn Term 2023. Named Governor to be elected at next Full Governing Body Meeting. |

4. BEHAVIOUR AND ATTITUDES

| Objective | Success Criteria | Actions required | Responsible person/s | Time Scale | Cost | Evaluation- by July 2023 Objective met? |
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| 1. Trauma Perceptive Practice (TPP) will be formally introduced as a behaviour | Training of all staff rolled out throughout the year. | <ul style="list-style-type: none"> ◇ Specific staff will attend training and disseminate this to their colleagues through meetings, discussion and observance of good practice. Done throughout the year (7 x sessions) | SSi & KG | 9 modules to be presented throughout the | Training | |

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| management strategy. | | | | academic year, starting with INSET days in Sept 2022. | | |
| 2. Pupils will develop their ability to self-reflect on their behaviour and on that of others. | Pupils will gradually adopt the self-reflective practice as outlined in TPP. | <ul style="list-style-type: none"> ◇ Staff will model this best practice and talk to pupils about what they are doing so the pupils themselves take on the modelled and discussed behaviours as well as the dissolution of detentions which will be replaced with specific time in (as per TPP policy). Done - ongoing | All staff | Ongoing | Meetings as needed to track progress. | Reflective Times with relevant adults. This has been far more beneficial in developing PSD attributes. |
| 3. Positive handling training | As TPP does not have a positive handling element, staff will need training in this. | <ul style="list-style-type: none"> ◇ Source possible courses and similar schools. ◇ Initial training of a handful of staff. | NM to lead | Course sourced by March 2023 | Cost of presenter/s & training. tbc | Despite trying to source this training, we have yet to find training that suits us. |
| 4. Enterprise Project linked to behaviour points | To be researched and adapted to suit our needs. | <ul style="list-style-type: none"> ◇ Similar schools to be visited to research how they are linking their behaviour points to this project. Done ◇ Points accumulate and feed into whole school House Credits – celebrated at weekly assemblies. Done ◇ Points to be accumulated and linked to “credits with buying power”. Pupils will be trained in what/when/how to buy specific items in the “shop”. Some credits could be translated into ‘time equivalents’, etc. Saving/spending, etc will be done with yr 11 initially as part of the Careers portfolio. Ultimate long term goal is for the project to be rolled across the whole school. Not yet established – awaiting new build completion. | NM. GBr, DA | Ongoing | Cover costs for visiting other schools. Purchase of items for sale. tbc | Discussions around the venue for the “shop” – tbc - possibly in the bricklaying room of the Braithwaite Block – our new building which we only occupied on the 11th Oct 2023. |

5. PREMISES & PHYSICAL RESOURCES

| Objective | Success Criteria | Actions required | Responsible person/s | Time Scale | Cost | Evaluation- by Sept 2023 Objective met? |
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| 1. New build has been agreed by the Local Authority. | Build to be completed and in use by Autumn Term 2023 (not June) due to planning delays. | <ul style="list-style-type: none"> ◇ Ongoing consultation with contractors and Local Authority as and when needed. Done ◇ Demountables will be removed after the building is complete and ready for use. Done ◇ One demountable to be kept on site after the build is complete. To be used as an outdoor community classroom pending further developments. Not agreed to by Essex, despite numerous meetings. All the demountables were demolished as per original plan. | NM, HW, DB | Ongoing: Timeline as per agreement between Essex, school and stakeholders. Hope to sign off no later than 01/09/2023 | Funded by Essex | Essex signed off on the new building just in time for the new Autumn Term 2023. Strategic management of the entire project throughout the year was superbly handled by HW. |