

Kilkeel High School
School Development Plan

Approved by Board of Governors

2013-16

Pastoral Care Action Plan

2013 - 2014

Where are we now?

- * Pastoral Care policy and procedures have been updated
- * Child Protection policy and procedures have been updated (now includes use of Social Media)
- * External agencies regularly support Pastoral Care programmes
- * Positive behaviour continues to be promoted in school

| Objectives/ targets to bring about improvement | Success criteria | Actions to bring about improvement | Time/materials/ staff development including costings | External Support Required | Staff/lead responsibility | Timescale |
|---|------------------|---------------------------------------|--|------------------------------|------------------------------|-----------|
|---|------------------|---------------------------------------|--|------------------------------|------------------------------|-----------|

| | | | | | | |
|--|---|---|--|---|---|--------------------|
| <p>1. Safeguarding Pupils and Staff</p> | <p>Effective implementation of revised Pastoral Care & Child Protection policies. Enhanced E-Safety policy (which includes usage of Internet, Wi-fi & Social Media) effectively implemented. Staff awareness & Implementation of 'Use of Social Media'. New RSE Policy & HE Policy.</p> | <p>'Bring your own device policy' included in E-Safety policy. Staff conduct with regard to 'Social Media' to be included in Staff Handbook. New RSE policy to be written in light of DENI 2013 directive. New Healthy Eating Policy. Staff consultation on changes to policies.</p> | <p>Staff to be informed of changes to various policies in light of CP - Safeguarding Staff. Senior Leadership Team consultation time.</p> | <p>DENI & SELB circulars and exemplar policies</p> | <p>VC + IM SLT</p> | <p>2013 – 2014</p> |
| <p>2. Behaviour Management</p> | <p>Increased learning within the classroom (reflected in achievement data). Ethos of Positive Behaviour. House and Rewards' Policy. Involvement of external agencies. Effective Discipline policy.</p> | <p>Continuing to develop an ethos of positive behaviour within school so pupils know what is expected of them Regular promotion of House System where pupils understand that their behaviour contributes to the success of their house. Regular visits by NIFRS, PSNI, SELB Behaviour Support etc. Regular review of the Discipline policy Class & Year Tutors following procedure re disciplinary measures</p> | <p>Staff training - providing staff with a variety of strategies to use within the classroom for specific pupils. Staff informed about changes to procedures within the Discipline policy.</p> | <p>PSNI, Behaviour Support Team, Parental involvement, DENI & SELB legislation.</p> | <p>VC/ SLT Year Heads Form Tutors</p> | <p>2013 – 2015</p> |

| | | | | | | |
|---|--|--|---|--|-------------------------------|--------------------|
| <p>3. Anti-bullying Strategies</p> | <p>An agreed definition of 'bullying'. Minimising bullying within school. Revised Anti-bullying policy providing strategies and procedure for staff. Data which reflects downward spiral of incidents of bullying.</p> | <p>Implementation of DENI strategies for dealing with bullying. Interview record sheet to record incident. Numerical record & data kept of bullying incidents & sets of questionnaires on a rolling 2-year basis to assess effectiveness of strategies (beginning with Yr9).</p> | <p>Raise staff awareness of possible new DENI guidelines re anti-bullying.</p> | <p>DENI & SELB support & training.</p> | <p>VC/ SLT Year Heads</p> | <p>2013 – 2015</p> |
| <p>4. Promotion of Health & Well-being</p> | <p>Updated Healthy Eating Policy. Implementation of this policy.</p> | <p>Pupils recognizing the need for healthy diet - implemented in Personal Development/Form Assemblies /Home Ec/PE. Discouraging usage of energy Drinks. Encouraging use of water - School Council consultation on use of water within the classroom.</p> | <p>Investigating the availability of Water-units. Encourage pupils to drink water in the classroom.</p> | <p>DENI & SELB legislation.</p> | <p>VC /SLT Staff</p> | <p>2013– 2014</p> |

Strategies for monitoring and evaluating:

Revising and updating policies which reflect changes within DENI and SELB legislation.
Attendance at training events to ensure we comply with current DENI & SELB practice.
Minutes of meetings to ensure procedures are implemented and working.
Staff, parent & pupil questionnaire to ensure effectiveness of Pastoral procedures.

Conclusion: (to include overall evaluation with relevant evidence):

Overall evaluation will take place in June 2014

Where are we now?

SEN policy updated annually

IEP evaluation (by staff feedback) occurs twice annually with pupils & annually with parents

Progress is monitored and evaluated through standardised testing e.g. NFER tests, Access tests etc and through the Annual Review process where feedback is gathered from staff, parents and pupils.

| Objectives/ targets to bring about improvement | Success criteria | Actions to bring about improvement | Time/materials/ staff development including costings | External Support Required | Staff/lead responsibility | Timescale |
|--|--|---|--|---|---------------------------|--|
| Establish and review Reverse Integration procedures & monitor effectiveness. Extend the scheme if effective. | Pupils move out of mainstream classes to LSC for English & Maths. Pupil improvement in Literacy, Numeracy & self-esteem. | Pupils who would benefit from Reverse Integration identified & opportunity to study in LSC offered to them, after consultation with parents. Establish baseline & monitor progress Liaison with parents | 6 periods per week in Literacy & 6 in Numeracy in LSC. Access to LSC materials and teaching assistance for RI students. | External Psychology assistance when needed. Ongoing advice from SELB Special Needs. | CMcA/GC | Arrangements in place by Nov 2013. Ongoing evaluation of 2013-2014. |
| Increase staff awareness of SEN pupils through more effective use of C2K/ SIMS | IEPS available on network Staff can use SIMS to access info about SEN pupils in classroom in conjunction with SEN register. | IEPs converted to Word format & shared with staff. Staff trained in what info is available in SIMS | Staff training by GC/CMcA/IM. Time to convert IEPs. C2K network. | Advice from C2k (IM) | GC/CMcA | 2013-14 (System trialled) |

Strategies for monitoring and evaluating:
Standardised testing.
Discussion with pupils, staff feedback, liaison/feedback from parents.
Count IEP reviews.

Conclusion: (to include overall evaluation with relevant evidence) : Overall evaluation will take place in June 2014.

Curriculum: Action Plan

2013 - 2014

Where are we now?

EF requirements are met at GCSE level & we are working towards meeting the EF requirements post 16, through our involvement in the ALC and SEP. KS3/4 curriculum is appropriate for our pupils & is in line with DE requirements.

A draft Curriculum Policy has been written.

| Objectives/ targets to bring about improvement | Success criteria | Actions to bring about improvement | Time/materials/ staff development including costings | External Support Required | Staff/lead responsibility | Timescale |
|--|---------------------------------------|---|---|---------------------------|---------------------------|------------------------------------|
| To revisit & amend the recently developed Curriculum Policy | Policy agreed by staff, SLT & B of G. | Curriculum team to consider policy & suggest amendments. | Curriculum Team Meetings | | RR/SLT | Presented to BoG by end of term 2. |
| To work towards extending the KS5 curriculum to meet EF requirements | 24 subjects in place for KS5 | Research possible new courses Reorganisation of staffing if/ when retirements occur Discussion with Partner institutions to help with provision | Meetings – ALC & SEP Cost of travel between schools. | Finance from SEP & ALC | RR/NG/SLT | By April 2014. |

Strategies for monitoring and evaluating:

Minutes of meetings: SLT/MMT/ALC/Curriculum Team

Conclusion: (to include overall evaluation with relevant evidence)

Overall evaluation will take place in June 2014.

Where are we now?

- Ongoing training of Literacy & Numeracy co-ordinators organised by Newry & Mourne ALC in conjunction with CASS officers
- Sharing of good practice with staff, especially staff in English & Maths' depts
- Pupil testing and remedial action planned for underachievers in Year 8
- New 'Signature Project': help and assistance in KS 4 – English and Maths – to improve GCSE results, especially number of 'C' grades

| Objectives/ targets to bring about improvement | Success criteria | Actions to bring about improvement | Time/materials/ staff development including costings | External Support Required | Staff/lead responsibility | Timescale |
|--|------------------|------------------------------------|--|---------------------------|---------------------------|-----------|
|--|------------------|------------------------------------|--|---------------------------|---------------------------|-----------|

| | | | | | | |
|--|--|--|---|---|---|-------------------------------------|
| <p>1. Updated policy document – ‘Literacy and Numeracy’ based on SELB exemplar</p> | <p>Newly updated policy for KHS. Document to all staff. Action by staff to try to improve Literacy & Numeracy levels of achievement</p> | <p>Liaise with Literacy & Numeracy Co-ordinators. Staff development to identify under-achievement and to try to remedy this</p> | <p>Department time. Staff Development opportunities for L&N Co-ordinators</p> | <p>Newry & Mourne ALC focus group meetings. CASS. Use of NTC for meetings</p> | <p>Miss R Taylor (Literacy co-ord). Mrs V Keown (Numeracy Co-ord). Senior Leadership Team Heads of Depts.</p> | <p>September, 2013 – June, 2015</p> |
| <p>2. Signature Project – Literacy & Numeracy. 1 x 0.5 teacher to assist with Literacy in KS 4 1 x 0.5 teacher to assist with Numeracy in KS 4. Further individual work/ assistance in KS 4 classes (English & Maths)</p> | <p>Appointment of staff. Staff Training. KS 4 timetabling: help and assist pupils in English & Maths’ classes. Better results in 2014 & 2015</p> | <p>Smaller groupings and classroom assistance in Years 11 & 12 English & Maths – middle band pupils especially. Possible extension of help/ assistance to Year 10</p> | <p>1 x 0.5 teacher of Literacy. 1 x 0.5 teacher of Numeracy – both paid by Signature Project, 2013 – 2015. Staff Training. Regular department meetings to discuss progress and strategies etc</p> | <p>CASS & DENI. Department time. Staff development opportunities from CCEA to be availed of</p> | <p>Miss R Taylor (Literacy Co-ord). Mrs V Keown (Numeracy Co-ord) Senior Leadership Team. Heads of Depts.</p> | <p>September, 2013 – June, 2015</p> |
| <p>3. Cross-curricular Skills : KS 3 Communication & Using Maths. Further training and assistance from CCEA re new levels of progression e.g. agreement trials, etc</p> | <p>Attendance at such meetings organized by CCEA. Expertise shared with dept members. Levels of Progression for 2013 – 14 much more robust.</p> | <p>After external training, internal training and moderation to assist with awarding of new levels. Sharing of good practice</p> | <p>Dept time. Staff development opportunities from CCEA to be availed of.</p> | <p>CCEA support</p> | <p>Miss R Taylor (Literacy Co-ord) & Mrs V Keown (Numeracy Co-ord). Senior Leadership Team.</p> | <p>September, 2013 – June, 2014</p> |
| <p>4. Newry & Mourne ALC – provision of specialist training for English & Maths’ teachers in Literacy &</p> | <p>Staff attendance at organized sessions held in St Mary’s HS. Identification of under-</p> | <p>After attendance at meetings, sharing of good practice within Depts. Suggested remedies/actions to</p> | <p>Staff development costs borne by Newry & Mourne ALC (See N&M</p> | <p>CASS in collaboration with QUB School of</p> | <p>Miss R Taylor (Literacy Co-ord) or department member. Mrs V Keown (Numeracy Co-ord) or</p> | <p>September, 2013 – June, 2014</p> |

ICT Action Plan 2013 - 2014

| Objectives/ targets to bring about improvement | Success criteria | Actions to bring about improvement | Time/materials/ staff development including costings | External Support Required | Staff/lead responsibility | Timescale |
|---|---|---|---|--|--|--|
| <h3 style="margin: 0;">ICT Action Plan 2013 - 2014</h3> | | | | | | |
| <div style="border: 1px solid black; padding: 10px;"> <p>Where are we now?</p> <ul style="list-style-type: none"> Rm 23 enlarged & upgraded with 30 machines Redeployment of Laptop trolley to Rm 25 Website plus VLE facility providing pupils & staff with resources & additional online support ICT Co-ordinators supporting staff and departments in developing skills With regard to KS3 ICT Accreditation: <ul style="list-style-type: none"> - Most departments involved have submitted tasks which have then been accredited by CCEA for future assessment - Most departments trialled the tasks last year and have tweaked their approach to make it more manageable - A couple of departments are in the process of writing a new/another task replacing their current task - Most departments have proceeded to grade some of the work submitted. - In September departments advised to hold grading procedures until further advice received from CCEA & DENI. </div> | | | | | | |
| <p style="text-align: center;">Objectives/ targets to bring about improvement</p> | <p style="text-align: center;">Success criteria</p> | <p style="text-align: center;">Actions to bring about improvement</p> | <p style="text-align: center;">Time/materials/ staff development including costings</p> | <p style="text-align: center;">External Support Required</p> | <p style="text-align: center;">Staff/lead responsibility</p> | <p style="text-align: center;">Timescale</p> |

| | | | | | | |
|------------------------------|---|--|---|------------------------------------|--------------------|--------------------|
| <p>1. C2k Upgrade</p> | <p>Broadband & faster Internet service to assist Learning & Teaching Introducing of Wifi to assist Learning & Teaching with iPads</p> | <p>ICT co-ordinator to liaise with C2K with regard to Broadband upgrade installation of Wifi routers Technical support Provision of technical support for staff with regard linking iPads to Wifi Addition to the E-Safety policy with regard pupil access to Wifi Addition to ICT policy with regard to 'Bring your own device policy' correct usage of device within the classroom as part of the learning process</p> | <p>ICT co-ordinators setting up staff passwords on individual iPads staff to be informed on changes to policies</p> | <p>C2K installation of routers</p> | <p>IM & MP</p> | <p>2013 – 2014</p> |
|------------------------------|---|--|---|------------------------------------|--------------------|--------------------|

| | | | | | | |
|--|--|---|--|---|--|-------------|
| 2. Addition of New Hardware & Software | Learning and Teaching enhanced due to iPad usage within the classroom Attendance improved due to effective use of 'Group-Call' | Acquisition of new hardware Unlimited group-call Consideration of 'Fronter' for VLE | Staff training with regard iPad usage to enhance Learning and Teaching | C2K installation of new hardware | IM & MP | 2013 – 2015 |
| 3. School Website upgrade | Improved intake due to online Prospectus Information for Prospective Yr 8 parents Enhanced Departmental information incorporating subject specification, staff etc. | Development of 'Flip Book Prospectus Yr 8 Intake information Departmental enhancement – including staff members in each dept. | Free Flip Book software Staff already trained on Departmental enhancement | | IM & MP Heads of Dept Head of Yr 8 | 2013 – 2015 |
| 4. St Louis partnership of an 'iTunes U-course' (Pilot scheme) | Online resource for pupils with access to websites, weblinks, videos, etc. which enhance their learning | Continual improvement with regard to resources of this shared site. | Costs for sub-cover with regard training and partnership meetings | Funding from 'Shared Education Project' | IM & MP | 2013 – 2015 |
| 5. ICT Assessments (Cross-Curricular Skills) | Working towards successful implementation and completion of ICT Accreditation for KS3 | Schools may need to submit pupil e-portfolios for moderation for every level (as per circular Oct 2013) | MP to assist staff | | MP | Ongoing |

Strategies for monitoring and evaluating:

- Minutes of ICT meetings
- Evaluation questionnaire assessing the value of iPads within the classroom
- Monitoring Departmental information on the school website to ensure consistency; frequency of use through website counter, etc.
- 6th form Pupil questionnaire to assess the value of iTunes partnership
- Evaluating the piloting of mobile phones access as part of the learning process
- Tasks - Submission of ONE set of evidence (i.e. from one pupil) for each level assessed

Conclusion: (to include overall evaluation with relevant evidence)

Overall evaluation will take place in June 2014.

Where are we now?

CEIAG delivered through all subjects & addressed in every Dept's policy documentation. Careers' Fair in the ALC. Host Careers' Convention in School

| Objectives/ targets to bring about improvement | Success criteria | Actions to bring about improvement | Time/materials/ staff development including costings | External Support Required | Staff/lead responsibility | Timescale |
|---|--|---|--|---------------------------|---|---------------|
| CEIAG to remain a priority. | Pupils in all years and of all abilities have access to CEIAG. | Careers' Library open to all pupils one lunchtime per week. | Time from Head of Careers. | | Head of Careers | All year. |
| | | Careers' Fair for Special Needs' pupils in the ALC. | ALC funding | ALC | EF co-ordinator/ Teacher in charge of LSC. | Term 2 |
| | | Careers' Convention in school. | Staff input into this event | External agencies. | SLT/Head Of Careers | February 2014 |
| <p>Strategies for monitoring and evaluating:</p> <p>Minutes of meetings. Data recording use of Careers' Library.</p> | | | | | | |
| <p>Conclusion: (to include overall evaluation with relevant evidence)</p> <p>Overall evaluation will take place in June 2014.</p> | | | | | | |

Where are we now?

New Learning and Teaching Policy developed and presented to staff.

Professional support – CASS

Sharing good practice prioritised in Dept minutes

| Objectives/ targets to bring about improvement | Success criteria | Actions to bring about improvement | Time/materials/ staff development including costings | External Support Required | Staff/lead responsibility | Timescale |
|--|------------------|------------------------------------|--|---------------------------|---------------------------|-----------|
|--|------------------|------------------------------------|--|---------------------------|---------------------------|-----------|

| | | | | | | |
|---|---|--|---|--------------------------------------|---|-------------------|
| New Learning and Teaching Policy developed and presented to staff. | Policy written & discussed with staff at INSET. | Policy written & discussed with staff during INSET | INSET time | Policy to be approved by B of G | SLT | 2013-2014 |
| Greater use of TTI document to promote improvement in Learning & Teaching | All staff familiar with TTI 2.2 (cascaded down from SLT to HOD to Dept members) | Regular analysis of TTI 2.2 at Departmental & whole-school level. Feedback to SLT via Small Group support System | Gradual progress through 2.2 on INSET days Dept time on INSET days & directed time | Dr A Lennon & Mrs H McFarland (CASS) | SLT/HODs | End of June, 2014 |
| Encourage staff to use Reflective Teacher to reflect on performance | Staff regularly reflect on & evaluate lessons | Reflective Teacher overview laminated & on teachers' desk to encourage regular use. | Staff time | | SLT/HODs | Ongoing. |
| Self-evaluation leading to Departmental Evaluation | All staff to complete self-evaluation questionnaire prior to completing Dept self-evaluation questionnaire. | Depts to identify three areas for improvement. Dept Action Plan should address (some of) these areas & measures should be put in place to improve. | Dept time on INSET days & directed time. | CASS | SLT to prepare documentation for INSET. | Ongoing |

Strategies for monitoring and evaluating:

SGSS (led by SLT) will monitor & evaluate discussion of 2.2

PRSD should assist with evaluating (if Depts have used strengths & weaknesses as a focus for improvement)

SLT monitor & evaluate through reading Dept minutes & Enhanced Exam Analysis

Copies of Departmental Evaluation to be submitted to SLT. (Some) areas for improvement should be addressed in Departmental Action Plans

Conclusion:

Overall evaluation will take place in June 2014.

Where are we now?

A range of data is used to ensure that pupil progress is monitored and evaluated. Use of YELLIS has been discontinued, since there was little correlation between its predictions and final outcomes at GCSE. The Mentoring Scheme has been used successfully with underachievers in Year 12. The shared courses have proved very successful, as is evidenced by our student results. CCS were formally monitored in 2012-13 through the whole-school PRSD objective.

Assessment: Action Plan

2013 - 2014

| Objectives/ targets to bring about improvement | Success criteria | Actions to bring about improvement | Time/materials/ staff development including costings | External Support Required | Staff/lead responsibility | Timescale |
|--|--|---|--|---------------------------|---|----------------|
| Enhanced exams analysis will be introduced in 2013-2014 | Areas for improvement identified and addressed. | Each Department to provide detailed analysis of exam performance at GCSE, AS and A2 | Presentation delivered by VC to all staff. | | SLT HOD (or other member of Dept to take lead) | Ongoing |
| SIMS tracking module developed by C2K so that pupil progress can be identified. | Pupils in need of help identified. Action put in place to help these pupils. Greater availability of data - MIDYIS, PIM, PIE, Reading age | Each dept to set individual targets for a complete class at either KS3 or KS4. Tracking tests to identify underachievers. Teachers to take appropriate action to help these pupils. | Staff development for all staff. | Training from C2K | SLT | Pilot all year |
| Staff more aware of baseline position of pupils. | Staff can interpret data & use relevant data to inform their planning & teaching. | Whole-staff presentation on Midyis data. Reading age, PIM & PIE data available. | All year | Training from C2K | RR/NG | All year |

Strategies for monitoring and evaluating:

Copies of each department's Enhanced Exam Analysis to be supplied to SLT.

Data & monitoring of pupil progress present in Departmental minutes.

Use of individual targets monitored by whole-school through PRSD - it is our Whole-school objective this year. PRSD requires evaluation of the SIMS tracking modules by all staff who have completed PRSD.

Conclusion: (to include overall evaluation with relevant evidence)

Overall evaluation will take place in June 2014.

Consultation Process:

| | |
|--|-----------------------|
| SLT discussion re SDP priorities | June/July/August 2013 |
| SDP priorities shared with staff | August 2013 |
| SDP priorities reviewed by Departments - input forwarded to SLT & Allied Dept Action Plans subsumed into Draft SDP by SLT. | September 2013 |
| SDP priorities discussed with B of G | September 2013 |
| SLT wrote draft SDP | October 2013 |
| Staff consultation on draft SDP | November 2013 |
| SDP altered in light of staff consultation | November 2013 |
| SDP finalised and made available to B of G and to staff | November 2013 |
| Parents' Edition of SDP available on website | December 2013 |