



ST. ABYN'S SCHOOL IMPROVEMENT PLAN

1. FINANCIAL, BUILDING AND ADMINISTRATION

2. EDUCATION PROVISION

3. PASTORAL CARE AND RELATIONSHIPS

4. LEADERSHIP AND MANAGEMENT

Our Mission

We are committed to the academic and all-round development of every child in the School.

Our aim is that each child becomes:

- A self-confident, independent, inquiring learner
- A considerate, moral, versatile individual
- A sociable, responsible, tolerant citizen

To achieve this, we work together to provide a learning environment, characterised by:

- High aspirations and clear expectations
- A broad, balanced well-resourced curriculum
- Responsiveness to each individual's talents and needs

Our motto from 1884 still reflects our approach to teaching and learning today:

Fortiter, Fideliter, Feliciter

Bravely, Faithfully, Happily

Area 1 FINANCIAL, BUILDING AND ADMINISTRATION – High aspirations and clear expectations

| Target | Action Required | By Whom | Time Scale | Resource & Training Needs (with costs) | Success Criteria | R/A/G |
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| The School: Sound Proofing of the PAC foyer | Full sound proofing of the lower area and up the stairwell to the gallery and classroom | MF LB | Christmas 2021 | Budget costs | Improve sound quality when hosting a large number of guests and they are all speaking at the same time. | |
| The replacement of the Reception conservatory and an extension to the Pre Prep building. | To get planning permission for the tearing and down and the rebuilding of the extended area to the Reception classes. An additional extension will compliment the current Pre Prep building. | CB LB | Summer 2022 | Priorities and costs determined by Governors. | Improved aesthetic, heating and sound quality. A more comfortable environment for the pupils and teacher to apply their practice. | |
| Pre Prep Building | Improve the layout of the entrance and the internal reception area. | CB JB LB | Summer 2022 | Priorities and costs determined by Governors | Creating a workable space for the LSAs | |
| Soundproofing of the Sportshall | Complete soundproofing of the facility to improve the sound quality during games and PE lessons. | LB | Lent 2021 | Priorities and costs determined by Governors | Reduced echo sound will help improve the teaching and the learning during the games and PE lesson | |
| PAC flooring | Strip and reseal flooring | CB LB | 2023 | Priorities and costs determined by Governors | A suitable environment for pupils and visitors | |

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| Refurbish the toilets in PAC. | Employ MT to complete the works | LB MF | 2021 - 2022 | Priorities and costs determined by Governors. | A suitable environment for staff and visitors | |
| Refurbish the women's toilets in the main building. | Employ MT to complete the works | MF LB | Summer 2021 | Priorities and costs determined by Governors. | A suitable environment for staff and visitors | |
| Art Room Windows | Convert Art room windows to electrical operation and sun filtering glaze | CB NL | 2023 | Maintenance budget and costs determined by the Bursar. | An easy to access window operating system to allow fresh air into the room on warm days. | |
| The decorating programme across whole school, including Sportshall and PAC | A programme to ensure the upkeep, maintenance and aesthetics | CB JL | 2022 – ongoing | Priorities and costs determined by Governors. | A clean and maintained environment | |

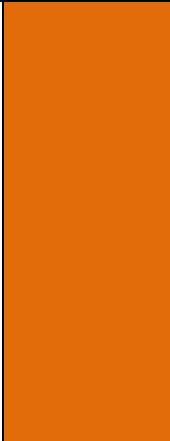
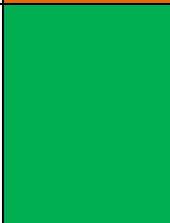
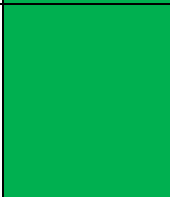
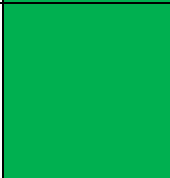
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| Roof on main buiding | Needs to be strengthened in places and renewed | MF | 2022 | Priorities and costs determined by Governors | A safe and comfortable environment for teaching and learning | |
| Land to left of the bag store | Needs to be redeveloped. Would provide storage for cricket nets | CB | 2024 | Priorities and costs determined by Governors | Improved sports facilities and storage areas. | |
| Pre Prep/EYFS: Permanent outdoor /covered learning area for water/sand, art/construction activities. Way to cover some of the secret playground? Wooden structure on grass? | Construction to accommodate this request. Head of Pre Prep to source plans and photos. | CB LB JB | 2023 | Budget requirement. | Children are kept out of the sun and are protected from inclement weather. | |
| Soft pour flooring on the playground. Resurface and level the Pre Prep playground. (Soft pour may not be appropriate for whole area as it can get slippery when wet) Once surface is fixed, professional markings/games on playground. | An investigation by the Head of Pre Prep of a suitable cost effective surface. | CB JB | 2022 - 2023 | Budget requirement. | Reduction of the number of visits to the Nurse for sore knees and elbows. A safe playing area and surface for EYFS and the Pre Prep children. | |

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| Sun cover for the middle outdoor area with green soft pour floor in Nursery. | An investigation by the Head of Pre Prep of a suitable cost effective surface. | MF JB LB | 2022 - 2023 | Development requirement and approval from Governors. | A comfortable playing area for the Nursery. | |
| Programme of furniture replacement in Reception classrooms. | Investigate suitable furniture appropriate for the setting. | MF JB LB | 2019 – 2020 | Budget requirement | Modern furniture to assist teaching and learning and to match the style used in the Nursery. Consistency to our EYFS requirements. | |
| Refurbish the adult toilet in Pre Prep. | Establish a design. | MF JB | 2022 | Budget requirement | A comfortable environment for staff. | |
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| Sports Facilities: | | | | | | |
| IWB in the sports hall | Installation of IWB/screen | LB GB HE MS MF LB | 2021 | Budget Item | IT integrated into sport. | |
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| Flooring in Sportshall | Areas need attention | LB MF GB HE | 2022 | Budget item | Improve facilities for pupils | |

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| Cricket base under nets | Replace concrete and astro | GB MS LB MF | 2022 | Budget item | Improve facilities for pupils | |
| Middle School Redecorate classrooms and install child friendly displays. | A rolling programme of classroom maintenance. (Programme to be made available to staff when prepared) | LB MF and HoD's | Ongoing | Departmental and maintenance budgets. | A comfortable and stimulating environment for staff and children. Good impression set to parents. | |
| Year 5 Classroom (SSY) | Control damp problem. AREA TREATED – ROOF WORKS REQUIRED | LB MF CP | 2022 | Development budget | A healthy and comfortable environment for teaching and learning. | |
| Sinks in all classrooms | Install sinks – some classrooms have a sink, some do not. | LB MF CP | 2022 | Development budget | Better facilities for lessons – particularly art/DT/science. | |
| Matching desks and chairs in Middle School classrooms. | Classes have a mix of furniture. Review so that the tables/ chairs are uniform. | LB CB BW | 2022 | Fabric budget requirement and costs approved by Governors. | An improved environment and good impression set to visiting parents and prospective parents. | |
| Grounds: Staff Car Park. | Improve the surface area and demarcate specific car park lines. | LB MF | 2023 | CB budget requirement | A better-organised and aesthetically pleasing car park arrangement. | |
| A rolling programme for the gardens. | Facilities manager to ensure colour at the entrance to the school in the summer and to ensure that the gardens around the School are kept neat and tidy. | CB JL | Ongoing | Departmental budgets. | A neat and aesthetically pleasing school. | |

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| Replace fencing – Year 4 block. | Replace the broken/weathered wooden fencing. | CB JL | 2022 | CB budget requirement. | Aesthetically pleasing and safely secure. | |
| Music | Sound proof the internal window in the music room | CE MF | 2021 | CB budget requirement | Improved quality of sound and less disturbance resulting in improved teaching. | |
| SASS shed to be completed | Lay plastic skirt, flooring, lining. Build a step. | MF JL | 2020 | CB budget requirement | Improved facilities for SASS uniform. | |
| Safety and security: | | | | | | |
| FOB Access. Areas outstanding to be updated. | All staff to carry identification and security entrance system via the FOB. | MF JL | All areas completed by 2022 | Maintenance budget. | Added security and control measures within the School. | |
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| Lighting | Evaluate the lighting of the site after dark, as there are many dark, potentially unsafe areas. | CB JL | 2022 | Maintenance budget | Safety and security for all staff and children. | |
| Better lighting in Pre Prep playground. | Evaluate the proper lighting required and where it will work. | CB JL | 2022 | Maintenance budget | Safety and security for all staff and children. | |
| Site Security | The site needs to be locked at evenings and weekends and the alarm set. | CB JL | 2022 - ongoing | Maintenance budget | Protection of the site. | |

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| Locks | Paxton Locks to be installed throughout the whole school. | MF JL | 2022 | Maintenance budget | Safety and security for all staff and children. | |
| Signing in system | Change the current signing in system to an electronic system that stores photographic images for future use. | CB CW LB | 2021 | Budget | Improved safeguarding procedures and swift measure for signing in visitors. Staff sign in for fire protection monitoring | |
| Fencing | Complete fence replacement across the site and the replacement of the gate and wall on the New Road Fencing on Bunces Lane needs to be strengthened | MF JL | 2021 | MF budget requirement | Protection of the site. | |
| Senior School: Decorating | A rolling programme to ensure all areas are neat and presentable (Programme presented to staff). | HoDs MF LB | Ongoing | Priorities and costs determined by the Bursar and Headmaster. Maintenance Budget | Prevent a larger decorating programme. | |
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| Senior School Access Requirements | Install a lift and create a new entrance for children to the Senior School. | MF MF LB SD | 2021 | Priorities and costs determined by Governors | Access requirements match accessibility policy and easier flow of children through the School. | |

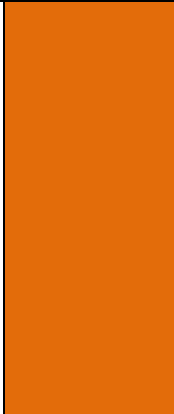
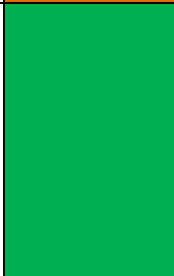
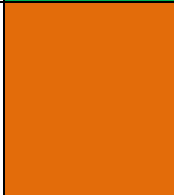
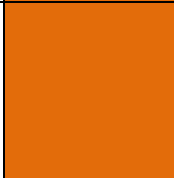
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| <p>Marketing:</p> <p>Maintain/increase overall numbers on roll (530+)</p> | <p>Continue innovative marketing strategies, raising academic, sporting and performing arts standards. Promotional material – curriculum directory (produced annually), handbook, (produced annually), prospectus</p> <p>, and weekly newsletters. Two Open Days to exhibit good practice and facilities.</p> | <p>LB DC</p> | <p>2022 - ongoing</p> | <p>Budget determined by the Bursar. Budget Item</p> | <p>Tours and interviews conducted by the admissions officer and Head. Excellent administration and communication.</p> |  |
| <p>Photography</p> | <p>Drone photography to capture the physical facilities of the campus.</p> | <p>DC</p> | <p>2019</p> | <p>Budget Request</p> | <p>Prospective parents have an opportunity to view the site when visiting the website.</p> |  |
| <p>Registrations</p> | <p>Online registration facility via the website.</p> | <p>DC</p> | <p>2019</p> | <p>No cost</p> | <p>Less admin time sorting paper registrations. Easy access to information to be transferred to ISAMS.</p> |  |
| <p>Governors</p> | <p>Marketing committee established</p> | <p>Governors</p> | <p>2019</p> | <p>No cost, governors' expertise</p> | <p>Establish an informed plan regarding present and future marketing.</p> |  |

Area 2: EDUCATION- A broad, balanced, well-resourced curriculum

2.1 THE EDUCATIONAL EXPERIENCE PROVIDED

| Target | Action Required | By Whom | Time Scale | Resource & training Needs (with costs) | Success Criteria | R/A/G |
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| Subject Audits Monitor and evaluate all curriculum policy documents, and subject audits cycle ongoing. It will include a compliance audit. | Subject leaders to be empowered to take on areas of responsibility and mentored to ensure excellent work. Subject leaders to observe with HoD. Subject and HoD meetings to be used to discuss. | LB HS | Ongoing | Mentoring and meeting time. Implications for budget considered in Lent/Summer Term for September. | Empowered leaders in each department with departmental specific knowledge and understanding. Collaboration with Heads of subject on most appropriate skills and expectations for departments. | |
| IT HoDs to incorporate the expertise of the IT teacher in the planning, implementation and teaching of IT in the curriculum. IT teacher to use initiative to propose and introduce technological initiatives. | Update the curriculum and review resources allocation and use of IT as a link with the curriculum. Monitor scheme of work – to include coding and e-safety. Offer support to classroom teaching using appropriate resources. | HoDs LB HS MS HB | September 2019 and ongoing | Inset for set up and ongoing support. Update for budget implications in the rolling programme. HoDS to attend training. Costings + impact on network/servers, | The efficient use of IT in the curriculum. | |
| The introduction of Digital Leaders to all departments. Inset training by NS | Proposed INSET opportunities to engage staff and to improve technological skill. | SMT | ongoing | Purchasing devices, apps etc. | Teachers equipped to use technology confidently as part of their teaching. | |
| Marking and feedback policy review and monitoring. | Process complete, thorough consultation of all stakeholders. Ongoing monitoring and tweaking of the procedure. | HS SMT | 2019 ongoing | No costs involved | Improved teacher well-being due to a reduced marking load. Constructive feedback to pupils. | |
| To undertake a full curriculum and timetable review to provide the most efficient opportunities for pupils to learn. | Evaluate and refine the curriculum to ensure its relevance and accessibility to all children. To increase the percentage of time allocated to foundation subjects through each age phase. | HS LB CP JB SD | 2019 Ongoing and annual review | Budgets approved for INSET. | Up to date with government initiatives, satisfied staff, pupils and parents. Opportunity for pupils to improve skills. | |

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| The development of outstanding teaching and learning. | Teachers' observation/learning walks by HODs and Subject leaders. Teachers have the opportunity to observe their peers. INSET on excellent lessons to be conducted by HoDs and Subject leaders. Peer observations | HS LB HoDs | Ongoing | CPD as per budget allocation. | Lesson observations indicate independent learning, IT, questioning, use of AFL and IT. Improved practice, empowered and upskilled staff. | |
| PSHE | Monitor the curriculum to accommodate the current political situation - FBV and 'Prevent'. Monitor the correct and efficient use of the Jigsaw curriculum. | MS | Ongoing | No extra costs involved. | Curriculum to fall in line with current DFE demands. Pupils are enlightened and understand good citizenship. | |
| Investigate the use of an effective tracking module through Edu cater. | HS to source an external module to suit the School's needs. Teachers to establish Key Performance Indicators and objectives. | HS LB HoDs | 2019 Ongoing | Costs as per budget allocation | The improved learning outcome for the children and the reporting process. Time saving as the tracker can generate reports and prepare data based on internal and external assessments. | |
| Review of the homework policy | Engage in a consultancy process with teachers who are parents. Establish a middle ground. | HS LB HoDs | 2019 | No costs | Improved well-being of children. It must be noted that if the current policy is satisfactory, then there will not be any change. | |

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| <p>Additional Learning</p> <p>Continue to develop classroom provision for EAL</p> <p>Improve more able provision</p> | <p>Increase teachers' responsibility for enabling progress and ensure they have the skills to do so.</p> <p>Develop staff's ability to identify More Able provision in Year 5. Audit current provision and its effectiveness. Head of Maths and English to support the process.</p> | <p>CW and HoDs</p> <p>CW and HoDs</p> | <p>Ongoing</p> <p>Ongoing</p> | <p>Additional Learning budget.</p> <p>Audit/Staff meetings</p> | <p>Will allow earlier and more accurate identification of SEN, EAL and More Able pupils in Year 5.</p> <p>Improved provision/targeted scholarship provision for maths and English.</p> |  |
| <p>The improvement of Additional Learning processes.</p> | <p>Head of Additional Learning to scrutinise the SEN register, look at referral procedure via the flow chart and ensure monitoring of performance with the Deputy Head (Academic) and HoDs. Conduct More Able Audit.</p> | <p>CW HS HoDs</p> | <p>Ongoing</p> | <p>Audit and introduction of the new procedure.</p> | <p>A streamlined process ensuring academic progress and value - added.</p> |  |
| <p>Academic</p> <p>Literacy Skills.</p> | <p>Improve speaking and listening through good transitions.</p> | <p>CW and HoD's</p> | <p>Ongoing</p> | <p>HoD budget</p> | <p>Children better prepared for 11+.</p> |  |
| <p>Improved skills in writing, listening, literacy and numeracy. Evaluate schemes for assessment in these areas.</p> | <p>Access current schemes/methods and improve development needs from the audit.</p> | <p>HS and subject leaders</p> | <p>2019 - 2021</p> | <p>As per budget.</p> | <p>Improved levels in these areas. Children's writing levels show improvement.</p> |  |

AREA 2.2 PUPILS' LEARNING AND ACHIEVEMENTS

| Target | Action Required | By Whom | Time Scale | Resource & Training Needs (with costs) | Success Criteria | R/A/G |
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| Data Management Managing Data: Make changes to benchmarking procedures to incorporate data from the end of EYFS – KS1 – KS2. | Use of Baseline and GL data. To use NGRT and NGST | HB JB BW | Ongoing | As per budget. | The new tracking system will ensure more effective and correct data. Data used to ensure monitoring of progress and the use of intervention measures. | |
| GL baseline in Reception and GL Progress at the end of the year | GL Preparation. | JB | Ongoing | As per budget. | Early identification of innate ability. | |
| Tracking - New tracking system which is the same throughout the School | Investigate a tracking module to generate reports. Teachers set their objectives and Key Performance Indicators | HS CP JB SD | 2023 | Local budget. | Formative assessments incorporated into reports via tracking and mark books. Moderation will be more effective. Data to inform the next steps in the children's progress. | |

AREA 2.3 SPIRITUAL, MORAL, SOCIAL AND CULTURAL DEVELOPMENT

| Target | Action Required | By Whom | Time Scale | Resource & Training Needs (with costs) | Success Criteria | R/A/G |
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| Mindfulness morning – calm start to the day. | Class teachers to implement. HS to plan training and advice. | HoDs HS | Ongoing | No Cost | Reflective, calm environment and encouragement of pupils to self-regulate. | |

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| Inter-House spirit | Adding new events and competitions. | | ongoing | Priorities and cost determined by Head | Continued establishment of House spirit | |

AREA 2.4 TEACHING (INCLUDING ASSESSMENT)

| Target | Action Required | By Whom | Time Scale | Resource & Training Needs (with costs) | Success Criteria | R/A/G |
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| Learning Walks | HoDs to accompany subject coordinators from their departments. | HoDs and subject heads | Ongoing | No costs | Remediation of specific teaching needs. | |
| Social Responsibility | Teachers to review the current curriculum-planning template and include social responsibility. Assembly themes to represent ESR | HoDs LB HS | Ongoing | No costs | Pupil's understanding of how the world works and the future sustainability of the planet. | |
| To improve the assessment of the writing across the School. | Introduction of NMM FOR English writing assessment | Head of English and HB | Ongoing | Budget determined by the bursar. | Nationally comparative assessment data. | |
| To improve the teaching of all abilities through adaptive teaching. | The sourcing of an outside training provider. | HoDs LB HB | Ongoing | Budget costs determined by the bursar | Teachers are better informed and can apply skills and principles in practice. | |

AREA 3: CARE AND RELATIONSHIPS: We are committed to the academic and all-round development of every child in the school.

AREA 3.1: PASTORAL CARE, WELFARE AND HEALTH & SAFETY

| Target | Action Required | By Whom | Time Scale | Resource & Training Needs (with costs) | Success Criteria | R/A/G |
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| Management of Pastoral Care, St Aubyn's Promises, School Mission, | Continue to develop discussion and action through Form Tutors and all staff, linked with Behaviour Policy. | All Staff | Ongoing Annual Review | Time | Clear lines of Pastoral communications. Connected to | |

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| Special Educational Needs and Disability Act (SENDA). | | | | | improved discipline records and support for staff and students. | |
| Record keeping system updated in line with Child Protection Regulations and GDPR. | Background records for each child kept and stored efficiently. Record of personal development (staff and children). Data recorded on ISAMS. Day to day records by staff and students. Records for reporting to parents. | NC LB DC HS CW MF | Ongoing | Time and staffing | Records in place and uses for value added and reporting to parents and school. | |
| Allergy Risk assessments | Include an anaphalactic plan and RA to support children with allergens. Check treats brought in to school. | Nurses LB and risk and compliance governors | ongoing | No cost | A specific RA and plan with procedures to follow. | |
| The introduction of CPOMS | DSL to research the possibility of introduction to improve CP, medical and pastoral information. | MS HoDs LB | Ongoing | Cost approved by LB and Bursar | Improved internal system of communication. | |
| Child Protection Report | DSL to send termly report to governors. | MS | | N/A | Governors and safeguarding governor to receive a report in advance of meeting to absorb and study. | |
| Identification of all staff. Badges with photos? | Staff to wear ID lanyard badges at all times. | LB CB | Ongoing | Priorities and costs determined by the Bursar | Red lanyards identify teaching and admin staff of the School. | |
| FOBs (Security) | JL to ensure all locks use the electronic system. | JL MF | 2023 | Priorities and costs determined by the Bursar | Safety of the School building. | |
| Electronic sign in system | Suitable system to be sourced by Bursar and Head | MF LB | 2020 | Budget cost | Effective control of safeguarding procedures and lists for a fire drill. | |

AREA 3.2: LINKS WITH PARENTS AND THE COMMUNITY

| Target | Action Required | By Whom | Time Scale | Resource & Training Needs (with costs) | Success Criteria | R/A/G |
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| Marketing | 530 + overall – continue innovative marketing strategies, raising academic, sporting and performing arts standards. Promotional material produced electronically– curriculum directory (produced annually), handbook, (produced annually), prospectus (updated last year), and weekly newsletters. (done) Two Open Days to exhibit good practice and facilities. (done) | LB HS MS DC | Ongoing | Priorities and costs determined by the Bursar. | Tours and interviews conducted by the admissions officer and Head. Excellent Administration and communication to keep parents and staff informed via a socially responsible mechanism. | |
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| Newsletter | Digital Format to be investigated to determine viability and easy access. | HM | 2021 | No cost | An easily accessible format in line with the School's branding. | |

AREA 4: LEADERSHIP AND MANAGEMENT: Responsiveness to each individual talents and needs

| Target | Action Required | By Whom | Time Scale | Resource & Training Needs (with costs) | Success Criteria | R/A/G |
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| Establishing Staff Teams to identify the means whereby subject leaders have sufficient opportunities to monitor and evaluate teaching and learning to raise standards higher. | Continue to develop Subject Teams, with clear objectives that are accountable, responsible for subject development, and planning. Continue to develop Phase Teams: Year group, Pre - train subject leaders in how to monitor and scrutinise. | HB | Ongoing | Clear guidelines set out for subject audits by HS. | Relationship with SMT and staff developed, subjects secure. Training to monitor and evaluate subjects. | |
| Critical information for staff. | To ensure that staff have a continued understanding of the curriculum, assessment, mark books, assessment sheets, moderation and reports. A termly review, perhaps on inset day or a whole school meeting at the start of term, of where to find these and how they are used. | HB LB | Ongoing | Clear guidance set out by HB. | Teachers have a good understanding as to how the system works. | |

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| Responsiveness to each individual's talents and needs | To ensure that staff have a continued understanding of the curriculum, assessment, mark books, moderation and reports. A termly review, perhaps on inset day or a whole school meeting at the start of the term of where to find these and how they are used. | HB HoDs LB | Ongoing | Clear guidance set by HoDs. | All teachers work consistently, understanding their role and what has to be achieved. | |
| To ensure that all children are safe and calm in the playground. All areas of the school to take a consistent approach to lining up. (not Seniors) Restructuring of playtime in Pre Prep to improve procedures. | Clear structure to the playtimes on the AWP's, the use of playground and orchard in the summer to give variety. Organised games that are supervised by the TAs. The introduction of play equipment, lego and a designated area for football to engage the children in a more fulfilling playtime. (specific to Pre Prep) | HoDs MS LB | Ongoing | Clear guidance set by HoDs. | Pupils are comfortable at play times and all involved. | |
| HoDs and the management of the Deputies. | To help with the newly appointed Deputies and their development. | HoDs and Deputy HoDs | Ongoing | Clear guidance set by HoDs. | Good support for the HoDs and benefit to the leadership structure of the School. | |
| Online system for new registrations. | With the appointment of the new Registrar, it is appropriate to change the system to coincide with the School Management System. | DC MF LB | Ongoing | System introduced by DC | A more efficient and socially responsible way of organising registrations and to have all the information at the press of a button. | |
| To organise the compliance systems and procedures in the School. | Support the compliance officer (CW) in reorganising the systems and procedures with specific support from Bursar, Facilities, HR and Headmaster. | CW | Ongoing | Clear guidance by the Compliance officer (CW) | The School is compliant ready at all times. | |

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| Management of IT in the curriculum | HoDs to take responsibility by ensuring that their departments are using technology in their curriculums. NS to offer guidance and support. | HoDs, Head of IT (HB) LB | ongoing | Clear guidance by the SMT, IT teacher and knowledgeable staff. | Teachers use technology daily in their teaching. | |
| Become an approved Digital School | Aim to obtain the Naace ICT mark of approval. | IT coordinator | Sept 2022-2023 | School guided by research and investigation by IT coordinator. Cost and priorities determined by Governors. | Mark of approval regarding technology at the School. | |
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