

Step 5: School Improvement Plan

Focus of SSE 2023-2024 – Year 1

Effective Feedback and Reporting with clear focus on students taking responsibility for their learning or feedback

This will encompass Effective Oral/Class Feedback and Term Reporting:

1) Feedback on class work including oral feedback on classwork

This can happen in a variety of ways including:

- Through Microsoft Teams with written feedback on assignments or work submitted
- Discussions or feedback on tests during class
- AfL back of the copy tracker template
- Parent Teacher feedback

Note: In all these cases, the focus is to generate evidence of effective feedback, which helps students to track their progress, whilst also providing clear steps for student to advance their learning.

2) Feedback through termly reporting after assessments

This year will see the move to 3 semester assessments, each followed by the completion of reports. Building on the evidence/data gathered during 2023-2024, the general aim is for a more uniform, informative style of reporting in the comments section, that is specific in the guidance it offers.

Overall aim of Reporting, based on overall improvement plan:

Target:	Rationale:
❖ Aim for 5/6 sentences	Staff seeking guidance on how much to write Keeps overall printed student report consistent and professional Avoids lengthy, imbalanced reporting
❖ Offer concise snapshot of progress to date – exam performance	Effective reporting is concise and informative Reporting serves to inform on progress
❖ Try offer specific guidance or tips on moving learning forward	Parents/guardians like to know how students can improve Discussion point with students to focus on positive steps forward
❖ Be professional and personal	Consensus on less but more effective style of reporting Time devoted to writing reports should help move students along Need to edit comments and proof-read before submitting
❖ Balance past performance with potential to succeed	Students respond to positivity Offer 3 key priorities = reporting & feedback to feed forward

Step 6: Implement Actions & Monitor Targets

Our Improvement Plan

Timeframe of this improvement plan is September 2023- June 2023

Targets	Actions	Persons / groups responsible	Criteria for success	Progress and adjustments	Targets achieved
<ul style="list-style-type: none"> ✓ Agreed system of students' tracking progress ✓ 3 Semester-Based Assessments ✓ More uniform style of comments in reports 	<ul style="list-style-type: none"> ✓ Focus on positive affirmation ✓ Teachers identify specific, measurable and achievable targets for each students while writing reports 	<ul style="list-style-type: none"> ✓ SLT ✓ SSE Co-ordinator ✓ Subject Coordinators ✓ Teachers 	<ul style="list-style-type: none"> ✓ Agreed school-wide approach as set-out in SSE staff booklet ✓ Decreased errors in reports ✓ Greater focus on positive affirmation and specific feedback in report comments 	<ul style="list-style-type: none"> ✓ Reviewed at staff meetings ✓ Discussed at subject-department meetings 	<ul style="list-style-type: none"> ✓ Review ongoing after each semester report -