**Action Plan 2 September 2013 – June 2014**

(Priorities)

**Issue: Use of ICT in Monitoring and Tracking Pupil Progress**

**Present Situation**

* + Twelve ICT tasks have been devised by subject staff and approved by CCEA for Accreditation scheme
  + Six further tasks are awaiting approval from CCEA
  + Using ICT is well embedded at KS3 and is reported on in yrs 8 to 10 through a range of subject areas
  + ‘MySchool’ portal to be rolled out from September 2013
  + Limited ICT access for Sixth Form pupils doing private study – highlighted in pupil self-evaluation
  + Sixth Form students unable to Bring Their Own Device to school
  + Baseline assessment is used for Year 8 (Midyis), Year 11 (Yellis).
  + SIMS Assessment Manager is being used to record key assessment scores across all curricular areas in all key stages
  + A traffic lights system (linked to Assessment Manager) has been introduced to Years 8-10, as a means of monitoring pupil progress.
  + Sims.net has replaced Departmental spreadsheets as the monitoring mechanism for pupil progress and where necessary intervention should take place.
  + Comments on behavioural issues have been piloted by all members of staff.
  + Profiles 7 has been introduced to the school, staff training has been provided. Comment banks have been introduced.

**Outcomes:**

* + - Underachieving pupils in Forms 1 – U6 and their associated areas of weakness will have been identified by internal and external examinations.
    - Associated Pupil Support Programme will be provided through departments.
    - Pupil performance will be monitored in Years 8 &11 through the use of baseline assessment of ALFIE, GL and end of Key Stage 3 examination.
    - All departments will use Assessment Manager to record all key assessments for all Year Groups
    - By base-lining the Traffic Lights system against previous performance, departments will monitor pupil progress across all year groups with integration of ALFIE and GL.
    - Pupils and parents will be able to participate in target-setting as a means of raising levels of pupil achievement as a result of use of SLG piloted with Year 12 & 13.
    - Year 12 & Year 13 and Special Educational Needs pupils’ performance will be tracked with a view to raising achievement (Tracking/Parental information evening).
    - All Departments will place a greater emphasis on effectively using data within Sims.net as a result of streamlining and standardising key assessment tasks for all year groups.
    - Greater access for all pupils especially Sixth Form to wireless hotspots to enable them to bring their own devices.
    - Improved co-ordination of KS3, KS4 & KS5 ICT provision – Quality of Provision, Teaching and Learning, Achievements & Standards, Pastoral, Leadership & Management

**Actions to bring about development:**

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| **What has to be done** | **Who will do it** | **Date** |
| Departments will devise tasks covering the 5Es and achieve CCEA accreditation Working Party established, Depts creating tasks, awaiting guidance from CCEA on levelling | JK, NMC, HODs | June 2014 |
| Complete the tasks within the relevant year group  Monitor the progress and suitability of all tasks to ensure full coverage of the 5Es at levels5 and 6 Ongoing, Depts creating tasks, awaiting guidance from CCEA on levelling | JK, NMC, HODs | June 2014 |
| Run the full Accreditation Scheme with all year 10 students in time for statutory reporting in June 2014 | JK, NMC, HODs | June 2014 |
| Increased whole school emphasis on effective use of data to be regularly reviewed at SLT, HOD/HOY and Departmental meetings  Form 5 Raising Achievemnt held, Target setting Yr 11-14, identification of underachievement, intervention strategies implemented where appropriate | SLT, HODs, HOYs, All staff | Sept 2013 ongoing |
| Pupils and parents given Information, Advice and guidance in how to use SLG for monitoring pupil performance and target-setting | NMC, FF, SENCO | Sept 2013 ongoing |
| New IEP procedure implemented and parent Review meetings to incorporate target setting and strategies to raise achievement Parent & Pupil meetings ongoing & pupil pusuit instigated in Fm 1, SIMS used to raise awareness, good practice shared at Staff Development days, IEP resources reviewed and updated | Line Mgr, HODs, Dept Staff, SENCO | Sept 2013 ongoing |
| Install new computer suite – CP5 – with 19 machines Machines & suite installed | NMC, JP, RD, JK | Sept 2013 |
| Twice yearly Year 12 & 13 pupils and SEN pupils will discuss their key assessment task performance with their class teacher to identify strengths and areas Fm 5 Target setting held with tutors in Dec, L6 chance analysis shared with pupils on a one to one basis to identify levels of performance | JW, FF, HODs, All Staff, Yr 12 & Yr 13 pupils, SENCO | Nov 2013 & ongoing |
| Install wireless network throughout school Hardware installed awaiting full implementation from c2k | C2K, RD, JK, NMC | Sept 2013 onwards |
| Appoint a new Head of ICT Mrs Knox appointed | BoG | Aug 2013 |
| Appoint a new VLE/Social Media Lead Co-ordinator Mr Palmer appointed | BoG | Aug 2013 |
| Implement Baseline Assessment Package ALFIE to Years 8, 9 & 10. ALFIE implemented for Mathematics in Years 8-10 | DL | Sept 2013 & ongoing |
| Develop “My School” portal for school. Provide staff training on the use of this new resource. | FF & NMcC | Sept 2013 & ongoing |
| Develop SLG. School to act as a Pilot. Provide staff training on the use of this new resource. Staff made aware and awaiting implementation in January | FF & NMcC | Sept 2013 & ongoing |
| Sims Discovery established within school. Target pupil groups identified and set up. | FF & DL | June 2014 |
| Use of Sims.net via web access. Provide staff training on the use of this new resource. Staff made aware | FF & NMcC | Sept 2013 & ongoing |
| Future communication with parents– reporting and general admin. Updated and reviewed. Eg use of SchoolComms. | NMcC | Sept 2013 |

**Resource Implications/Costings:**

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| **Resources** | **Cost £** |
| Time to devise and carry out the tasks  Training within departments  Training for HODS in admin operations | 2000 |
| ICT Hardware for CP5 | 45000 |
| Wireless network installation |  |
| Purchase ALFIE – MLP to pay | 3000 |
| Staff training – In house / NEELB / CEA | 3000 |
| Purchase of SchoolComms | 2000 |
| Staff cover to allow for observation of good practice | 2000 |

**Success Criteria:**

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| A range of tasks covering the 5 Es of Explore, Exchange, Exhibit, Evaluate and Express will have been written by subject teams and approved by CCEA |
| The Accredited Tasks will have been completed in class by KS3 students |
| An overview of the tasks will have been completed to ensure full coverage of the 5Es at particular levels |
| All students in yr 10 will have been entered for the Accreditation scheme and will have achieved a minimum of level 5 |

**Strategies for Monitoring & Evaluation:**

HOD reviews in October with VP Curriculum and Principal & Line manager meetings

Departmental self-evaluation and review during Departmental Meetings

To be Reviewed June 2014 Interim Review Dec 2013