



The Linden Centre
Assessment & Intervention
Short Stay School

The Linden Centre: Centre Development Plan 2017-2018 'Journey to Outstanding'

**Leadership and Management,
Teaching, Learning & Assessment,
Personal Development,
Behaviour and Welfare, Outcomes
for Children and Learners**

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**Version 1
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Priority 1	Leadership & Management						
Objectives	Actions	Timescale	Responsibility	Milestones	Outcomes	Monitoring & Evaluation	Status
1.1: SEF - To create a SEF which is concise, evaluative, collaborative, manageable.	<ul style="list-style-type: none"> To use the SEF from last year and the Headteacher's Reports to incorporate into the SEF. To write the sections of the SEF after each SEF dedicated Leadership meeting and share with CH for reflection and consideration. To send draft to Dave Smith for feedback. To upload onto the Website. 	<ul style="list-style-type: none"> Draft evaluation schedules completed weekly on Wednesdays at Leadership Meetings September 2017 Draft SEF completed by 28th September 2017 Final SEF completed by 12th October 2017 	RB CH	<ul style="list-style-type: none"> Draft evaluation schedules: Wednesday 13th 2017 Wednesday 20st September 2017 Wednesday 27th September 2017 Wednesday 4th October 2017 Draft SEF: Wednesday 28th September 2017 Final SEF on the website 13th October 2017. 	<ul style="list-style-type: none"> Concise, evaluative, collaborative and manageable SEF in place by 13th October and placed on the website. 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith Management Committee 	GREEN
1.2: Website – To create a inspiring and engaging website that meets all statutory requirements	<ul style="list-style-type: none"> Compare 3 quotes for website and make selection. Sign contract for revamped website. To be trained on uploading documents and images. To check uploads against the statutory guidance. Request staff to put all photographs of pupils in a centre folder on T Drive. Book in weekly Website upload sessions into the calendar. 	<ul style="list-style-type: none"> Website structure completed by Summer Term 2018. Website uploads completed by May Half Term. 	RB ALL STAFF	<ul style="list-style-type: none"> Quotes selected by Thursday 29th March 2018. Training by Friday 31st May 2018. Website live by Monday 4th June 2018. 	<ul style="list-style-type: none"> Full website live by Monday 4th June 2018. 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith Management Committee 	RED
1.3 Attendance – to rapidly improve attendance at KS1-2 & KS3	<ul style="list-style-type: none"> To monitor attendance weekly and share with staff To share Attendance Spotlight meetings every 4 weeks To conduct Safe & Well visits on day 2 absence, 	<ul style="list-style-type: none"> Daily Weekly Monthly Annually 	All Staff	<ul style="list-style-type: none"> Safe and Well emails data analysis every half term Attendance Spotlight Posters Attendance Spotlight Meetings Termly Attendance 	<ul style="list-style-type: none"> Significant improvement in attendance over 85% Secondary over 90% Primary 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith Management Committee 	AMBER

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	<p>and every day of absence thereafter.</p> <ul style="list-style-type: none"> To talk attendance every day. Introduce attendance awards. Analyse attendance data every term and value added attendance. 			Data bar charts			
1.4 To develop the centre's capacity to deliver high quality training for other schools	<ul style="list-style-type: none"> To work closely with the Behaviour support Team and Student Engagement Programme to offer an annual Behaviour CPD Programme 	<ul style="list-style-type: none"> CPD offer completed - September 2018 	RB CH	<ul style="list-style-type: none"> Vulnerable Learners conference – Friday 20th April Pupil support Services Meetings every 4 weeks 1: 1 Meetings with Andy Cooke every 4 weeks 	<ul style="list-style-type: none"> An outstanding programme of CPD presented in a booklet format for all schools – September 2018 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith Management Committee 	AMBER
1.5 Engage hard to reach Parents through regular coffee mornings – Linden Parent Hub.	<ul style="list-style-type: none"> To establish a Linden Parent Hub once a month to start with and increase this to once a week from September 	<ul style="list-style-type: none"> Launch - June 2018 	CH	<ul style="list-style-type: none"> Questionnaire to parents – May 2018 Create flyer early June 2018 Launch Hub mid-June 2018 	<ul style="list-style-type: none"> Family workshops - art and crafts and then subjects Increased parent involvement 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith Management Committee 	RED
1.6 Work towards a series of awards – Inclusion Mark, Parent Partnership Award.	<ul style="list-style-type: none"> To achieve Inclusion Award Mark and other awards 	<ul style="list-style-type: none"> Research opportunities - September 2018 Start award application October 2018 	RB	<ul style="list-style-type: none"> Research 3 awards that the Linden Centre could achieve – September 2018 Start the applications – October 2018 	<ul style="list-style-type: none"> To achieve recognition for the work that the Linden Centre achieves 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith Management Committee 	RED
1.7 Establish a Summer School in collaboration with the CiC team	<ul style="list-style-type: none"> To establish a CiC Summer school at the Linden Centre Primary – July/August 2018 	<ul style="list-style-type: none"> Meeting with CiC team – March 2018 	RB SB	<ul style="list-style-type: none"> CiC team meeting April 2018 CiC team meeting May-July 2018 	<ul style="list-style-type: none"> A successful annual art and craft CiC summer school 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith Management Committee 	GREEN
Priority 2	Teaching, Learning and Assessment						
Objectives	Actions	Timescale	Responsibility	Milestones	Outcomes	Monitoring/Evaluation	Status

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<p>2.1 Improve the quality and quantity of work in science.</p>	<ul style="list-style-type: none"> To provide training opportunities for staff To establish a Scheme of Learning for Primary and Secondary Science 	<ul style="list-style-type: none"> January 2018 	<p>CH</p>	<ul style="list-style-type: none"> Training for staff September 2018 Visits to schools to see Science work – autumn Term Schemes of Learning - January 2018 	<ul style="list-style-type: none"> Science delivery is much improved – rich and varies 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith Management Committee 	<p>AMBER</p>
<p>2.2 Develop use of Sheffield Assessment steps at Primary</p>	<ul style="list-style-type: none"> To introduce the Sheffield Steps Gaps analysis sheets To give teachers time to establish gaps for pupils 	<ul style="list-style-type: none"> September 2018 	<p>RB</p>	<ul style="list-style-type: none"> Calendar a team meeting to introduce Gaps Analysis sheets Termly steps data – May 2018 	<ul style="list-style-type: none"> Progress steps data and gaps analysis sheets available each term 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith Management Committee 	<p>AMBER</p>
<p>2.3 Develop a Literacy Policy</p>	<ul style="list-style-type: none"> To develop a Literacy policy across both sites 	<ul style="list-style-type: none"> July 2018 	<p>CH SSI</p>	<ul style="list-style-type: none"> Source a high quality Literacy document from the Key to adapt. Support SSI in the development of the policy Share the policy with the Management Committee 	<ul style="list-style-type: none"> A high quality Literacy policy that is user friendly and consistent across both site An improvement in the consistency of literacy across both sites 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith Management Committee 	<p>AMBER</p>
<p>2.4 Develop specific units on, anti-racism, specifically racist language, homophobic, CSE, PREVENT and radicalisation to be differentiated and delivered across both sites.</p>	<ul style="list-style-type: none"> To develop lesson plans for anti-racism, specifically racist language, homophobic, CSE, PREVENT and radicalisation 	<ul style="list-style-type: none"> January 2018 	<p>RB, CH, PF, WH, SSI, JC, EH</p>	<ul style="list-style-type: none"> To create the Life Skills Programme September 2018 To create the Talk Task 10 and SMSC Programme January 2018 	<ul style="list-style-type: none"> A broad and enriched learning experience based on anti-racism, specifically racist language, homophobic, CSE, PREVENT and radicalisation 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith Management Committee 	<p>AMBER</p>
<p>2.5 Audit all areas of SMSC/MBV every 6 months and create a written report and create photo books for each pupil</p>	<ul style="list-style-type: none"> Audit SMSC/MBV Create an SMSC photo book 	<ul style="list-style-type: none"> May 2018 	<p>SSI CH JC</p>	<ul style="list-style-type: none"> Audits completed every half term 2017-2018 Photos stored on T Drive for the book 	<ul style="list-style-type: none"> An outstanding SMSC/MBV programme and visual SMSC/MBV book 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith 	<p>AMBER</p>

<p>to celebrate progress towards all areas of SMSC/MBV</p>				<ul style="list-style-type: none"> every 6 weeks 2017-2018 Online Book compiled and printed – June 2018 		<ul style="list-style-type: none"> Management Committee 	
<p>Priority 3 Personal Development, Behaviour & Welfare</p>							
Objectives	Actions	Timescale	Responsibility	Milestones	Outcomes	Monitoring/Evaluation	Status
<p>3.1 Purchase the Lodge – a nurture room</p>	<ul style="list-style-type: none"> To source several quotes for lodges To purchase lodge To build the lodge and get electric hook up To source lighting and heating and furniture 	<ul style="list-style-type: none"> July 2018 	<p>CH</p>	<ul style="list-style-type: none"> Source Lodge by June 2018 Build Lodge by July Launch the Lodge September 	<ul style="list-style-type: none"> Lodge available for a Nurture ELSA Intervention Room Nurture and ELSA sessions take place Improvement in Primary behaviour and Self-Regulation 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith Management Committee 	<p>AMBER</p>
<p>3.2 Enable secondary pupil to peer mentor primary pupils.</p>	<ul style="list-style-type: none"> Create a peer mentor schedule for Secondary pupils interested in peer mentor 	<ul style="list-style-type: none"> June 2018 	<p>RB</p>	<ul style="list-style-type: none"> Pupil voice indication of interest – May 2018 schedule set up May 2018 Lunch Programme June 2018 	<ul style="list-style-type: none"> An annual peer mentoring scheme available for Secondary pupils Positive peer mentoring feedback Improvement in Primary behaviour 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith Management Committee 	<p>RED</p>
<p>3.3 Bespoke behaviour interventions</p>	<ul style="list-style-type: none"> Create behaviour intervention programmes based on anger, anxiety, Resilience 	<ul style="list-style-type: none"> April 2018 	<p>RB PF, TE, KJ</p>	<ul style="list-style-type: none"> Hand out Programmes to staff – March 2018 Folders set up – April 2018 Timetable Programme – April 2018 	<ul style="list-style-type: none"> A complete programme of behaviour intervention for pupils based on anger, anxiety & Resilience Improvement in Self-regulation 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith Management Committee 	<p>GREEN</p>
<p>4.4 Introduce a health and well being survey for pupils.</p>	<ul style="list-style-type: none"> Research models of health and well-being surveys Create survey and ask pupils to complete at the end of every term 	<ul style="list-style-type: none"> May 2018 	<p>RB CH</p>	<ul style="list-style-type: none"> Source a high quality health and well-being survey – April 2018 Send this out for pupils to complete each term – July 2018 	<ul style="list-style-type: none"> Monitor health and well-being progress Put intervention in place where necessary 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith Management Committee 	<p>RED</p>

	<ul style="list-style-type: none"> Create a visual chart of data Plan for change to support health and well being weaknesses. 			<ul style="list-style-type: none"> Collate the data into a bar chart to monitor progress – July 2018 			
Priority 4	Outcomes for Children and Learners						
Objectives	Actions	Timescale	Responsibility	Milestones	Outcomes	Monitoring/Evaluation	Status
4.1 Action plans for pupils who not making progress in Reading and Spelling.	<ul style="list-style-type: none"> Identify pupils every half term Write letters home to parents/carers indicating Reading and/or Spelling support programme Put 6 weeks Reading and/or Spelling support programme in place 	<ul style="list-style-type: none"> Termly pupil identification 2017-2018 Termly letter homes 2017-2018 Termly 6 week programme 2017-2018 	RB CH Teachers	<ul style="list-style-type: none"> Autumn Term 2017 pupil identification Autumn Term 2017 letters home Autumn Term 2017 6 week programme starts Spring Term 2018 pupil identification Spring Term 2018 letters home Spring Term 2018 6 week programme starts Summer Term 2018 pupil identification Summer Term 2018 letters home Summer Term 2018 6 week programme starts 	<ul style="list-style-type: none"> Increased % of pupils making progress Targeted pupils making progress 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith Management Committee 	AMBER
4.2 Careers Programme for KS3 Year 9 pupils	<ul style="list-style-type: none"> Identify a member of the secondary team to take on responsibility Identify a careers programme and resources Develop a careers lesson each week Create a folder of evidence 	<ul style="list-style-type: none"> June 2018 	RB CH	<ul style="list-style-type: none"> Identify or purchase Programme May 2018 Start Lesson Planning -June 2018 Programme completion ready for September launch – July 2018 	<ul style="list-style-type: none"> A successful and engaging careers programme for Primary and Secondary 	<ul style="list-style-type: none"> RB CH External Advisor – Dave Smith Management Committee 	RED
4.3 Incorporate the PASS survey and the SDQ questionnaire into the Engagement Programme and Transition	<ul style="list-style-type: none"> Purchase PASS Survey renewal Train staff on delivery or 	<ul style="list-style-type: none"> January 2018 	RB CH	<ul style="list-style-type: none"> Purchase survey Staff training booked in calendar 	<ul style="list-style-type: none"> Positive measures of PASS and SDQ in Learning Journey in preparation for 	<ul style="list-style-type: none"> RB CH External Advisor – 	GREEN

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Programme to measure Social & Emotional progress.	PASS and SDQ <ul style="list-style-type: none">• Ensure all pupils who will be with us in September complete their PASS and SDQ				transition for every pupil	<ul style="list-style-type: none">• Dave Smith Management Committee	
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