



Staff  
Document

# Woodfield School

School Development Plan  
2020 - 2021

**Date: November 2020**

# Woodfield School Development Plan 2020 - 2021



Area: Quality of Education				Monitored By: Teaching and Learning Committee	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<p><b>Curriculum Development:</b> Develop Relationships and Sex Education (RSE) Curriculum to ensure it meets statutory guidance and pupils needs.</p>	<p><b>SD</b> Continue work on developing RSE policy and curriculum</p>	<p>Spring/Summer 21</p>	<p>Staff time INSET days/staff meetings</p>	<p>Appropriate policy and curriculum in place reflecting needs of pupils</p> <p>Parents are informed about RSE in school</p> <p>Teaching staff have good knowledge of the areas of RSE they are teaching</p> <p>Pupils have a better understanding of appropriate and rewarding relationships</p> <p>Pupils develop understanding of and skills within growing up and keeping safe in prep for adult life</p>	
<p><b>Progression:</b> To track and monitor individual pupil progress across English, Maths, ISEC, MOVE and RfL in SOLAR.</p>	<p><b>DF/IB/SD</b> work with staff to ensure SOLAR star cards are showing pupils progress of deep and meaningful learning</p>	<p>Termly</p>	<p>Time</p>	<p>Teachers focused on progress over a term, and effectively plan to meet individual needs of pupils in their class, ensuring deep and meaningful learning</p> <p>Pupil progress is recorded effectively to show progress</p>	
<p>Tracking of EHCP targets using SOLAR</p>	<p><b>GW/SB</b> to work with staff to look at using SOLAR to track pupils progress against their EHCP outcomes</p>	<p>Spring/Summer 21</p>	<p>Friday training time Staff meetings INSET PPA time</p>	<p>Pupil progress against EHCP outcomes is regularly recorded and evidenced to show progress.</p> <p>Evidence is on SOLAR which can then be used by SLT to analyse and monitor pupil progress towards EHCP outcomes</p>	
	<p><b>GW/IB</b> to analyse EHCP data on SOLAR and produce pupil progress report</p>	<p>Summer 21</p>	<p>Time</p>	<p>Pupil progress against EHCP outcomes is analysed and used by staff to inform future planning to enable good and outstanding progress to be maintained.</p>	

# Woodfield School Development Plan 2020 - 2021



Area: Quality of Education				Monitored By: Teaching and Learning Committee	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<p><b>Communication:</b> To develop the Communication Project further by training more of our staff to record and transcribe pupils who can communicate using their under voice.</p>	<p><b>RW</b> to train 1 TA in each class which has pupils on the Communication Project to listen, question, record and transcribe.</p> <p><b>RW</b> to come in all day on Thursdays (as well as her regular Wednesday slot) this term to train a TA in Class 1, 2, 4, 6, 8 and Axis.</p> <p><b>RW</b> to train all new staff in what the Communication Project involves.</p>	Autumn 20 and ongoing	Time (Rosemary's plus cover for TA's)	<p>Staff will be upskilled in their ability which will therefore enable the Communication Project work to be facilitated in class more regularly.</p> <p>Pupils will have greater opportunities to 'speak' and be understood.</p> <p>All staff will be aware of the project work and will be more effective and aware in their interactions with the pupils.</p>	
To give pupils who are non-verbal more regular opportunities to be recorded as part of the Communication Project.	<b>GW/VJ/RW</b> to set up a schedule with cover that allows TA's trained to have a regular time to record and to transcribe their recordings.	Autumn 20 and ongoing	LD timetabled to be available to cover classes to allow TA's to be released.	<p>Pupils involved will have a voice that can be heard more.</p> <p>Staff will become more confident in their ability to record and transcribe pupil under voice.</p> <p>More regular opportunities will be available for pupils to 'speak' and be understood</p>	
To collect evidence for assessment and as a PSHE tool.	<b>RW</b> to provide paper copies of transcripts of recordings as evidence for the purpose of assessing pupils in English.	Autumn 20 and ongoing	RW time	<p>Transcripts will provide evidence which will enable staff to assess pupil's cognitive ability more accurately.</p> <p>Lessons will be planned accordingly to meet pupils' needs in line with their assessed levels through this work.</p> <p>Progress will be more accurately measured.</p>	

# Woodfield School Development Plan 2020 - 2021



Area: Quality of Education				Monitored By: Teaching and Learning Committee	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<b>Communication:</b> To develop PODD communication further across the school	<b>SB</b> to continue to work with the communication team to increase the number of pupils who have their own PODD books across the school - direct users for at least 10 and 2 indirect users	Autumn 20 - Summer 21	Time for SB to train staff	Staff increase their confidence with 'speaking PODD' and using their books to model to pupils.	
	<b>SB</b> to continue to work with the communication team to increase the number of staff who have their own PODD books.  <b>SB</b> to train staff in the use of PODD books	Autumn 20 - Summer 21	Paper for PODD books (Communication budget)	Pupils increase their expressive vocabulary and communication skills.  Pupils involved will have a voice that can be heard more.	
<b>Sports Provision:</b> To develop further the outdoor and adventurous element of the Physical Development curriculum	<b>SCW</b> to develop further orienteering opportunities within the school grounds links which will enable our pupils to participate in outdoor and adventurous activities on site.	Autumn 20/ Spring 21	Time	Greater opportunities for adventurous and outdoor learning which enables motivating lessons to be planned and therefore pupils engaged and making progress.  Pupils participate in orienteering onsite.	
<b>Duke of Edinburgh Award:</b> To enable students in the Enterprise group to participate in D of E activities	<b>SP/SCW</b> to work with the HCC D of E lead to develop access to the D of E award for our Enterprise students	Autumn 20 – Summer 21	Time  Registration £50 plus £29 per student (x5)	Students have the opportunity to complete activities towards achieving their Duke of Edinburgh Bronze Award. Students will engage in a volunteering activity, as well as taking part in a walking activity once Covid restrictions allow.	

# Woodfield School Development Plan 2020 - 2021



Area: Quality of Education				Monitored By: Teaching and Learning Committee	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<b>Outdoor Learning:</b> Develop further outdoor education and opportunities for outdoor learning.  (See also separate Outdoor Learning Action Plan PW)	<b>PW/PKB</b> to lead on development of Forest Schools across the school PW – Upper school PKB – Lower/Middle school	Spring/Summer 21	Time  Staff time/staff meeting time	Greater opportunities for learning outdoors which enables motivating lessons to be planned and therefore pupils engaged and making progress.  Staff meeting allocated to Forest Schools takes place.  Plan in place for way forward.  Gardening is identified on timetable for most classes.  Lessons take place in Dell and the Dell is being used effectively.	
	<b>PW/PKB</b> to organise storage of appropriate clothing/ equipment for Outdoor Learning.	Spring 21	Time	Pupils tolerate working outside and experience a range of weather conditions.	
<b>KS 4 and Post 16 accreditation:</b> To embed new Accreditation scheme (AQA) in practice with Axis and Enterprise groups  To look at ways of recording achievement of AQA units	<b>IB</b> to work with <b>PW/SP</b> to support them in the development of AQA in their classes	Autumn 20/ Spring 21	Time	AfL is used and teaching is planned to ensure students are enabled to make good/outstanding progress when working on AQA units.	
	<b>GW/SJ</b> to develop further appropriate ways of recording AQA evidence; and recording achievement of accredited awards. Look at possible use of SOLAR	Spring 21	Time	Appropriate systems in place and being used to effectively record progress.  Qualifications recorded	
	<b>GW/PW/SJ</b> to look at available AQA units in SOLAR, assess suitability for use and implement within class as appropriate	Autumn 20/ Spring 21	Time	Teachers plan effectively to incorporate appropriate AQA units in the curriculum on offer to their classes in order to effectively meet individual student needs.	

# Woodfield School Development Plan 2020 - 2021



Area: Quality of Education				Monitored By: Teaching and Learning Committee	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<p><b>Work Related Learning and Careers Education:</b> To further develop work related learning opportunities for all pupils across the school</p> <p>To develop work with the Enterprise Adviser Network</p>	<p><b>WRL/IB</b> to liaise with YC Herts re: the development of the adviser network and potential involvement in school.</p>	Spring/Summer 21	YC Herts £1900 E27	<p>A wider range of Enterprise activities are available for the students to take part in within school and in the community</p> <p>Students access Enterprise activities in the community.</p>	
<p><b>Reading:</b> Further development of reading across the school.</p> <p>To ensure that every child has an EHCP target for reading</p>	<p><b>VJ/SB</b> to discuss at the teachers training session.</p> <p>Added to the 'Teaching Early Reading at Woodfield' document which was shared with all staff in July.</p>	To start being implemented from Autumn 20	Staff time	<p>To make reading a bigger focus across the school. Each child has a reading focus to work on, that all staff are aware of and is on their EHCP and learning platform to ensure reading is worked on regularly.</p> <p>Improved pupil progress</p>	
<p>To monitor class planning for reading.</p>	<p><b>VJ/SB</b> to read over class plans for Me and My Communication splitting the school into lower/upper.</p>	Autumn 20	Staff time	<p>Staff are supported to ensure all children's needs are being both met and challenged.</p>	
<p>To explore and purchase new reading schemes that focus on phonetic and sight reading.</p>	<p><b>VJ/SB</b> to audit what reading scheme books we currently have in school and research other schemes available and purchase.</p>	Autumn 20/ Spring 21	Staff time	<p>Appropriate reading schemes in place to better meet the needs of all pupils in school.</p> <p>Improved pupil progress with reading.</p>	
<p>To introduce reading record books for each pupil across the school for teachers to complete regularly.</p>	<p><b>VJ/SB</b> to explain to teachers how to use and distribute</p>	Autumn 20	Staff meeting time	<p>Improvement in ongoing assessment of specific details of progress in reading.</p> <p>Improved pupil progress</p>	

# Woodfield School Development Plan 2020 - 2021



Area: Quality of Education				Monitored By: Teaching and Learning Committee	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<p><b>Reading:</b> To introduce a reading day each term focussing on books from different cultures.</p>	<p><b>VJ/SB</b> to plan alongside JP/MW. Liaise with SD re getting book bag lady in too.</p> <p>Reading day to include storytelling, craft activities, puppet shows, and sensory stories.</p> <p>Date in the diary for the reading day.</p>	<p>To start in Autumn 20</p>	<p>VJ/SB/JP/MW to have 2 half days planning.</p>	<p>Texts from different cultures introduced to children.</p> <p>Increase in children's love for reading through a range of reading related activities.</p> <p>Increase pupil engagement in stories and books</p> <p>Improved pupil progress in reading</p>	
<p><b>Phonics:</b> To further develop staff skills in teaching reading</p>	<p>All teachers to be trained in phonics.</p> <p><b>VJ/SB</b> to find appropriate courses to attend.</p>	<p>Autumn 20 onwards.</p>	<p>Train 2 teachers per term. Costs TBC</p>	<p>Teacher's skill in delivering phonics is improved.</p> <p>Staff to arrange appropriate phonics groups on a daily/weekly basis for those pupils who learn to read phonetically leading to improved pupil engagement and progress.</p>	

# Woodfield School Development Plan 2020 - 2021



Area: Leadership and Management				Monitored By: Governing Body	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<p><b>Careers Education:</b> To improve provision for careers education across the school and to achieve recognition of high quality careers education through achievement of the Gatsby Benchmark and the Careers Quality Standard</p>	<p><b>IB</b> to take the lead on the careers quality standard.</p> <p><b>IB</b> to work with upper school, staff on the development of careers education.</p> <p><b>SLT</b> to monitor the delivery of careers education across the school.</p> <p><b>IB</b> to complete the portfolio of evidence required in order to complete the Careers quality Standard</p>	By Summer 21	£1200	<p>Provision of high quality careers education and guidance is in place enabling students to make decisions about their future lives beyond Woodfield.</p> <p>Staff are familiar with and confident at teaching careers education.</p> <p>Effective links in place with post school providers and YC Herts to ensure appropriate provision is in place for our students.</p> <p>The careers programme delivered in school prepares students effectively for life beyond school.</p>	
<p><b>Future School organisation and staffing:</b> To develop further the school site and provision within the current main building to ensure our outstanding provision can continue as well as enabling the school to accommodate up to 120 pupils.</p>	<p><b>GW</b> to liaise with HCC planners and builders regarding developments relating to the SEND Capital bid</p>	Autumn 20 – Spring 21	Time	<p>Plans in place for development of the Lodge area as outlined in the SEND capital bid – resulting in better provision for staff and pupils.</p> <p>Plans include the re-development of the current Lodge area with provision of a building at least 3 times the size of the Lodge to enable replacement of provision currently lost within school such as the cookery room and music room as well as an art area. This building will also accommodate 14-19 and Enterprise groups in 2 new classrooms. It will also have a dedicated public area with 2 toilets and a shop. The shop will give greater opportunities to develop WRL skills learn in a practical way.</p> <p>If the plans go ahead (Covid dependent) provision for current pupils will be improved as well as giving space for a slight increase in number to 120 and increased learning opportunities.</p>	



# Woodfield School Development Plan 2020 - 2021



Area: Leadership and Management				Monitored By: Governing Body	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<p><b>Peer Observations:</b> Develop a culture of peer mentoring/coaching through peer observation and development of further collaborative working.</p> <p>Lesson/peer observations and learning walks to focus on speaking and the use of communication aids, number and shape space and measure in the context of Covid recovery.</p>	<p><b>SLT/MLT</b> review lesson observation procedures/process to ensure the procedures work within Covid restrictions</p>	Spring 21	Meeting time	<p>Lesson observation procedures/process reviewed and completed as planned.</p> <p>A positive culture of collaborative working and peer mentoring is evident</p> <p>Joint planning takes place and pupils grouped for specific lessons to better meet individual needs</p>	
	<p><b>SLT/MLT</b> to discuss and organise schedule of peer observation. Discuss with staff and encourage a culture of peer mentoring/coaching and collaborative working through peer observation and learning walks</p>	Spring 21	Time	<p>Teachers participate in regular peer observations</p> <p>Observations lead to improved teaching and consequently improved learning and pupil progress.</p> <p>Relevant CPD organised as result of lesson observations therefore improving teaching.</p>	
	<p><b>SLT/MLT</b> to do learning walks with multi-disciplinary team including Gobs, TAs, Teachers - Covid related/Post Covid recovery curriculum. Ensure procedures work within Covid restrictions</p>	Spring 21	Time	<p>Improved pupil progress in speaking and the use of communication aids.</p> <p>Improved pupil progress in number and shape, space and measure.</p>	
	<p><b>SLT</b> to complete lesson observations with teachers, focused on teachers standards and PM targets,</p>	Summer 21	Time	<p>Feedback given to teachers and good practice is shared within school.</p> <p>Teaching and learning is meeting the needs of individual pupils in appropriate ways to enable good and outstanding progress.</p>	

# Woodfield School Development Plan 2020 - 2021



Area: Leadership and Management				Monitored By: Governing Body	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<b>Interventions and therapies:</b> To develop further and increase the provision of specific interventions and therapies based on individual pupil needs.	<b>DF</b> to continue to work with relevant staff to explore the costs and possibilities of implementing and further developing specific interventions and therapies to include: play therapy, Lego therapy and Art Therapy	Autumn 20/ Spring 21	Staff meeting time  Art Therapy funded by external benefactor.  Covid Catch Up funding	Pupils' learning is improved through involvement in a range of interventions.  Pupils are 'ready to learn' following intervention/therapy.  Improved social interaction skills and independence.  A range of possible interventions and therapies are identified for pupils as relevant.	
	<b>CP</b> to continue to take the lead on developing Lego therapy across the school.	Autumn 20	Costs to be identified for specific interventions –  Use of Covid Catch Up funding	A greater range of interventions/therapies are implemented across the school.  Relevant equipment is purchased and available for pupils to use to enable them to engage as relevant in Lego Therapy. Covid restrictions to be considered in regard to this in respect of multiple pupils touching the LEGO  Monitoring and evaluation shows the positive impact of Lego therapy being used.	
<b>Provision Mapping:</b> To ensure provision meets individual pupil needs.	<b>DF</b> to take the lead with <b>SLT</b> to discuss further the way forward with regard to mapping provision for individual pupils.	Spring/Summer 21	SLT meeting time	Provision Map in place for each pupil.  Provision is monitored which ensures appropriate provision is in place and meeting individual pupil needs	
Monitoring Interventions to ensure additional provision meets individual pupil needs	<b>DF</b> to take the lead with <b>SLT</b> to discuss further the identification of additional interventions to be monitored	Spring/Summer 21	SLT meeting time	Ensures monitoring of additional provision in place and provision is fair and equitable.	

# Woodfield School Development Plan 2020 - 2021



Area: Leadership and Management				Monitored By: Governing Body	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<p><b>MOVE accreditation:</b> To ensure MOVE is embedded across the school and the MOVE Quality Mark is achieved.</p>	<p><b>SD</b> to lead on obtaining MOVE Quality Mark in liaison with LS</p>	<p>Autumn term 20 through to end of summer term 21 dependent on Covid restrictions allowing this to be completed</p>	<p>Staff time/ resources £500 E19</p>	<p>MOVE helps to give pupils more opportunities and possibilities for independent movement. In turn this can help to develop their cognitive and communication skills, and it can also improve health and social inclusion. Movement is the cornerstone to learning – we learn by exploring the world around us, therefore pupils with more complex needs will have greater opportunities for learning.</p> <p>Quality Mark obtained</p>	
<p><b>Autism Provision:</b> To make decision about SCERTS with a view to the possible implementation of the programme in school.</p>	<p><b>DF</b> to complete SCERTS training</p>	<p>When training is available – potentially post Covid</p>	<p>SLT meeting time</p>	<p>Development of standards of autism practice.</p>	
	<p><b>DF</b> to make decision in discussion with SLT/VJ regarding the use of SCERTS</p>	<p>By end Summer 21</p>	<p>Time for training staff</p>	<p>Implementation, on a limited scale.</p> <p>Evaluation of impact of trial</p> <p>Decision made about implementing it throughout the school.</p>	
	<p><b>DF</b> to lead on the development of Zones of Regulation</p>	<p>Summer 21</p>	<p>Time to evaluate impact</p>	<p>Improved levels or progress specifically within communication but generally.</p>	
<p><b>Assessment:</b> To set up 3 versions of ISEC on SOLAR – lower school, middle school and upper school versions</p>	<p><b>DP/GW</b> to liaise with SOLAR admin support to set up 3 versions of ISEC on SOLAR</p>	<p>Autumn 20</p>	<p>Staff meeting time/INSET</p>	<p>3 versions of ISEC allow for better analysis of progress across the school</p>	

# Woodfield School Development Plan 2020 - 2021



Area: Leadership and Management				Monitored By: Governing Body	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<b>Staff well-being and workload:</b> To ensure staff well-being is supported  To review paperwork demands and impact on well-being	<b>SB</b> to complete wellbeing audit of staff and put together action plan for future developments in context of Covid.	Spring 21	Time	SLT/MLT have clear understanding of the needs and feelings of staff and the impact school has on staff  Plan in place for way forward with regard to staff well-being and workload and the well-being of pupils.	
	<b>SLT</b> to work with staff to review paperwork expectations	Spring 21	SLT meeting time and staff meeting time	Staff have an appropriate work life balance whilst maintaining standards expected from the teaching profession	
<b>Ergonomics of server:</b> To reorganise documents on the server and the way folders are organised	<b>DP/SLT</b> to discuss a more efficient way of organising documents/folders on the server.	Spring 21	Time	More efficient use of the server to enable staff to access documents	
	<b>DP</b> to clear/archive old documents.	Spring 21	Time	Server will work quicker.  Staff will save time as server will be easier to navigate.	
<b>Outreach:</b> To evaluate the outreach service provided by the school and make decision regarding next contract	<b>IB</b> to liaise with HCC and other outreach providers regarding the service level agreement to ensure it meets our needs	Autumn 20	Time	Clarification regarding potential SLA which enables informed decision to be made.	
	<b>IB</b> liaise with VJ and SLT/Govs to make decision as to whether or not we continue to run outreach post 2021 in light of new SLA	Autumn 20/Jan 21	Time	Decision made regarding whether or not outreach is continued in relation to new SLA	

# Woodfield School Development Plan 2020 - 2021



Area: Leadership and Management				Monitored By: Governing Body	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<b>Safeguarding:</b> Explore CPOMS as an alternative safeguarding recording system	<b>DF</b> to explore CPOMS system and make decision in discussion with other DSLs as to whether or not to use in school	Spring 21	Time  Costs TBC	Potential transfer to new system which may be more effective.	
<b>School structure and pupil numbers:</b> Plan for increased pupil numbers and Review SLT structure	<b>SLT</b> to review roles and responsibilities and keep numbers under review – dependent on outcome and progress of SEND capital build.	Spring/Summer 21	Time	Provision for pupils remains outstanding and is not watered down.  School site is fit for purpose to enable pupils to learn effectively.	
<b>Reading:</b> To review progress made in reading over the past 2 years across the different key stages.	<b>VJ/SB</b> to look at past 2 years of data, looking at the progress made by each child and by children in different cohorts such as gender, primary learning difficulty, pupil premium pupils, LAC and EAL pupils.	Autumn 20	Time -VJ/SB to meet on a Thursday to assess data Staff meeting to feed back our findings to teachers.	Areas of strengths and weaknesses identified and why this may be.  Staff supported as necessary and improving staff skills  Improved pupil progress.	

# Woodfield School Development Plan 2020 - 2021



Area: Safeguarding and Premises <i>See also Asset Management Plan</i>				Monitored By: Safeguarding Committee	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<b>Sensory Room:</b> to update the sensory room to ensure it meets the needs of our current cohort.	<b>SD</b> to liaise with relevant companies and put plan in place for the redevelopment of the room (dependent on Covid restrictions)	Autumn 20/ Spring 21	£60,000	Sensory room updated.  Appropriate learning environment in place for pupils to engage in sensory learning	
	<b>SD</b> to train staff in use of the new room	Summer 21	Training time	Staff are confident in supporting pupils learning in the environment	
<b>Outdoor Learning:</b> Supply of water to the outside	<b>SC</b> to explore costs and possibility of putting in place an outdoor tap as near as possible to the allotments	Autumn 20	Costs TBC	Pupils able to access water as part of their gardening lessons	
<b>Off Site Visits:</b> To ensure that all necessary paperwork and procedures are in place	<b>IB</b> Staff to be trained in the use of Evolve on Line through a rolling programme (as and when).	Ongoing plus specific training session for all teachers – Spring 20	Staff time  INSET/Friday training programme	Pupils and staff are safe when undertaking off site visits.  All offsite visits paperwork complies with EVC requirements including use of Evolve on line.	
	<b>GW/IB</b> to produce off-site visit guidelines for staff to follow	Spring 20	Time	Staff clear about what they need to do in planning and preparing for an offsite visit.	
	<b>IB</b> to lead staff training in risk assessment	Spring 20	Meeting/training time	Staff are clear about the risk assessment process and are able to plan effectively for visits out of school.	
<b>Soft Play Room:</b> To update the soft play room to ensure it meets the needs of our current cohort.	<b>VJ</b> to liaise with relevant companies and put plan in place for the redevelopment of the room (dependent on Covid restrictions)	Spring/Summer 21	Allocated £30,000 max	Soft Play room updated.  Appropriate and safe learning environment in place for pupils to engage in soft play and sensory breaks	

# Woodfield School Development Plan 2020 - 2021



Area: Safeguarding and Premises				Monitored By: Safeguarding Committee	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<b>WiFi access:</b> To find solutions to improve WiFi access, connectivity, speed and reliability across all areas of the school	<b>DP</b> to explore possible solutions to ensure effective WiFi coverage across all areas of school	Autumn 20/ Spring 21	Time	Cost effective system identified	
	<b>DP</b> to make decision on way forward and purchase and install chosen system	Autumn 20/ Spring 21	Costs TBC	Pupils and staff experience improved reliability of access to WiFi across the school which will impact positively on both staff and pupils well-being.  Broadens curriculum offer  Staff enabled to work more efficiently	
<b>Car Park:</b> To improve the car park area as part of SEND Capital Bid	<b>SC/GW</b> to organise re-surfacing of car park and re-painting of the lines and road markings/signs in the car park	Summer 21 dependent on new build	Costs to be identified.	Pupils and staff safer when using the car park area.  Improved car park environment	
	<b>GW/SC</b> to explore costs of electric gates  <b>Govs</b> to discuss possible gates and make decision as to whether or not to go ahead	Autumn 20	Costs in region of £23,000 – £45,000	Improved safety of grounds for pupils	
To provide more parking spaces on site for staff.	<b>GW</b> to work with HCC to plan for more parking spaces to accommodate current and additional staffing as part of SEND Capital bid build.	Autumn 20	Costs to be identified as part of HCC SEND bid	Happy staff and neighbours! Planners agree work.  18 additional spaces for staff cars on site.	
<b>Pipework:</b> To replace the old pipework throughout the original part of the main school building	<b>GW/SC</b> to liaise with T.Clark re: design spec and tendering. Decision to be made once tenders received.	Summer 21	Costs to be confirmed through tendering process	Effective hot and cold water system in place – more efficient.  Effective heating system in place. Comfortable learning environment conducive to learning.	

# Woodfield School Development Plan 2021 - 2022



Area: Quality of Education				Monitored By: Teaching and Learning Committee	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<b>Curriculum Development:</b> Review schemes of learning to ensure they are in line with the new curriculum framework.	<b>SLT</b> to define Curriculum Learning Team roles and responsibilities including peer mentoring and observation.	Autumn 21	SLT meeting time  Staff meeting	CLT have clearly defined roles and responsibilities which enable them to review Schemes of Learning effectively and ensure they meet the needs of the current pupil cohort.	
	<b>Curriculum Learning Teams</b> to review the content of the Schemes of Learning to ensure they deliver the curriculum with clarity and consistency.	Autumn 21 – Summer 22	Staff Meeting Time/INSET	Motivating and engaging curriculum leads to improved and sustained pupil progress.  Teachers supported and working collaboratively in the planning and delivery of the curriculum within their class.  All schemes of learning have been reviewed	
<b>Curriculum Development:</b> Further development of Relationships and Sex Education (RSE) Curriculum to ensure it meets statutory guidance and pupils needs.	<b>SD</b> to continue to work with CLT to finalise RSE policy and curriculum and share with all staff	Autumn 21	Staff time  Staff Meeting time	Appropriate policy and curriculum in place reflecting needs of pupils  High quality teaching and learning in RSE takes place. Support staff have greater understanding of RSE and are better able to support pupils in their learning.	
	<b>SD</b> to lead parent workshop	Autumn 21	Staff time	Parents are informed of the RSE work carried out in school and given some basic skills and strategies for supporting their children in growing up and RSE	
	<b>SD/CLT</b> to lead staff INSET/Staff meetings focused on RSE as appropriate/necessary to support staff in class to develop further teaching strategies and resources	Autumn 21/ Spring/Summer 22	INSET time/Staff meeting time  Resources costs	Teachers present subject matter clearly and in an appropriate and accessible way for the pupils so they can apply it to their lives.  Teaching staff have good knowledge of the areas of RSE they are teaching  Pupils have a better understanding of appropriate and rewarding relationships  Pupils develop understanding of and skills within growing up and keeping safe in prep for adult life	
	<b>SD</b> to lead support staff training in RSE	Autumn 21/Spring 22	Friday Training sessions	High quality teaching and learning in RSE takes place. Support staff have greater understanding of RSE and are better able to support pupils in their learning.	



# Woodfield School Development Plan 2021 - 2022



Area: Quality of Education				Monitored By: Governing Body	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<b>Assessment for Learning:</b> Further develop use of AfL strategies across school	<b>SD</b> set up and run regular AfL group for staff	Autumn 21	Staff time	Staff develop further their skills in AfL and have the opportunity to share good practice and support each other, leading to improved teaching and learning and pupil progress	
	<b>SD</b> to lead teaching staff training sessions and TA training session to focus on AfL	Spring 22	Staff time INSET	Use of appropriate AfL strategies leads to improved teaching and learning and pupil independence.	
	<b>SLT</b> to observe AfL as a focus for learning walks	Spring 22	Time	Staff demonstrate their skills in using AfL strategies effectively in their lessons – evidenced through lesson observations and learning walks.	
<b>SOLAR:</b> Developing profiles/measuring expected progress	<b>SB/IB</b> to explore further the analysis facilities available on SOLAR	Spring/Summer 22	Time	Pupil progress against outcomes is measured more accurately enabling expected progress to be more clearly defined.	
<b>Progression:</b> To track and monitor individual pupil progress across English, Maths, ISEC, MOVE and RfL in SOLAR.	<b>SB</b> to work with staff to clarify the meaning of each star in our 5 star system on SOLAR	Spring 22	Staff meeting time	Staff are clear about what each star means and can therefore assess pupil progress more accurately	
	<b>SB</b> to review assessment policy and procedures to ensure staff are clear about the expectations for assessment and recording pupil progress	Spring 22	Time	Staff are clear about the requirements for assessment, recording and reporting and are effective in their implementation of the policy.  Policy is considerate of staff workload and does not impact negatively.	
Progress meetings are held at least twice a year to ensure good and outstanding pupil progress	<b>SB/SLT</b> to ensure progress meetings take place in the autumn and summer term	Autumn 21 and Summer 22	Progress meeting time – supply cover costs 5 days E02	Pupils are enabled to make good and outstanding progress.  Evidence shows pupils make good and outstanding progress across all subjects.	

# Woodfield School Development Plan 2021 - 2022



Area: Quality of Education				Monitored By: Teaching and Learning Committee	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<b>Progression:</b> Staff to become familiar with and use the target setting facility on SOLAR to enable tracking of progress and enable planning for predicted progress.	<b>SB/SLT</b> to work with teaching staff to ensure pupil progress is tracked, and target setting on SOLAR is used.	Autumn 21/Summer 22 progress meetings.	Progress meeting time – supply cover costs 5 days E02	Staff are able to use SOLAR to identify whether pupils are on track, exceeding or not making expected progress.  Target setting facility on SOLAR is being used to	
	<b>SB/SLT</b> to ensure all teaching staff are predicting where pupils will be at the end of a year/key stage and that they are focussing on progress over a term. Work with staff through progress meetings and Friday training time	Autumn 21 – Summer 22	Staff meeting Time/INSET/ Friday training	Teachers set predictive targets for progress over a year/ key stage and are focused on termly progress being made by all the pupils in their class.  Teachers can predict and plan for long term progress.	
<b>Moderation:</b> To ensure accurate Teacher Assessment across the school using SOLAR.	<b>IB/SB</b> to lead teaching staff in regular moderation activities in school (SOLAR based - ISEC) and externally (SSMAG/FLSE moderation).	Half Termly	Staff meeting time/INSET  Cover to attend external moderation meetings	Teacher's skills in assessing pupil progress are improved with more consistency between classes.  Teachers involved in moderation and show consistency of assessment levels.  Regular moderation sessions built into staff meeting/Friday training time to ensure peer moderation is enabled to take place.	
	<b>SB</b> to continue to work with SSMAG group to moderate work across schools and develop moderation processes in school.	Termly	Time/ supply cover for SB	TA levels externally moderated.  Feedback from external moderation will be given to relevant teachers to enable them to maintain and improve their planning, teaching and assessment.  In school moderation processes clearly identified.	

# Woodfield School Development Plan 2021 - 2022



Area: Quality of Education				Monitored By: Teaching and Learning Committee	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<p><b>Sports Provision:</b> To develop further the outdoor and adventurous element of the Physical Development curriculum</p>	<p><b>SCW</b> to work with external providers to develop links which will enable our pupils to participate in outdoor and adventurous activities off site eg rock climbing, caving, high wire, skate park</p>	<p>Spring/Summer 22</p>	<p>Time</p>	<p>Greater opportunities for adventurous and outdoor learning which enables motivating lessons to be planned and therefore pupils engaged and making progress.</p> <p>Pupils participate in activities off site</p>	
<p><b>Duke of Edinburgh Award:</b> To enable students in the Enterprise group to participate in D of E activities</p>	<p><b>SP/SCW</b> to work with the HCC D of E lead to develop further the D of E award for our Enterprise students</p>	<p>Autumn 21 – Summer 22</p>	<p>Time</p> <p>Registration £50 plus £29 per student (x5)</p>	<p>Students have the opportunity to complete activities towards achieving their Duke of Edinburgh Bronze Award. Students will engage in a volunteering activity, as well as taking part in a residential and walking activity.</p>	
<p><b>Work Related Learning and Careers Education:</b> To further develop work related learning opportunities for all pupils across the school</p>	<p><b>SD</b> to work with WRL team to explore possible WRL opportunities for PMLD pupils</p>	<p>Summer 22</p>	<p>Time</p>	<p>Pupils access a wider range of work related learning activities across the school- providing motivating and stimulating learning activities in preparation for adulthood.</p>	
<p>To develop work with the Enterprise Adviser Network</p>	<p><b>WRL/IB</b> to liaise with YC Herts re: the development of the adviser network and potential involvement in school.</p>	<p>Autumn 21</p>	<p>YC Herts £1900 E27</p>	<p>A wider range of Enterprise activities are available for the students to take part in within school and in the community</p> <p>Students access Enterprise activities in the community.</p>	

# Woodfield School Development Plan 2021 - 2022



Area: Leadership and Management				Monitored By: Governing Body	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<b>Developing Life Skills:</b> To explore the possibility of developing further off site learning opportunities.	<b>SLT</b> to explore possibility of setting up and running a shop in the local community.	Spring/Summer 22	Time	Greater opportunities for learning off site/outdoors in practical 'life based' situations which enables motivating lessons to be planned and therefore students engaged and making progress.  Students encouraged to develop as independent young people and learn work related skills which can be used in future employment.  Possible premises located.  Costs identified	
<b>Induction: Review and</b> further develop staff induction programme	<b>SD</b> review and add to existing Induction programme to ensure it meets current needs of the staff	Autumn 21	Time	Staff well informed and equipped to work effectively and able to meet individual pupil needs.	
<b>Early Years Assessment:</b> Early years Baseline roll out Sept 2021	<b>VJ</b> to be familiar with the new Early Years Baseline and plan for its implementation	Autumn 21	Time	Pupils will be assessed at the end of EYFS as a baseline for monitoring and measuring progress at the end of key stage 1	
<b>Fundraising:</b> Developing fundraising capacity to maximise opportunities	<b>SD</b> to take the lead in work with the wider school community post Covid	Spring/Summer 22	Time	Greater funds enable the purchase of relevant resources to support learning.  Fundraising enables the development of identified areas of school to support and enhance pupil learning.	
<b>Repair Shed:</b> Explore possibilities of 'Men in Shed' on site	<b>SD</b> to liaise with the Repair Shed lead and explore possibility of having them based on site	Summer 22	Time  Costs for a shed?	Enhanced learning opportunities for pupils	

# Woodfield School Development Plan 2021 - 2022



Area: Leadership and Management				Monitored By: Governing Body	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<b>Developing training school:</b> Explore possibility of further developing the use of the meeting room facilities as a training centre	<b>SLT</b> to discuss possible ways of developing further training opportunities and promote training in the local and wider community and develop appropriate facilities.	Summer 22	Meeting time	Plan in place for way forward.	
	<b>IB</b> to lead on developing courses which could be run in school and offered externally	Summer 22	Initial set up costs/admin Staff cover E02	Range of courses on offer giving staff CPD opportunities  Improved skill level of staff resulting in better pupil progress	
	<b>SLT</b> to discuss and agree costings for training courses run by school staff.	Summer 22		At least one course running each term	
<b>Pupil Progress:</b> Senior and middle leaders use data analysis of pupil progress to inform further curriculum developments and maintenance of good and outstanding pupil progress.	<b>SLT/Curriculum Team Leaders</b> to analyse available data and ensure good and outstanding progress is being achieved.	Summer 22	Time	Analysis of data informs future school development planning and enables purchase of appropriate resources.  Curriculum is reviewed following analysis of data to ensure it is appropriate and relevant for the current cohort of pupils	
<b>School Aims:</b> Ensure aims are relevant and embedded in practice.	<b>SLT</b> to review aims with all stakeholders	Autumn 21/ Spring 22	Staff meeting time	Whole school community focused on our aims and driving teaching and learning.  Aims reviewed and amended if necessary.	

# Woodfield School Development Plan 2021 - 2022



Area: Leadership and Management				Monitored By: Governing Body	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<b>PMLD provision:</b> To further embed MOVE in practice across the school.	<b>SD</b> to complete MOVE policy and share with staff to ensure staff are all familiar with MOVE policy and procedures in school.	Autumn 21	Staff Time/Staff meeting	Policy in place. Staff aware of and more familiar with the procedures for MOVE across the school. MOVE embedded in practice.	
	<b>SD</b> to organise and run regular MOVE practitioner meetings at least 1 per term after school hours.	Termly	£240 E02	MOVE helps to give pupils more opportunities and possibilities for independent movement. In turn this can help to develop their cognitive and communication skills, and it can also improve health and social inclusion. Movement is the cornerstone to learning – we learn by exploring the world around us, therefore pupils with more complex needs will have greater opportunities for learning.	
	<b>SD</b> to ensure sufficient numbers of staff are trained as MOVE practitioners and that current practitioners are updated as necessary. Also to support LS in her training as a trainer.	Spring 22 and annually	Staff time/training cover costs E09	MOVE meetings with staff take place regularly and appropriate training takes place to ensure sufficient staff trained as MOVE practitioners.  Additional MOVE trainer trained (LS)	
	<b>SD/LS</b> to work with staff to ensure MOVE is embedded in practice and that staff are confident in running and developing MOVE programmes across the school.	Annual updates	Staff time/resources £500 E19	MOVE meetings take place with parents.  MOVE programmes in place and being implemented.	
<b>Assessment:</b> To lead staff through review and development of our ISEC statements to develop a more comprehensive package	<b>IB/SD</b> to lead on the development of activity ideas and assessment activities for each of the statements.	Spring 22	Time	Comprehensive ISEC package in place.	

# Woodfield School Development Plan 2021 - 2022



Area: Safeguarding and Premises				Monitored By: Safeguarding Committee	
Intent	Implementation	When	Cost/Budget Code	Impact	Review
<b>Emergency Call system:</b> update emergency call system	<b>SC/SLT</b> to review and confirm costs for system that includes pagers for SLT/nurse and works wirelessly; plus additional panel in Ass Head's Office. Alarm speaker in other locations (staff PPA room/DH Office)	Spring/Summer 22	TBC E12	Ensures continued safety for all when incidents occur.  Improved safety for staff and pupils as additional staff can attend more quickly if there is an efficient alarm system.	
<b>Off Site Visits:</b> To ensure that all necessary paperwork and procedures are in place	<b>IB</b> Staff to be trained in the use of Evolve on Line through a rolling programme (as and when).	Ongoing plus specific training session for all teachers – Spring 22	Staff time  INSET/Friday training programme	Pupils and staff are safe when undertaking off site visits.  All offsite visits paperwork complies with EVC requirements including use of Evolve on line.	
	<b>GW/IB</b> to produce off-site visit guidelines for staff to follow	Spring 22	Time	Staff clear about what they need to do in planning and preparing for an offsite visit.	
	<b>IB</b> to lead staff training in risk assessment	Spring 22	Meeting/training time	Staff are clear about the risk assessment process and are able to plan effectively for visits out of school.	
<b>Car Park:</b> To further improve the car park area	<b>SC/SD</b> to explore the possibility of changing the zebra crossing for a pelican crossing.	Summer 22	Costs to be identified.	Improved opportunities for learning about road safety.  Improved opportunities for learning about road safety.	
<b>Bathroom:</b> Explore possibility of refurbishing Class 1 and 2 bathroom	<b>SLT /LB</b> to work with class 1 and 2 staff to redesign the bathroom area	Autumn 21/Spring 22	Costs to be identified	Improved changing area for pupils – better learning environment.  Area meets need of current cohort with regard to personal care needs.	