

Example School Improvement Plan Template

2023 – 2024

***Try to avoid unnecessary replication and to keep the improvement plan as streamlined as possible****.*

*It is intended that school leaders* ***will adapt this template*** *and should delete and amend sections to meet school requirements. For example, section 10 contains two options and leaders could choose to use one, both or neither option.* *Schools may wish to include a SEF summary and/or a CPD summary.*

**Contents**

1. Summary of the vision for the school
2. Ofsted, local and national priorities
3. Evaluation of last year’s improvement plan
4. Emerging three year objectives
5. **Headline priorities for 2023/24**
6. **Action plans**
7. Timeline of key school activities
8. Pupil & Recovery Premium / PE & Sports Premium
9. Planned developments (premises, buildings, environment etc)
10. Finances – linking improvement with funding **and/or** summary of resource costs of action plans
11. Website requirements
12. **Vision for the school**

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| *Add your school vision to this section*  *The school vision should summarise the school that you want it to be.*  *What are the school’s ambitions set against the context of the school’s circumstances?* |

1. **Ofsted, local and national priorities**

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| *When was the last OFSTED inspection?*  *What did the inspection judge to be the school’s strengths?*  *What does the school need to do to improve further?* |

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| What local and national priorities are shaping school improvement priorities? *For example, curriculum developments, school led tutoring, funding pressures, organisational and structure changes etc.* |

1. **Evaluation of last year’s improvement plan** ***(This may already exist in your SEF)***

|  |  |
| --- | --- |
| Priority 1 *– add priority here* | |
| Impact of work undertaken: | Further areas of work required: |
| Priority 2*– add priority here* | |
| Impact of work undertaken: | Further areas of work required: |
| Priority 3*– add priority here* | |
| Impact of work undertaken: | Further areas of work required: |
| Priority 4*– add priority here* | |
| Impact of work undertaken: | Further areas of work required: |
| Priority 5*– add priority here* | |
| Impact of work undertaken: | Further areas of work required: |

1. **Three year objectives** Not essential but some leaders find this helpful in providing an overview of the longer term direction.

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| **Year 1 2023-24** | **Year 2 2024-25** | **Year 3 2025-26** |
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*Leaders should use this page to summarise the key priorities for the next 3 years*. *Objectives for years 2 and 3 will be emerging and therefore be less precise and fewer in number than for year 1.*

*Shading should be adjusted to increase/reduce the number of identified priorities for years 2 and 3.*

1. **Headline priorities and objectives for 2023-24**

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|  | **Headline objectives** | **(Why)** | **Headline success criteria** |
| **Priority 1:**  **The quality of education**  **Lead by:** | *Objectives should be informed by the SEF and previous Ofsted.*  *There should be a clear link between objectives and performance management objectives including HTPM.* | *Optional column* |  |
| **Priority 2:**  **Behaviour and attitudes**  **Led by:** | *It is suggested that the number of objectives is limited to ensure manageability and impact.*  *In this template the priorities are organised under the Ofsted headings. School leaders should adapt and amend as required.* |  |  |
| **Priority 3:**  **Personal development**  **Led by:** |  |  |  |
| **Priority 4:**  **Leadership and management**  **Led by:** |  |  |  |
| **Priority 5:**  **Early years education**  **Led by:** |  |  |  |

1. **Action plans for 2023-24 priorities**

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| **Priority 1** | **The quality of education** | | | | | |
| **Headline objectives:** | *Copied from previous page* | | | **Headline success criteria** | *Copied from previous page* | |
| **Objective**  **(What)** | **Actions**  **(How)** | | **Led & monitored by (Who)** | **Start and end dates with key milestones**  **(When)** | **Success criteria**  **(Goal)** | **Monitored against success criteria by (Who)** |
| *Each headline objective will be broken down into smaller sub-objectives.* | *Record the actual actions that will be implemented to address the objective.* | | *Identify lead personnel for the objective.* | *Identify interim dates that act as checkpoints and the progress expected at each checkpoint.* | *Identify the measurable success criteria that demonstrates impact for each action?* | *Identify the SLT or governor committee that undertakes the monitoring, quality assurance and evaluation*  *RAG rating could be used against success criteria.* |
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| **Evaluation of priority 1 (Overall success)** | | *Evaluation should be concerned with impact not compliance. Have the activities made a difference? Have the overall success criteria been met? What is the evidence? What are the next steps?* | | | | |

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| **Priority 2** | **Behaviour and attitudes** | | | | | |
| **Headline objectives:** |  | | | **Headline success criteria** |  | |
| **Objective**  **(What)** | **Actions**  **(How)** | | **Led & monitored by (Who)** | **Start and end dates with key milestones**  **(When)** | **Success criteria**  **(Goal)** | **Monitored against success criteria by (Who)** |
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| **Evaluation of priority 2 (Overall success)** | |  | | | | |

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| **Priority 3** | **Personal development** | | | | | |
| **Headline objectives:** |  | | | **Headline success criteria** |  | |
| **Objective**  **(What)** | **Actions**  **(How)** | | **Led & monitored by (Who)** | **Start and end dates with key milestones**  **(When)** | **Success criteria**  **(Goal)** | **Monitored against success criteria by (Who)** |
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| **Evaluation of priority 3 (Overall success)** | |  | | | | |

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| **Priority 4** | **Leadership and management** | | | | | |
| **Headline objectives:** |  | | | **Headline success criteria** |  | |
| **Objective**  **(What)** | **Actions**  **(How)** | | **Led & monitored by (Who)** | **Start and end dates with key milestones**  **(When)** | **Success criteria**  **(Goal)** | **Monitored against success criteria by (Who)** |
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| **Evaluation of priority 4 (Overall success)** | |  | | | | |

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| **Priority 5** | **Early years education** | | | | | |
| **Headline objectives:** |  | | | **Headline success criteria** |  | |
| **Objective**  **(What)** | **Actions**  **(How)** | | **Led & monitored by (Who)** | **Start and end dates with key milestones**  **(When)** | **Success criteria**  **(Goal)** | **Monitored against success criteria by (Who)** |
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| **Evaluation of priority 5 (Overall success)** | |  | | | | |

1. **Timeline of key school activities**

*School leaders may find it useful to include a timeline of key events including the improvement plan priority dates. This will help to avoid pressure points and will help school leaders to ensure that the activities and workload are balanced through the year.*

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| **Example Events** | 04/09/2023 | 11/09/2023 | 18/09/2023 | 25/09/2023 | 02/10/2023 | 09/10/2023 | 16/10/2023 | 23/10/2023 | 30/10/2023 | 06/11/2023 | 13/11/2023 | 20/11/2023 | 27/11/2023 | 04/12/2023 | 11/12/2023 | 18/12/2023 | 25/12/2023 | 01/01/2024 | 08/01/2024 | 15/01/2024 | 22/01/2024 | 29/01/2024 | 05/02/2024 | 12/02/2024 | 19/02/2024 | 26/02/2024 | 04/03/2024 | 11/03/2024 | 18/03/2024 | 25/03/2024 | 01/04/2024 | 08/04/2024 | 15/04/2024 | 22/04/2024 | 29/04/2024 | 06/05/2024 | 13/05/2024 | 20/05/2024 | 27/05/2024 | 03/06/2024 | 10/06/2024 | 17/06/2024 | 24/06/2024 | 01/07/2024 | 08/07/2024 | 15/07/2024 |
| Learning Walks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Formal observation & PM |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Parent & pupil voice |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Work Scrutiny |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Assessment/data capture |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pupil progress meetings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Subject review |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Parent evenings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| KS2 SATS |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |
| Phonics |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |
| Multiplication check |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X | X |  |  |  |  |  |  |  |  |
| Reports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| School productions/events |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Governor meetings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Priority 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Priority 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Priority 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Priority 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Priority 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Pupil premium / PE & sports premium /** **Recovery premium**

These three premiums are allocated to schools to support specific national priorities. Schools are required to publish their strategies on the school website.

***Pupil and recovery premium***

All schools that receive pupil & recovery premium funding must publish a strategy statement each academic year using the DfE template by 31 December 2023.

<https://www.gov.uk/government/publications/pupil-premium>

***PE and sport premium***

You must publish details of how you spend your PE and sport premium funding by the end of the summer term or by 31 July 2023 at the latest. Further information and optional templates are available through the following website.

<https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools>

1. **Planned developments** (premises, buildings, environment etc)

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| Area for improvement and expected impact | Funding source/key dates | Details of associated documents for further details |
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*Funding streams may include: Budget share (including notional SEN funding), High needs top up funding, specific grants, Pupil premium, PE and sports premium, lettings, donations, school circle …. etc*

1. **Finances** – linking improvement with funding **and/or** Summary of resource costs on action plans

Linking improvement with funding

Identify which funding streams will be used for key parts of the action plans

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| Main school budget: |

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| Capital funding: |

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| Other funding streams: |

Summary of resource costs on action plans

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| Resource | Action Plan Reference | Action Summary  (see Action Plan for success criteria and evaluation) | Funding Stream | Cost |
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| Total resource cost in action plans | | | |  |

*Funding streams may include: Budget share (including notional SEN funding), High needs top up funding, specific grants, Pupil premium, PE and sports premium, lettings, donations, school circle …. Etc*

1. **Website requirements**

<https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

<https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>

**Contents**

* + Contact details
  + Admission arrangements
  + School uniforms
  + Ofsted reports
  + Test, exam and assessment results *(update once the performance tables are published)*
  + Performance measures website
  + School opening hours
  + Curriculum
  + Remote education
  + Behaviour policy
  + Pupil premium and recovery premium *(DfE templates are requirement)*
  + PE and sport premium for primary schools
  + Public sector equality duty
  + Special educational needs and disability (SEND) information *(update annually)*
  + Careers programme information
  + Complaints procedure
  + Governors’ information and duties
  + Financial information
  + Charging and remissions policies
  + Values and ethos