School Leadership Activity:

SEF Exercise Autumn Term – Know your pupils’ evaluation

Do we give staff enough information to know as much as possible about the pupils in our care? The best time to review this area is at the beginning of the school year when staff are trying to get to know new classes.

Consider the question areas with staff and note any need for future action. We’ve included some example responses in green to help get you started.

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| **Questions to consider** | **When** | **Supporting Evidence** | **Area of focus** | **Next steps** | **Designated Leader** | **Check impact by…** |
| **What information do you have for pupils new to school and those starting a new class?** | Sept | Admissions data.  Notes of Foundation Stage induction meetings with parents.  Transition meeting notes between staff. | The need for receiving teachers to have a clear understanding of their pupils’ needs. | Ensure contact information from parents is up to date.  Ensure information is shared with class teachers and SEND TAs.  Ensure safeguarding and health information from any outside agencies has been received and actioned appropriately. | KS and Year Group leaders.  Safeguarding lead. | Review check by 1st October. |
| **Is confidential information stored securely and who can access this?** |  | Storage and retrieval systems for confidential information. | Access to confidential information in an emergency. | Review and test the procedures. | Headteacher. | November. |
| **How do you know that induction and transfer arrangements were effective?** | First month. | Pupil attitudes to learning, punctuality,  engagement, readiness for learning. | Readiness for learning.  Pupil wellbeing and distress. | KS or Year Group meetings to discuss any individual pupils needs. | KS/Year Group leaders. | 1st Half term. |
| **What support is provided to SEND students and their parents during the first term?** | First half term | Record of communi-cation.  ECHP review meeting notes. | Home school support.  Pupil progress, wellbeing and safeguarding. | Maintain communication. | SENDco. | Half termly |
| **When do review meetings take place to support students with SEND and their current Educational Health and Care Plans?** | September | Current and previous ECHP s signed by parents/carers.  SENDco records. | Communication of plans with staff. | Consider means to improve the process. | SENDco | Half term |
| **How are you using platforms such as School Information Management System (SIMS) and Child Protection Online Management System (CPOMS) to monitor student attendance, safeguarding wellbeing and other pastoral issues?** | Ongoing | SIMs  CPOMS  School’s preferred system. | Clear accessible system for recording information. | Ensure all staff know how to use the systems for pastoral records.  Check effectiveness of systems.  Are they kept up to date? | Head teacher. | Termly |
| **How is information about pastoral issues used?** | Accessed by staff as required. |  | Access by leaders and staff (as appropriate) as data to support EHCPs. |  |  |  |
| **Is there enough/too much information?** |  |  |  | Elicit views from school staff including admin staff.  Is information overlapping?  Do systems support efficient data input? |  | Term 1 |
| **How do teachers access this data?** |  |  | Does access ensure the system is fit for purpose? | If leaders are absent, what arrangements are in place for staff to access information urgently? |  |  |
| **Do teachers know what to do with the information?** |  | Staff feedback | Ensure systems are fit for purpose | Carry out training if required. |  |  |
| **How much is documentation of progress last year used?** | Sept | Last year’s assessment results and end of year reports. | Setting pupil individual targets and adjustment to curriculum focus.  Unnecessary teacher workload. | Teacher feedback on usefulness of documentation. Can this be streamlined while maintaining quality?  Check transition policy. Adjust if required.  Teacher /teacher transition meetings checklist review.  Ensure receiving teachers have access to pupil files (on line or hard copies). | All staff | Mid-September. |
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| **Changes in practice?** |
| Detail any proposed changes which arise from review here.  Add specific dates for developments  For example, VR testing to be added to admissions process for next September intake. |

Review Date:

***We recommend logging the review date electronically and setting reminders in advance.***