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 stage?** | Sept | Admissions data | The need for more academic information | Ask feeder schools for more information and/or  trial VR testing | Head of Year  Exams officer/data manager | Teacher voice 15th January |
| **How are learning walks conducted during the first four weeks of the term to ensure that students are adjusting well back into school?** | First month | Pupil attitudes to learning, punctuality,  engagement, readiness for learning | Readiness for learning | Develop or maintain shared understanding | T+L leads |  |
| **What support is provided to SEND students and their parents during the first term?** |  |  |  |  |  |  |
| **When do review meetings take place to support students with SEND and their current Educational Health Plans?** | Sept | Current review plans | Communication of plans with staff | Consider means to improve the process | Head of SEND | Half term |
| **How are you using platforms such as SIMS to monitor student attendance and behaviour?** |  |  |  |  |  |  |
| **How is information about pastoral issues used?]** |  |  |  |  |  |  |
| **Is there enough/too much information?** |  |  |  |  |  |  |
| **How do teachers access this data?** |  |  |  |  |  |  |
| **Do teachers know what to do with the information?** |  |  |  |  |  |  |
| **How much is documentation of progress last year used?** | Sept | Last year’s exam results and end of year reports | Increased use if teacher changes | Introduce pupils and staff rereading reports from last year | All staff | Pupil and teacher voice 15th October |

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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.***