**Annual School Improvement Cycle Tool**

**Area** of School Practice addressed in this document: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School **Priority** ranking: 1st (most important/ immediate) 2nd (completed within four short terms) 3rd ( Substantially completed within a year)

When will this take place/ **timescale** (NB Start date is today, date \_\_\_\_\_\_) Number of months before final review = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who has identified this as a school priority? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lead** staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Headteacher role** for this improvement: Lead / Facilitator / Review / Support / Team member / Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Key Team Members** | Role/ responsibility for this improvement |
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Which **pupil groups** will this improvement focus on and impact upon? Year group/s / cohorts/ phases \_\_\_\_\_\_\_\_\_\_ girls / boys / all

 socio-economic (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ specific ethnic group/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will this work benefit and **improve the learning of all pupils**? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Improvement has been approved by **Governors**: yes / no (circle one of) CoG / Full GB / Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ When: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the **financial and time costs** above and beyond what may usually be spent and how does the school budget / organisation need to be changed or framed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Action** | **Quantitative** (SMART) | **Qualitative** (Professional Judgement) |
| This improvement will improve outcomes for students/ pupils / children and families, improve the lives and life-chances of young children ***and*** improve learning because:  |
| ***Vision*** | *(What do we want to achieve?)* | *(What will the measure look like when we have achieved it?)* | *(What will this look like when it has been achieved?)* |
| ***School Self Evaluation*** | *(Why have we looked at this now?)* | *(What is the measure now?)* | *(What does it look like now?)* |
| ***SIDP*** (Activity) | *(What will the school do and which teams will be involved?)* | *(What action will the school take to increase measurable outcomes?)* | *(What action will be taken which will improve non-measurable aspects?)* |
| ***Performance Management***  | *(What actions will each individual need to take to help achieve the school’s goals?)* | *(What data is the individual responsible for improving?)* | *(What differences to/in attitudes will the individual need to make?)* |
| ***Head’s Report*** | *(Who will inform the headteacher, and who will the head report to?)* | *(What data will the head report about the on-going process and when?)* | *(What information and actions will the head report to Governors?)* |
| ***Assessment and Review*** | *(Who will review, when and how?)* | *(What will be measured and how will data be presented?)* | *(Who will ask who about what improvements have been made and how will it be presented?)* |

1. *All boxes and sections expandable 2. SMART = Specific, Measurable, Achievable, Realistic, Time-related 3. SIDP = School Development and/ or Improvement Plan*