EDUCATION DEVELOPMENT PLAN
2013-16

AUDIT AND ACTION PLAN
2014-15

Revised following an inspection from ISI in November 2014.

This document should be read in conjunction with the full Education Development Plan 2013-16
1. **AUDIT OF ACTION PLAN 2013-14**

**LT = Leadership Team**

| Key:  ✓ Completed | ☞ Ongoing/carried over to next year | ✗ Rejected | * added during the year |

<table>
<thead>
<tr>
<th><strong>Aspect</strong></th>
<th><strong>Action</strong></th>
<th><strong>Status</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching &amp; Learning (Music)</strong></td>
<td>1. Investigate available training for performance skills and preparation, and trial pilot scheme.</td>
<td>☞</td>
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<tr>
<td></td>
<td>2. Review annual music programme, including all concerts and performance opportunities.</td>
<td>✓</td>
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<td></td>
<td>3. Establish annual programme of masterclasses and workshops.</td>
<td>☞</td>
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<td></td>
<td>5. Develop Theory training further</td>
<td>☞</td>
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<td></td>
<td>6. Review Academic Music schemes of work, and consider earlier introduction of traditional harmony.</td>
<td>✓</td>
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<td></td>
<td>7. Review Saturday morning programme.</td>
<td>☞</td>
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<td></td>
<td>8. Consider an additional practice supervisor.</td>
<td>✗</td>
</tr>
<tr>
<td><strong>Teaching &amp; Learning (Academic)</strong></td>
<td>1. Move to SIMS-based registration, including in all academic lessons.</td>
<td>✓ (but technical issues remain)</td>
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<td></td>
<td>2. Introduce new assessment pattern with more frequent ’light-touch’ assessment via SIMS.</td>
<td>✓</td>
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<td></td>
<td>3. Revise tutorial system to enhance role of Tutor and Houseparents, clarify communication lines, and provide better support network for pupils.</td>
<td>✓</td>
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<td></td>
<td>4. Introduce systematic work scrutiny.</td>
<td>☞</td>
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<tr>
<td></td>
<td>5. Explore better use of target grades.</td>
<td>✓</td>
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<td></td>
<td>6. Introduce pupil Commendation scheme.</td>
<td>✓</td>
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<td>8. Establish school detentions.</td>
<td>✓</td>
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<td></td>
<td>9. Introduce Drama at GCSE and Geography at A-level.</td>
<td>✓ (drama) ✗ (geography)</td>
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<td></td>
<td>10. Increase curriculum time for PE.</td>
<td>☞</td>
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<tr>
<td></td>
<td>11. Begin comprehensive curriculum review for 2014-15, including possible introduction of Extended Project Qualification and other options for post-16 study, and introduction of IT into the curriculum.</td>
<td>☞</td>
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<tr>
<td></td>
<td>13. Re-establish a Fiction library.</td>
<td>✓</td>
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<tr>
<td><strong>Staffing &amp; Staff Development</strong></td>
<td>1. Re-establish staff appraisal/review.</td>
<td>✓</td>
</tr>
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<td></td>
<td>2. Provide structured opportunities for in-service training.</td>
<td>✓</td>
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<tr>
<td></td>
<td>3. Consider employing more graduate assistants or interns.</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Pastoral care &amp; boarding</strong></td>
<td>1. Revise tutorial system (see above).</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>2. Establish a more structured programme of weekend activities for boarders.</td>
<td>✓</td>
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<td></td>
<td>3. Review staffing of boarding houses.</td>
<td>☞</td>
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<td></td>
<td>4. Review Behaviour Policy, including clearer policy of sanctions and their implementation.</td>
<td>✓</td>
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<td></td>
<td>5. Prepare combined Boarding handbook.</td>
<td>☞</td>
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<td></td>
<td>6. Investigate establishing a Peer Mentoring Service.</td>
<td>✓</td>
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<td></td>
<td>7. Consider greater use of external speakers for PSHE.</td>
<td>✓</td>
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<td></td>
<td>8. Organise a weekend away for Avison.</td>
<td>✓</td>
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<td></td>
<td>9. Incorporate day pupils into boarding houses*</td>
<td>✓</td>
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<tr>
<td>Aspect</td>
<td>Action</td>
<td>Notes</td>
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</tbody>
</table>
| Pupils’ welfare, including Health & Safety | 1. Improve Day House facilities (see below).  
2. Consider strategies to encourage healthy eating.  
3. Increase curriculum time for PE (see above).  
4. Increase other opportunities for exercise.  
5. Investigate Alexander Technique/posture classes for all students.  
6. Investigate available training for performance skills and preparation, and trial pilot scheme (see above). | ✗ (day pupils incorporated in boarding houses)  
⇒  
⇒  
⇒  |
| Links with parents & the community  | 1. Continue to investigate ways to improve communication with parents.  
2. Launch a Parents’ and Friends’ Association.  
3. Review focus and management of Outreach, including better integration into annual music programme.  
4. Establish stronger relationships with local community, especially Herts Music Service. | ✓ (Parents’ portal introduced)  
⇒  
⇒  |
| Organisation                        | 1. Make use of SIMS for internal communication, including calendar and daily messages.  
2. Devise system to encourage pupil use of school email. | ⇒  
⇒  |
| Premises                            | 1. Extend Medical Centre (when funds permit).  
2. Consider ways to improve facilities for PE teaching, or to gain access to external facilities.  
3. Plan for redevelopment of West Wing (old Gardner), to include relocation of Day House and provision of office space and practice rooms.  
4. Devise 2/3-year programme to decorate main school corridors and teaching rooms.  
5. Draw up plans to improve CP Hall lighting, stage, seating and acoustics, and explore funding.  
6. Provide outdoor play/exercise area for Avison. | ✓  
⇒  
⇒ (lighting)  
⇒  |
| Resources & Facilities              | 1. Consider ways to provide additional fitness equipment.  
2. Consider installing more interactive whiteboards.  
3. Investigate provision of tablets/laptops for staff/pupils, including leasing/HP schemes.  
4. Assess feasibility of on-site instrument repairer.  
5. Upgrade IT infrastructure, to include remote access*. | ⇒  
⇒  
⇒  
⇒  |
| Management & leadership             | 1. Establish new Development Teams.  
2. Review effectiveness of leadership and management across the school. | ✓  
⇒  |
### 2. ACTION PLAN 2014-15

**LT = Leadership Team**

‡ added following ISI Inspection, Nov. 2014

<table>
<thead>
<tr>
<th>Aspect</th>
<th>Action</th>
<th>By</th>
</tr>
</thead>
</table>
| **Teaching & Learning (Music)** | 1. Investigate available training for performance skills and preparation, and trial pilot scheme.  
2. Develop annual programme of masterclasses and workshops.  
5. Explore introduction of Music Technology into Year 11.  
6. Consider recruiting specialist Aural teacher.  
7. Develop system to improve pupils’ practice skills. | Music Dept  
Music Dept/Concerts Manager  
Music Dept  
MKG  
MKG/AJG  
HoDs/MKG  
HoDs |
| **Teaching & Learning (Academic)** | 1. Introduce systematic work scrutiny.  
2. Establish and develop use of target grades.  
3. Begin comprehensive curriculum review for 2015-16, including possible introduction of Extended Project Qualification and other options for post-16 study, and introduction of IT into the curriculum.  
5. Review structure of academic music teaching. (see above)  
6. Institute departmental reviews.  
8. Consider revision of teaching time and weekly timetable.  
9. Departments to include clear plans to achieve differentiation in SoW or policies, including stretching the more able. ‡ | LT  
LT/Academic HoDs  
LT  
LT/IT Manager  
MKG  
LT  
LT  
Academic HoDs |
| **Staffing & Staff Development** | 1. Develop new Performance Management scheme.  
2. Extend opportunities for in-service training and develop system for evaluation.  
3. INSET on Differentiation ‡ | LT  
LT  
LT |
| **Pastoral care & boarding** | 1. Investigate establishing a Peer Mentoring Service.  
2. Review integration of day pupils into boarding houses.  
4. Review staffing of boarding houses.  
5. INSET on counselling skills.  
6. Develop further communication between Tutors and Houseparents.  
7. Provide structured guidance/shared resources to Tutors for use in tutorials  
8. Joint Social/outings programme to be devised and published. ‡  
9. School Council to provide input on additional extracurricular activities. ‡ | LT  
LT  
Houseparents  
LT  
MEP  
LT/Houseparents  
CJR/JCH  
Houseparents  
LT/School Council |
<table>
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<th>Aspect</th>
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</thead>
</table>
| Pupils’ welfare, including Health & Safety | 1. Consider strategies to encourage healthy eating.  
2. Increase opportunities for exercise.  
3. Investigate available training for performance skills and preparation, and trial pilot scheme (see above) | LT/School Council  
LT  
Music Dept |
| Links with parents & the community       | 1. Extend use of Parents’ Portal  
2. Review focus and management of Outreach, including better integration into annual music programme.  
3. Establish stronger relationships with local community, especially Herts Music Service.  
4. Review of communications and PR. | LT  
LT/Music Dept  
PR Manager |
| Organisation                             | 1. Extend use of SIMS for internal communication, including calendar and daily messages.  
2. Expand pupil use of school email. | LT/IT Manager/School Office  
LT/IT Manager/School Council |
| Premises                                 | 1. Plan for further redevelopment of West Wing.  
2. Devise 2/3-year programme to decorate main school corridors and teaching rooms.  
3. Provide outdoor play/exercise area for Avison. | Bursar  
Bursar  
Bursar/Parents |
| Resources & Facilities                   | 1. Consider ways to provide additional fitness equipment.  
2. Complete provision of projectors/whiteboards.  
3. Investigate provision of tablets/laptops for staff/pupils, including leasing/HP schemes. | SPU  
LT  
LT/IT Manager |
| Management & leadership                 | 1. Review effectiveness of leadership and management across the school.  
2. Review of internal communications.  
3. Termly review of Child Protection training and records with CP Governor. † | LT |

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