



Clovelly House School Development Plan 2020/21

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1. To continue to ensure that safeguarding, fire, first aid, H&S Safer food and medication training for all staff.
2. To continue ensure that staff members learn to manage challenging behavior incorporating the new model of therapeutic working adopted by the organization
3. To continue to ensure that Clovelly House School complies with Health and safety regulations .
4. To continue to develop structures for writing and monitoring Risk Assessments for the environment and for individuals.
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7. To develop the 'hidden' curriculum to support the wellbeing of children.
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9. To increase the capacity of staff to work therapeutically with children across the school.
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11. To continue to improve options for developing fitness levels and skills of pupils.
12. To support pupils to develop awareness of healthy eating options.
13. To increase the options for outdoor activities and to teach pupils to value nature.
14. To encourage pupils who cycle to do their cycling proficiency tests.
15. To ensure all pupils are or are working towards becoming competent swimmers.
16. To ensure school attendance is monitored more strictly and the admin officer reports attendance to local authorities daily.
17. To ensure that there are 'Attendance Action Plans' for pupils whose attendance falls below acceptable standards
18. To continue to promote equality and diversity across the school.
19. To encourage all staff and adults to support Environmental agendas.
20. To support children to have more awareness and respect for different Charities and to support these as appropriate.
21. To source funding for a Defibrillator outside the property for use by Merrylees residents if necessary.

4. The Suitability of Premises and Accommodation

1. To register the Enderby center as an annex to Clovelly House School.
2. To fully establish the new T Bech center at the annex at Enderby for use by all the pupils.
3. To purchase and install garden furniture and equipment to improve the grounds at the new center.
4. To establish good working relationships between the school annex and CHS during the school day.
5. To make alterations at the annex for secure exams storage and a small manager's office and to get approval from JCQ .
6. To extend the exams room at CHS to create more storage for staff.
7. To continue to maintain the garden in line with the enhanced curriculum needs of the school.
8. To identify a suitable site for forest school activities – to develop a program for suitable children to access.
9. To continue to make connections with external provisions for use by the pupils for sport and recreation activities.
10. To further make links with FE colleges off-site for pupils to access enhanced curriculum offerings.
11. To purchase a suitable vehicle to take 7 pupils on activities and across sites.
12. To build and furnish an art studio at Clovelly

5. The Quality of Information for Parents and Other Partners

1. To continue to develop and maintain the website for access by relevant stakeholders in line with OFSTED requirement.
2. To update the School Prospectus for the school and Statement of Purpose for the home and make it available for relevant stakeholders.
3. To continue to maintain a safe internet provision for the storage of sensitive documents as well as curriculum materials.
4. For the home manager and parent/carers to liaise with education staff weekly .



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5. For the ELT and relevant staff members to attend care team, PEPs and other relevant meetings to plan high quality provision and interventions for children.
6. To continue to implement structures for recording and report writing at school and improve as necessary.
7. To continue to hold regular mentoring meetings with pupils/parent/carers, key workers/home managers to review progress and expectations.
8. To continue to invite professionals to join Reflective practice meetings to discuss particular children.
9. To have a structured program of Open days and occasions for parents/carers and other stakeholders to attend.
10. To continue to forge links with neighbours to promote the school.



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1. Leadership and Management

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. To develop middle management team in the school for key secondary duties	<ul style="list-style-type: none"> * Education leaders meet six weekly to make leadership decisions * therapists meet six weekly for integrated meeting * curriculum and examinations leaders meet to make appropriate decisions * Care and education DSL teams meet to discuss safeguarding six weekly * staff with other secondary duties are meeting regularly to fulfil their functions 	Jennifer, managers	ELT Meetings are held six-weekly, curriculum/exams meetings, safeguarding meetings, therapy/management meetings and other secondary team meetings are held each half term from August 2020.	ELT is meeting regularly and making positive decisions Safeguarding teams, DSL teams, therapy teams and secondary are meeting regularly and managing child protection Decisions made at meetings incorporate care and therapy contributions.	Jennifer	Time for meetings – within shift hours – no additional costs	-	Completed – all staff have secondary roles – middle leaderships roles more clearly defined – training given to all staff to clarify roles & responsibilities – 10.3.21
2. To ensure that Safeguarding at all levels is of the highest standard and that the protection of children is fundamental to our work	<ul style="list-style-type: none"> * To ensure that safeguarding policies and procedures are robust and up-to-date * To ensure that the SBM is trained in safer recruitment and that rigorous checks are carried out on appointment of staff * To ensure that there is a DSL in place to manage safeguarding of children * To ensure that all staff have training in the LSCB safeguarding leaflet during induction * To ensure that all staff members have appropriate level training safeguarding at all times 	All staff	From January 2020, and ongoing	Safeguarding policies and procedures are robust and up-to-date The SBM is trained in safer recruitment and that rigorous checks are carried out on appointment of staff There is a DSL in place to manage safeguarding of children All staff have training in the LSCB safeguarding leaflet during induction All staff members have appropriate level training safeguarding at all times	Jennifer	Safeguarding training - £300 x2 pa	Safeguarding DSL Safer recruitment	All school staff trained in KCSIE 2020 in Dec 2020. All staff trained in Safeguarding L3 in Jan 2021. Two deputy DSLs appointed and training allocated. All staff requesting 'Allegations Training'. Regular Safeguarding meetings set up at SLT and school levels – SLT appointed as 'Safeguarding Governor' role.
3. To ensure that there is a Single Central Register for the school that complies with OFSTED regulations	<ul style="list-style-type: none"> * For the SBM to maintain a SCR of all staff * For the SCR to be kept up to date at all times * For additional checks to be completed as required for the SCR 	Tamlyn	From January 2020, then ongoing	The SBM maintains a SCR of all staff * The SCR is kept up to date at all times * Additional checks are completed as required for the SCR * The SCR is password protected	Jennifer	SCR training - £250		SBM has completed SCR training. SCR is up-to-date and compliant. SCR is available online and is password protected



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	* For the SCR to be password protected							
4. To develop an administration team to manage the HR, H&S GDPR, finance, training and recruitment for the company	<ul style="list-style-type: none"> * A new business manager to be appointed and trained up in the role * An admin support officer to be appointed to support the bursar * To write job specifications and to identify roles and responsibilities * HR, recruitment, finance, H&S and training responsibilities to be allocated to team * For the HR team to use BrightHR systems * For the HR team to monitor GDPR 	Tamlyn	From January 2020, then ongoing	Business manager is appointed and trained up in the role An admin support officer is appointed and supports the bursar Roles are identified and the admin team develop HR, recruitment, finance and training are allocated and undertaken BrightHR is being used.	Jennifer	Funds for salaries for admin team members BrightHR fees £1600 pa	SBM training Administration officer training	Administration team has been appointed. Team had first 'workshop training' day on 16 th March. Roles & responsibilities have been determined and training allocated for fulfilment of roles. Regular admin meetings are in place.
5. To maintain high standards of training and monitoring for all staff.	<ul style="list-style-type: none"> * To ensure that new staff have a positive induction program on entry. * To ensure that there is a budget available for training * To ensure that all staff have allocated time for supervision each half term * To maintain a matrix of required training across the year for all staff * To continue to access online training courses as possible * To offer literacy and numeracy skills training to staff to facilitate their development plans 	Tamlyn and Katherine Aida	From June 2020, then ongoing. To be monitored in supervision and termly.	The new staff have undergone a comprehensive induction program and assimilated the CHS and education ethos of the organization. Staff supervision time is allocated and is supportive of staff The training matrix is up-to-date and accessed by staff Online training is completed by staff as necessary Staff have opportunities to develop their literacy and numeracy training	Jennifer	Time for induction program to be implemented. Time for supervision and feedback sessions. Time included in staff hours Cost of statutory training per year, £5,250.00 + developmental training for 2020 £5,000.00	Induction training, statutory training for schools	Staff training has been overhauled. A comprehensive package of mandatory and options training is in place. All staff are up to date with mandatory training. A new staff member has been appointed to oversee training and training days timetabled.
6. To register new provision as an annex to CHS and to actively engage in marketing the school and provision.	<ul style="list-style-type: none"> * To register the new provision at Enderby with OFSTED * for the Principal, staff and Home manager to work together to market the school to referring agencies *To keep the leaflets and website information 	Jennifer and Fiona	August 2020 and then ongoing until the school is full	Enderby is registered with OFSTED Staff are actively engaged in marketing and promoting the unit to referring agencies Leaflets and marketing materials and continually updated as needed Marketing meetings are held regularly to ensure continued	Jennifer	Time – allocated within job roles	Staff training	Application has been submitted in January 2020 for registration. 3 Letters have been sent to DfE to follow up the application – DfE claiming that they are waiting for OFSTED. Impact of



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	up to date in line with current events and developments * To attend regular marketing meetings to promote the service to suitable authorities			marketing of the service				COVID.
7. To develop the staff team at all levels and to review structures for CPD for workforce development.	* To maintain workforce development plan * For NR to attend LPH meetings * For a SENCO to be trained up * For new science teacher to be trained up * For a new D&T tutor to be trained up * For all staff to be trained in autism, wellbeing and SEN * For staff to take on roles of 'Anti-bullying officer', 'Equalities Officer', 'LD specialist', 'Medication officer', food technology, Well-being officer, etc.	Jennifer All staff	From August 2020, then ongoing, monitored termly " "	Education staff are aware of the CPD program of training and attend regularly. * The school CPD program is aligned with workforce development needs and staff are being identified for relevant training * Staff at all levels are taking on secondary duties for the benefit of the school .	Jennifer	Time to release staff for CPD training. Funding for CPD - £100 per course x 3	CHS training, Art therapy, nurture/woodland therapy, SENCO, training, etc.	Staff role and responsibilities have been redefined. Staff have been given information about the company structure and roles and responsibilities. All staff are encouraged to undertake CPD.
8. To take on new staff members as needed as the school develops.	* To advertise for new staff as needed. * To ensure high standards of safeguarding during the recruitment process * To appoint at a rate of: 1 teacher, and 2 tutors/TAs for 4 new pupils. * To ensure that new staff adopt the CHS ethos and philosophies.	Jennifer	From August 2020, then ongoing, monitored termly	Job vacancies are advertised and suitable staff appointed as needed Safeguarding is embedded in recruitment practices New staff experience working at CHS to assimilate the ethos and philosophies	Jennifer	Time to advertise Funding to pay agency rates, £1050 to £2700 per staff member	Safer recruitment training	New staff members appointed to deliver maths and drama/dance. 3 trainee teachers are on track to undergo the QTS program. 2 new admin personnel appointed. New cleaner appointed. Currently interviewing for new school counsellor
9. To appoint a new SENCO to take on the role across the school	* As the school grows, a SENCO and SEN team is appointed * To have half termly meetings to discuss SEN matters *To address pupil's special needs timeously and efficiently	SENCO	October 2020, then ongoing	A SENCO has been appointed and SEN team members appointed to support him/her Regular SEN meetings are held to discuss SEN matters Pupil special needs are being addresses timeously and efficiently	Jennifer	Time for SEN duties, (within the role)	SEN training	Deputy SENCO has been appointed to support JC. Training has been allocated. Deputy SENCO is fulfilling the role very well. EHCP are being updated.
10. To formalise structures for supervision of	* Staff members are allocated suitable ELT members as supervisors	ELT	June 2020, then ongoing	Staff members know who their supervisor is Supervisors are trained	Jennifer	Time for supervision training and	Supervision	New ELT members have been given supervisory duties.



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staff and to allocate time half termly for team support	<ul style="list-style-type: none"> * Supervisors to undergo training * Supervision is built in for staff including theme training on support days 			Supervision is timetabled for staff members every half term and staff are feeling supported		supervision support days – within allocated hours		All supervisions are up-to-date. Appraisal systems are being reviewed and improved. All staff have information about supervision process
11. To continue to promote evidence-based research to encourage reflective practice and sharing of good working models in staff meetings	<ul style="list-style-type: none"> * staff to be encouraged to be more pro-active in staff meetings * staff supported to share good practice with colleagues * care staff to support reflective practice with staff members in meetings 	All	August 2020 and monthly monitoring	Staff are volunteering good practice examples in meetings and sharing these with colleagues. Reflective practice is shared with the home manager and care staff	Jennifer	Time for meetings Time to record good practice	Meetings	Reflective Practice sessions are taking place weekly. Recently used to promote staff wellbeing to counter the impact of COVID and lockdown. New counsellor will join
12. To facilitate further CPD for managers, through membership of appropriate professional bodies, subscription to research journals, and purchase of scholarly books	<ul style="list-style-type: none"> * To maintain membership of ICHA, LPH, Action for children, and TCT and to attend meetings and online contact * To maintain subscription to journals such as 'SEN' and 'School nurse' publications * To purchase books such as 'Mental health and Wellbeing' by Meek, Phillips & Jordan 	All LTs	June 2020, the ongoing	To maintain membership of ICHA, LPH, Action for children, and TCT and to attend meetings and online contact * To maintain subscription to journals such as 'SEN' and 'School nurse' publications * To purchase books such as 'Mental health and Wellbeing' by Meek, Phillips & Jordan	Jennifer	Funding for fees and subscriptions	Learn through attendance	Improved through subscription to BrightHR, The Keys for School Leaders, ICHA and Action for Children.
13. To implement new email and storage systems at Clovelly and to maintain and update as necessary	<ul style="list-style-type: none"> * To review the needs of the organization * To get new email system installed and in use with links to Bright HR * to implement the new systems 	Tamlyn	July 2020, then ongoing	New systems are implemented and are running safely and efficiently	Jennifer	Funding for new systems	Internet training	Subscription to BrightHR for HR resources. Access to 'one drive'. New emails set up
14. To promote staff well-being across the organisation	<ul style="list-style-type: none"> * To continue to write newsletters to go out with monthly payslips * To continue to have the monthly 'BRAVO' awards for staff * To have staff meals out at the end of each term * To promote staff well-being groups 	All staff	July 2020, then ongoing	SBM continues to write newsletters to go out with monthly payslips * SBM continues to have the monthly 'BRAVO' awards for staff * Staff continue to have meals out at the end of each term * Staff well-being groups are promoted	Jennifer	Cost of rewards and publishing material	-	To continue to apply for well-being award – staff wellbeing meetings and meals booked. BRAVOs going well. Training completed – see file
15. To formalize	* To maintain logs of	All staff,	July 2020, then ongoing	Logs of good practice are	Jennifer	-	-	To improve quality



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structures for quality assurance and for recording good practice and compliments across the school.	good practice across the school * To maintain logs of compliments paid to the school * To keep records of surveys for quality assurance	Katherine		maintained across the school Logs of compliments paid to the school are maintained Records of surveys for quality assurance are kept				assurance processes, to encourage families & SWs to give quality assurances + training evaluations
16. To ensure accountability for pupil premium funding across the school	* To monitor income and expenditure of pupil premium funds * To maintain records of pupil premium expenditure * To maintain records of review of success of funding for individual pupils	Neil	August 2020, then ongoing	Income and expenditure of pupil premium funds is monitored Records of pupil premium expenditure in maintained Records of review of success of funding for individual pupils are evidenced	Jennifer	-	-	To improve systems for accountability for Pupil Premium money

2. The quality of education provided by the school

Objectives	Procedures/Process	Action by:	Time deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. To continue to develop the Curriculum across the school.	* To appoint an Examinations and curriculum officer to oversee curriculum development * To rationalise the curriculum provision including core subjects and enhanced offerings * To plan SoW at different levels in all subject offerings * To allocate subject budgets and purchase resources needed * To include pupils and parents in decisions about their curriculum options * To link teaching to assessment at different levels	Jennifer, all staff	August 2020, then ongoing as needed. To be monitored in half termly supervisions	An exams officer is appointed and develops in the role The Curriculum provision is rationalised and options chosen including core and enhanced provision SoW are written Resources needed are purchased and are of good quality Pupils and parents are consulted about curriculum options Staff members are delivering the new PoS	Jennifer and OFSTED	Time to write SoW – allocated within job Funding for resources Time to write up PoS	Curriculum SoW	Curriculum is strong – wide range of subjects and assessment strands, SoW in place for all subjects Letters sent out to parents timeously for curriculum options Assessment grids in place Lesson observations ongoing
2. To continue to develop assessment processes across the school	* To continue to do BOXALL profiling with all pupils * To continue to do standardised assessments in literacy and numeracy * To uses stages of mastery to track pupil progress and for report writing	Aida	June 2020, then ongoing	BOXALL profiling is completed with all pupils * Standardised assessments are completed six monthly * Stages of mastery are used to track pupil	Jennifer	Cost of standardised assessments, £30 pa		Assessments grids in place for all subjects. All working towards award schemes, Hidden curriculum in place, stages of mastery being used Standardised assessments implemented, BOXALL for emotional/behaviour



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	<ul style="list-style-type: none"> * To research more comprehensive assessment tools such as CAT, WRAT and other formal assessments * To consider offering a comprehensive 12 week assessment package for children * Assessment results are shared with children and parents/carers 			<p>progress and for report writing Research has been completed, tools identified according to need, and assessments purchased The option to consider a comprehensive assessment package has been researched Results are shared with children and families</p>				
3. To continue to develop alternative curriculum packs for pupils at home or off site, including online options	<ul style="list-style-type: none"> * To file work prepared during 'lockdown' and to reuse for pupils working at home or off-site * To continue to identify online learning options for pupils, particularly at KS4 	All staff	August 2020 and ongoing	Alternative provision work is prepared and filed for future use Suitable on-line courses are available to pupils who are engaging in on-line learning programs	Jennifer and OFSTED	Cost of resources and equipment and on-line training at £30 per course	On-line training	Remote learning & blended learning packs sent home and zoom calls held regularly RA and Assessments completed
4. To continue to increase the subject offerings for KS4 pupils and to identify suitable qualifications for individual pupils.	<ul style="list-style-type: none"> * To identify subject offerings as requested by individual pupils at different levels. * To link subject offerings with suitable qualifications routes * To research the practicality of subject offerings requested and to implement those identified. * To develop PoS and purchase resources to deliver the new subject offerings * For pupils to engage and achieve in new subjects * To develop models for publishing information in accessible formats online * To develop a model for publishing qualifications online 	Aida, all staff	By August 2020 for existing pupils, then reviewed as new pupils are admitted to the school	New subjects are identified for pupils Subjects are linked to qualifications routes Staff research the practicalities of offering new subjects PoS are written and delivered. Pupils are engaging successfully in new subject programs Models for curriculum and results are published online Qualifications are published online	Jennifer and OFSTED	Funding for qualifications	Exams board training	Very comprehensive package available Adding 'Health & Social Care' to timetable from Sep21. Als adding ASDAN 'Preparation for independence' program for older pupils
5. To ensure that there is a suitable science curriculum to deliver to pupils, using GCSE and ASDAN awards.	<ul style="list-style-type: none"> * To appoint a science teacher * To identify suitable award schemes for science * To plan suitable programs of study for science * to timetable science in the curriculum 	Aida & Syed	August 2020, then ongoing	A science tutor is appointed and has developed suitable programs of study Pupils are engaged in appropriate science lessons Resources are	Jennifer	Time-tabled time, Salary of science teacher Cost to set up department, £15000.00	Science CPD	New science teacher appointed. Budget allocated for science equipment Teacher being trained in delivering GCSE and Btec according to the school curriculum



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	* To provide resources to develop the science department			purchased for science				
6. To research and report on the value of the 'hidden' curriculum and publish results online	<ul style="list-style-type: none"> * To implement aspects of the hidden curriculum such as 'imagination, soothing, sensory, literacy curriculum, etc. * To monitor the success of the hidden curriculum through observational reports and comparison of daily reports * To write a research report on the success of the hidden curriculum based on observational reports 	All staff	August 2020, then ongoing	Aspects of the hidden curriculum are implemented The success of the hidden curriculum is monitored through observational reports and comparison of daily reports A research report is compiled on the success of the hidden curriculum based on observational reports	Jennifer	-	-	<ul style="list-style-type: none"> Pupils offered the 'Hidden Curriculum' on entry – progressing to more formal learning Staff implementing the Hidden Curriculum well Need research report on value of the Hidden Curriculum
7. To begin to prepare the school for 'deep dives' in the forthcoming OFSTED inspection	<ul style="list-style-type: none"> * To identify the following subject areas for 'deep dives' – reading, writing, maths, art and PHSE * To ensure all staff are aware of and understand the implications of 'deep dives' * To review SoW and resources for subject areas identified as 'dep dives' * To monitor and support teachers delivering 'deep dive' subjects 	ELT, all staff	August 2020, then ongoing	'Deep dive' subject areas are identified as – reading, writing, maths, art and PHSE * All staff are aware of and understand the implications of 'deep dives' * SoW and resources for subject areas identified as 'dep dives' are reviewed * Teachers are monitor and supported to deliver 'deep dive' subjects	Jennifer & OFSTED	Finding for subject resources, within allocated budget	Training in subject specialisms	<ul style="list-style-type: none"> Deep dive subjects identified, AL prepared OFSTED questions for all staff delivering 'Deep Dive' subjects Holding regular curriculum meetings to discuss all subjects and 'Deep Dives'
8. To improve exams registration and enter pupils for relevant exams	<ul style="list-style-type: none"> * To increase exams registration with different exams boards * To enter pupils for relevant exams to achieve results according to their ability * To try to source and register exams storage provision for registration with exams boards * To publish exams results online 	Aida	August 2020 and ongoing	Exams registration is completed Pupils are entered for exams and are achieving well The school has sourced suitable exams storage venue and has been approved by JCQ Exams results are published annually	Jennifer and OFSTED	Funding for exams, £200	Training in exams delivery	<ul style="list-style-type: none"> New Exams Officer has been appointed. Exams Officer is undergoing ongoing training Exams meetings are held regularly Applied to register Enderby as new exams centre.- Room prepared Results are published online
9. To maintain links for appropriate careers guidance for pupils in CHS schools.	<ul style="list-style-type: none"> * to continue to contract out the careers advice to a suitable provider * To arrange for all relevant pupils to have suitable careers guidance sessions. 	Jennifer and all staff	August 2018 and ongoing. To be monitored in six monthly PEP meetings	Practical and suitable careers guidance is arranged for pupils Prospects is contracted to provide careers guidance and	Jennifer and Social Workers	Funding for careers guidance providers	Training in careers guidance	<ul style="list-style-type: none"> School has an external careers advisor. JB undertaking work with pupils to submit college applications KS interested in developing a careers library area



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	<ul style="list-style-type: none"> * To source work experience options suitable for pupils who are able to manage these * To develop entrepreneurial options for pupils across the curriculum 			pupils have suitable and high quality sessions Pupils are engaging successfully in work experience and entrepreneurial options				Entrepreneurship activities are being offered across the curriculum Work experience has been delayed due to COVID
10. To ensure that pupils are doing an appropriate amount of homework to improve learning and progress	<ul style="list-style-type: none"> * For class teachers to be creative in setting homework tasks * KS4 teacher set homework in core subjects and examinations subjects * Care staff are supporting pupils to do homework regularly * class teachers are attending care team meetings and raising issues about homework and school progress 	Class teachers, care staff	August 2019 and ongoing, to be monitored in care team meetings	Pupils have homework set in relevant subjects Homework is being done regularly	Jennifer and managers	Time to set and mark work	Training in homework	All pupils are offered homework at KS3 and KS4 in English and Maths. Pupils are given incentives for doing homework
11. To begin to use the new BTech centre to offer the pupils an increased curriculum and enhanced opportunities	<ul style="list-style-type: none"> * to set up the BTech center * To gradually increase the subject offerings at Enderby * To ensure that the center is co-ordinated by a competent person 	Teachers, all staff	August 2020 and ongoing	The centre is being used for BTech subjects and pupils are learning well It is well managed by a competent person	Jennifer and managers	Cost of setting up the center and ongoing resources		BTec centre is in use and being well-managed. Pupils are respecting the centre and it is settled After lockdown, a variety of staff are supporting at Enderby Still awaiting registration
12. To develop the Forest School provision off-site and at the school	<ul style="list-style-type: none"> * To appoint a 'Forest School' coordinator and staff * To train staff * To develop a Forest School curriculum * To identify venues for forest school activities * To successfully take children on Forest School activities for enrichment and development 	Hayley	August 2020, then ongoing	To appoint a 'Forest School' coordinator and staff * To develop a Forest School curriculum * To identify venues for forest school activities * To successfully take children on Forest School activities for enrichment and development	Jennifer	Cost of training Cost of setting up course Travel costs	Forest school training	HSH has undertaken Forest School Training Pupils re doing 'woodland' activities at CHS and in local woods Activities are providing enrichment and unit awards
13. To continue to offer lunch time clubs for the enrichment of pupils	<ul style="list-style-type: none"> * To offer the crafts club at lunch time * To offer the MFL through activities club at lunch time * To offer PE activities at lunch time 	All staff	January 2020, then ongoing	The crafts club runs successfully The MFL club runs successfully PE activities take place at lunch time	Jennifer	-	-	Clubs were impacted by COVID, but have restarted – have 'Wellbeing Champions' club, 'Eco' club, 'French' club, and starting 'BSL' club after school
14. To obtain the 'well-being' award for the school	<ul style="list-style-type: none"> * To apply for the well-being award mark * To appoint an officer to lead towards obtaining the well-being award * To appoint a supporting committee to work towards 	All staff	June 20, then ongoing	School has applied for the well-being award mark School has appointed an officer to lead towards obtaining the well-being award	Jennifer	Cost of fees (£1,500)	Wellbeing	Worked towards the Award – to have a workshop on Tuesday for submission Wellbeing Officer is performing well – regular meetings in place – training ongoing Young people have been



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	obtaining the well-being award * To gain the award			School has appointed a supporting committee to work towards obtaining the well-being award * School gained the award				appointed to 'Wellbeing Champions' committee
15. To source external provision to accommodate the additional needs of pupils where necessary	* To identify pupils with additional needs, e.g. G&T, BSL, * To source suitable provision to cater for those needs * To enroll the pupil with support if necessary * To timetable the pupil to attend regularly	Staff	August 2020, then ongoing as needed	Pupils with needs are enrolled in suitable courses for enhanced learning	Jennifer	Cost of fees		Impacted by COVID – now using Alpaca centre and various woods
16. To raise the standard of reading across the school	* To assess the reading age of the children * To implement reading strategies for weaker readers * To keep 'reading racetrack' in place	Staff	September 20, then ongoing	The reading age of the children are assessed Reading strategies for weaker readers are implemented 'Reading racetrack' is in place	Jennifer	Cost of rewards	-	Have 'Reading Racetrack' in place. Have purchased more reading books and received donations Pupils encouraged to read
17. To ensure that SMSC and British values are embedded across the curriculum	* To train staff in SMSC * To ensure that SMSC and British values are embedded across the curriculum * To ensure that SMSC practice is evidenced * To assess the impact of SMSC on the progress of pupils	Staff	September 20, then ongoing	Staff are trained in SMSC SMSC and British values are embedded across the curriculum SMSC practice is evidenced The impact of SMSC on the progress of pupils is assessed across the school	Jennifer	-	-	All staff trained in SMSC. Curriculum links for SMSC added to lesson plans Themes incorporating SMSC added. Displays in place School trips planned

3. The welfare, health and safety of the pupils

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. To continue to ensure that safeguarding, fire, first aid, H&S Safer food and medication training for all staff	* To ensure that policies are implemented and relevant * To appoint staff members to take on secondary duties in H&S * To ensure that regular training is undertaken by all staff * To ensure that staff implement training into daily practice for the safety of children	Katherine, and all staff	August 2020 and ongoing. To be monitored through CPD	Policies are implemented and relevant Staff are taking on secondary duties in H&S and carrying out these efficiently Staff are trained regularly and implement training	Jennifer	Time to review policies and time for training – within allocated hours	Safeguarding, H&S, Fire training First Aid training MCB training and Medication training	Safeguarding Training – all – KCSIE, L3, Allegations, DSL New training officer appointed – correlating all resources and records. Training scheduled



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				into daily practice				
2. To continue to ensure that staff members learn to manage challenging behavior incorporating the new model of therapeutic working adopted by the organisation	<ul style="list-style-type: none"> * To establish a therapeutic model of working * To ensure that all staff are trained in the new model * To work together with children to learn tolerance and acceptance and to do reparation with others * To use positive behaviour management to encourage pupils to work towards managing their behavior positively * To have risk assessments in place with targets for managing behavior 	All staff	August 2020, constantly under review	The therapeutic model of working is becoming embedded across the organisation Staff are trained in Therapeutic working Pupils who disturb the learning of others will have increased support Risk assessments are linked to behavior goals, IBPs	Jennifer	Time for Behaviour Management Training – within allocated hours	Behavior Management Training	Staff are all working therapeutically with young people. Incident reports are reducing
3. To continue to ensure that Clovelly House School complies with Health and safety regulations	<ul style="list-style-type: none"> * To ensure that policies, procedures and structures are in place to meet health and safety guidelines in Clovelly House and in the school * To ensure that staff undergo regular training to ensure high standards of Health and safety * To meet OFSTED and reg 44 and reg 45 criteria for H&S * For the bursar to monitor the H&S checks * To ensure that company vehicles are driven and maintained safely 	Katherine	August 2020 and ongoing to be monitored monthly in reg 44 and 45 reports	Policies, procedures and structures are in place to meet health and safety guidelines in Clovelly House and in the school Staff undergo regular training to and high standards of Health and safety are maintained The home meets OFSTED and reg 33 and reg 34 criteria for H&S	Jennifer, Tamlyn, Neil Fiona and OFSTED	Time for training Time to monitor	Health and safety Safeguarding	All undertaken IHasco H&S training Training up to date H&S audit conducted by Colin Muddle, external officer Compliance up to date
4. To continue to develop structures for writing and monitoring Risk Assessments for the environment and for individuals	<ul style="list-style-type: none"> * For all staff to undergo Risk Assessment training * Risk Assessments are undertaken for the environment * Risk Assessments are undertaken for individual children * Staff members contribute to and sign the RAs 	All staff	August 2020 and on-going	Staff members are trained to write risk assessments Risk assessments are written and available for staff and all stakeholders All staff are monitoring and annotating RA daily	Jennifer, Neil, Fiona	Time for writing, monitoring and training – within the job role	Managing risk	RA reviewed after OFSTED visit in Oct. All RA reviewed Staff trained in RA RA being reviewed regularly
5. To focus on the well-being of children and to discuss in staff meetings and reflective practice	<ul style="list-style-type: none"> * To appoint a well-being officer * To apply for the well-being award * To discuss children in staff meetings with the link therapist to promote understanding of difficulties of pupils * To adapt classroom management strategies to promote well-being and learning opportunities for pupils 	Jennifer, and all staff	August 2020 and monthly in staff meetings	A well-being officer is appointed The school is working towards the well-being ward Pupils who are experiencing difficulties and being discussed in staff meetings Staff are adapting classroom management	Jennifer	Time for meetings, included in working hours	Modelling of Reflective Practice	Applying for well-being award All staff attending & engaging in Reflective Practice Therapists advising in Reflective Practice All implementing therapeutic working



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				strategies for the well-being of children and these are resulting in enhanced learning				
6. To reduce the levels of bullying in the school	<ul style="list-style-type: none"> * To appoint an 'Anti-bullying Officer' * To train the 'Anti-bullying Officer' * To cascade anti-bullying practices down through the school * To reduce the incidents of bullying across the school * To reduce the incidents of on-line bullying outside of school 	Sid Singh, All staff	August 2020, then ongoing	An 'Anti-bullying Officer' is appointed The 'Anti-bullying Officer' is trained Anti-bullying practices cascade down through the school Incidents of bullying reduce across the school Incidents of on-line bullying outside of school reduce		Training £59, time for training, within allocated hours	Anti-bullying	Antibullying training completed Anti-bullying officer appointed Anti-bullying these week undertaken All staff challenge bullying immediately
7. To develop the 'hidden' curriculum to support the wellbeing of children	<ul style="list-style-type: none"> * To consciously promote all aspects of the 'hidden' curriculum including 'imagination, soothing, sensory, literacy and other aspects * To find a way of recording observational reports about the outcomes of the 'hidden' curriculum 	All staff	August 2020, then ongoing	To consciously promote all aspects of the 'hidden' curriculum including 'imagination, soothing, sensory, literacy and other aspects * To find a way of recording observational reports about the outcomes of the 'hidden' curriculum	Jennifer	Within allocated hours	Nurture theories	Hidden curriculum being implemented Young people responding positively Sensory features maintained in gardens and rooms
8. To continue to develop the therapy service within the organization for the well-being and support for children and staff	<ul style="list-style-type: none"> * to continue to work with the therapist * For therapists to undergo staff training * to further develop structures for handover of information related to the well-being of children * to further develop the therapy service to include contributions to management, children and staff * To find suitable OT provision for the school 	Jennifer, Rachel, Ali	September 2020	Therapist works well with pupils Staff are trained in 'trauma', 'DDP', 'Zones of regulation' and 'PDA' Handovers are being done without breaching confidentiality The therapist is contributing to management of the organization An OT is sought	Jennifer	Time for meetings, and handovers	Therapeutic training – cost per trainer, £500.00	To appoint new therapists to replace RF School to appoint a psychotherapist to work where funded School to appoint a counsellor to work with children through timetabled session on PHSE All to do bespoke pieces of work
9. To increase the capacity of staff to work therapeutically with children across the school	<ul style="list-style-type: none"> * For staff members to be identified to undertake woodland, nurture therapy and to apply it to forest schools work * For staff members to identify areas to specialize in using therapeutic approaches, and to undertake training and to work therapeutically 	All staff	August 2020, then ongoing	Staff are trained in 'Woodland therapy and apply it to working with the children Key staff specialize in therapeutic working	Jennifer	Funding for training and resources		Reflective practice ongoing All staff to do SCERTS training for autism All staff to continue to implement the



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	with the children such as those using 'lego therapy, yoga, drawing & talking therapy, play therapy, art therapy, etc. * For the school to provide relevant resources for these therapies			with children in a variety of areas Resources are in place for these therapies These contribute to positive well-being of pupils				'nurture' curriculum To do external therapy training
10. To access support for pupils with medical needs	* To access the NHS for support for children with medical needs * To train staff in relevant specialisms to support children with medical needs * For all staff to do iHASCO training in asthma, diabetes, anaphylaxis and epilepsy	Jennifer and external agents	August 2020 and ongoing as needed	NHS support is accessed for children with medical needs Staff are trained to care appropriately for children with medical needs	Jennifer home managers, social workers	Funding for training Time for training	Relevant training	To undergo training for certain medical conditions All children with medical conditions have an up-to-date IHP completed with help of parent/carers
11. To continue to improve options for developing fitness levels and skills of pupils	* To increase options for development of physical skills during PE and other lessons * To source options for external activities to develop fitness skills * To set up the new gym on site * To sign a contract for group use of the facilities at Enderby * To continue to us 'wake and shake' at school at the beginning of morning and afternoon sessions	All staff	August 2020 and ongoing to be monitored in care team meetings	Additional options are offered to further develop physical skills of pupils A program of external activities is in place to develop the physical skills of pupils and is being accessed Wake & shake is popular at school	Jennifer and Home manager	Funding for activities Time to access	Relevant training	Options limited due to COVID and winter weather Gym is accessible – now been insulated Alpacas and LOPC have been available throughout Access to gym restarting in April
12. To support pupils to develop awareness of healthy eating options	* To embed awareness of healthy eating across the curriculum * To offer 'food hygiene courses for pupils' * For pupils to achieve and put learning about healthy eating into practice	Jennifer	August 2020 and ongoing	Healthy eating is embedded across the curriculum Pupils are able to attend food hygiene courses Pupils are making healthy eating choices	Jennifer and Home managers	Funding for training Time for training	Food Hygiene Training	Ongoing All doing 'Food and Hospitality' Pupils are often eating as a group with themes Doing direct work about healthy eating
13. To increase the options for outdoor activities and to teach pupils to value nature	* To continue to access outdoor pursuits activities * To continue to offer a range of outdoor activities such as hiking, bike riding, boating, etc * To increase the alternative curriculum options to include a wider variety of on and off-site activities	All staff	August 2020 and ongoing	Pupils access outdoor pursuits center Pupils are trying and increased range of activities Outdoor activities take place on and off site	Jennifer	Funds for activities £100 per week		Pupils doing Forest school activities on and offsite Pupils visiting woods and flood sites
14. To encourage pupils who cycle to do their cycling proficiency tests.	* To purchase school bikes and helmets * to identify pupils who cycle as needing to go on the cycling proficiency course * To send pupils on the course as required	Jennifer and home managers	September 2020 and ongoing as new referrals join. To be monitored at 'care team mtgs'	Pupils are identified as needing to go on the cycling proficiency course Pupils pass the course and are safer on the roads	Jennifer	Funding for the course	Cycling proficiency Road safety courses	Not started yet
15. To ensure all pupils are or are working	* To take pupils swimming at local sports centers	All staff	September 2020 and	Pupils are attending regular swimming	Jennifer	Funding for swimming	Swimming proficiency	Not started due to COVID



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towards becoming competent swimmers	* To encourage pupils to improve their swimming skills		ongoing as required	lessons Pupils are improving their swimming competence		sessions and lessons	badges	
16. School attendance is monitored more strictly and the admin officer reports attendance to local authorities daily	* To keep tighter records of pupil attendance * To report online attendance daily * To meet with parents/cares to improve pupil attendance To reward and encourage pupils to attend more regularly	All staff	August 2020, then ongoing	Tight records of pupil attendance are kept Attendance is reported daily to LAs Parents/cares are involved in cases where attendance is poor Pupils are rewarded for good attendance	Jennifer	Rewards for attendance £5 per term per child	-	New administrator appointed Attendance procedures robust Attendance vouchers given termly
17. To ensure that there are 'Attendance Action Plans' for pupils whose attendance falls below acceptable standards	* To identify pupils whose attendance is a cause for concern * To draw up 'Action Plans' for those pupils whose attendance is cause for concern * To follow up on action plans * For attendance to improve	All staff	August 20, then ongoing	Pupils whose attendance is a cause for concern are identified 'Action Plans' are drawn up for those pupils whose attendance is cause for concern Staff follow up on action plans Attendance to improve	Jennifer	-	-	Parents invited to shared attendance concerns Early Help & MASH enlisted where necessary LA commissioners informed EHCP reviewed to address poor attendance COVID impacted
18. To continue to promote equality and diversity across the school	* To appoint a diverse staff team * To appoint a diversity officer * To have theme days, including equality and diversity * To embed equality principles across the school * To encourage children to have a voice for equality and diversity	All staff	June 2020, then ongoing	A diverse staff team is appointed * A diversity officer is appointed * Theme days, including equality and diversity * Equality principles are embedded across the school * Children are supported to have a voice for equality and diversity	Jennifer	Cost of Equality and diversity training	Equality & diversity training	Equalities Officer appointed Diversity theme weeks encouraged + 2x yrly Issues addressed in school meetings and complaint procedures Inequality issues addressed
19. To encourage all staff and adults to support Environmental agendas	* To promote sustainable energy sources and to try to save energy within the school * For children to have an eco-club to protect and develop the school site * To recycle more efficiently * To embed environmental protection agendas across the school	All staff	August 2020, then ongoing	Sustainable energy sources are promoted to try to save energy within the school * Children have an eco-club to protect and develop the school site Everyone recycles more efficiently * Environmental	Jennifer	Timetabled within allocated hours	-	School starting 'Eco' club' with children Conserving water in water butt Ponds restored Legionella checks Supported bird-flu crisis with lockdown Studied flooding New recycling bins



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				protection agendas are embedded across the school				
20. To support children to have more awareness and respect for different Charities and to support these as appropriate	<ul style="list-style-type: none"> * Pupils to be encouraged to develop their understanding of the work of charities * Pupils to be encouraged to select charities to work towards. * Pupils to actively support charities across the school year 	All staff	Sep 2020, then ongoing	<ul style="list-style-type: none"> Pupils are encouraged to develop their understanding of the work of charities * Pupils are encouraged to select charities to work towards. * Pupils actively support charities across the school year 	Jennifer	-	-	Pupils and staff contributed to 'charity' days Supported in line with COVID
21. To source funding for a Defibrillator outside the property for use by Merrylees residents if necessary	<ul style="list-style-type: none"> * To source funding for a defibrillator in the village * For the defibrillator to be installed outside Clovelly * For staff to be trained to use it 	Katherine	September 2020	<ul style="list-style-type: none"> Funding for a defibrillator in the village is sourced * The defibrillator is installed outside Clovelly * Staff are trained to use it 	Jennifer	Cost of defibrillator	Training to use defibrillator	Not yet started due to COVID

4. The suitability of the premises and accommodation

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. To register the Enderby center as an annex to Clovelly House School	<ul style="list-style-type: none"> * To pass the OFSTED variation inspection * To open the school to new pupils 	Jennifer	October 2020	The new building passes OFSTED and is ready and used as an annex for Clovelly House school	Jennifer	Cost of refurbishment	-	Applied – waiting for OFSTED
2. To fully establish the new T Bech center at the annex at Enderby for use by all the pupils	<ul style="list-style-type: none"> * To maintain the annex as a BTEch center * To develop the vocational curriculum * To ensure staff are in place for teaching * to timetable pupils to benefit from the center 	All staff & Rachel	October 2020, then ongoing	<ul style="list-style-type: none"> The BTEch center is running well The vocational curriculum is developed Staff are in place for delivery of the curriculum Students are benefitting 	Jennifer	Set up costs - £500	-	Using as Alternative site – strong vocational curriculum being delivered
3. To purchase and install garden furniture and equipment to improve the grounds at the new center	<ul style="list-style-type: none"> * To purchase suitable furniture for the school * To purchase suitable resources for the school garden including furniture, vegetable garden materials, leisure furniture such as swings and decorative furniture 	Jennifer	August 2019	<ul style="list-style-type: none"> * The furniture is obtained and is in place in the school * Resources are purchased and in place for registration The garden is improved 	Jennifer	Cost of furniture and resources	-	Garden furniture purchased, mostly assembled



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4. To establish good working relationships between the school annex and CHS during the school day	<ul style="list-style-type: none"> * To make all staff aware of procedures for use of the facilities * Cross-over staff are supporting the integrated work between school and annex during the school day 	All staff	August 2020	Staff are aware of procedures for day pupils to use the annex facilities during the school day Education staff are supporting the integrated working between school and annex	Jennifer	Time for meetings and consultations	Training on integrated working	Reintegration following lockdown – going well staff cross-over smoothly
5. To make alterations at the annex for secure exams storage and a small manager's office and to get approval from JCQ	<ul style="list-style-type: none"> * To get quotes for buildings in line with decisions made * To begin to erect the new alterations as decided in time for 2021 exams entries 	Jennifer	October 2020 and then ongoing until completion. To be monitored by Jennifer	<ul style="list-style-type: none"> * Planning meetings are held to decide the future development of the annex. Quotes are obtained for building work and it proceeds Work is completed JCQ approved the exams storage plans 	Jennifer	Cost of structure and erection of building	-	Exams room set up ready for registration Applied for registration Waiting for inspection – post COVID
6. To extend the exams room at CHS to create more storage for staff	<ul style="list-style-type: none"> * To do building work to extend the exams storage room * To refurbish the extension with shelving to increase storage options 	Barry	August 2020	The exams room is extended, shelving purchased and is used effectively	Jennifer	Cost of building - £800	-	Exams room completed – storage space available
7. To continue to maintain the garden in line with the enhanced curriculum needs of the school	<ul style="list-style-type: none"> * To continue to develop areas of the garden for recreational use * To keep the garden as low maintenance as possible 	Jennifer and all staff	August 2020, then ongoing	Physical recreation areas are identified and equipment is in place The children are using the low maintenance garden for recreation	Jennifer	Cost of equipment	-	Garden being developed continuously – change of site for wagon caused delays
8. To identify a suitable site for forest school activities – to develop a program for suitable children to access	<ul style="list-style-type: none"> * To train staff in forest school activities and therapy * To develop a suitable program of study * To take pupils regularly for forest school activities 	All staff	November 2020, then ongoing	Staff are trained in forest school activities/therapy PoS have been written from forest schools Pupils are timetables and engaging in forest school activities	Jennifer	Cost of training Cost of use of forest and resources	-	Ongoing Woods available for access
9. To continue to make connections with external provisions for use by the pupils for sport and recreation activities	<ul style="list-style-type: none"> * To identify suitable sports venues for use by the pupils * To identify suitable outdoor activities venues for use by the pupils * To identify venues for off-site activities for pupils * To ensure risk assessments are in place for the above 	All staff	August 2020 and ongoing	Outdoor activities venues are identified and in use Pupils are attending suitable off-site activities Risk assessments are in place for all activities	Jennifer	Cost of hire of venues Cost of transport	-	Delays due to COVID, but strong links with LOPC and Alpaca farm
10. To further make links with FE colleges off-site for pupils to access enhanced curriculum offerings	<ul style="list-style-type: none"> * To source links for suitable extra-curricular activities for pupils * Some pupils are accessing part-time college courses such as VESA, and are engaging in the education offered 	All staff	August 2020 and ongoing	Links are sourced and lists are constantly updated Pupils are accessing part-time college courses	Jennifer	Cost of courses	-	Delayed due to COVID
11. To purchase a suitable vehicle to take 7 pupils on activities and	<ul style="list-style-type: none"> * To find a suitable vehicle for transporting children * To purchase the vehicle 	All staff	September 2020	A suitable vehicle is sourced and purchased Staff are competent to	Jennifer	Cost of vehicle -£8,000.00	-	Vehicle purchased and in place



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across sites	<ul style="list-style-type: none"> * To ensure that staff are competent to drive it * To use it for pupils who can manage larger groups safely 			drive it It is used efficiently to transport larger groups				
12. To build and furnish an art studio at Clovelly	<ul style="list-style-type: none"> * To design and build a structure for an art studio * To run electricity to the unit * To furnish the studio with appropriate equipment 	Barry	November 2020	Structure for art studio has been completed The unit is electrified The studio is furnished with appropriate equipment	Jennifer	Cost of structure £3,000.00	-	To be replaced by admin room – and need to have KS2 classroom

5. The quality of information for parents and other partners

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. To continue to develop and maintain the website for access by relevant stakeholders in line with OFSTED requirement	<ul style="list-style-type: none"> * To update relevant information onto the website 	Tamlyn	August 2020	<ul style="list-style-type: none"> * Website is registered * Layout of the website is established * Information is being uploaded as necessary 	Jennifer	Funding for website Time to develop	ICT training	Updated and uploaded
2. To update the School Prospectus for the school and Statement of Purpose for the home and make it available for relevant stakeholders	<ul style="list-style-type: none"> * To update the school prospectus * To include the school vision statement, curriculum options and exams results * To meet the requirements expected by OFSTED * To publish the documents in hard copy and on-line 	Jennifer and Tamlyn	September 2020	Prospectus is written Vision statement is written and curriculum and results are published Both documents are available in hard copy and on-line	Jennifer	Time to develop Cost of printing	-	Updated and uploaded Continuously maintained
3. To continue to maintain a safe internet provision for the storage of sensitive documents as well as curriculum materials	<ul style="list-style-type: none"> * To set up an internet cloud for the safe storage of sensitive materials using the new systems * To set up internet storage systems for the storage of curriculum materials for pupils to access * All staff to do GDPR training 	All staff	August 2020 and ongoing	Systems are in place and documents are stored securely Systems are in place and curriculum materials are accessed by pupils as necessary Staff are GDPR trained	Tamlyn	Cost of provision	-	Use of ONE DRIVE & purchased external hard drive for secure storage of archive material
4. For the home manager and parent/carers to liaise with education staff weekly	<ul style="list-style-type: none"> * To establish a 'family liaison officer' to communicate with families * The 'family liaison officer' to cascade information to staff and to get daily updates about the pupils * This information is shared via 'Whats'ap * The home manager and 	Hayley	August 2020 and ongoing, Recorded and reviewed weekly and monthly	A 'family liaison officer' is in place Daily and weekly communication takes place between the parents/carers and the school Meetings take place where needed to discuss pupils and	Jennifer	Time for meetings and phone calls – cost of phone £20 per month	-	Communication continuously being improved SIP and Reflective Practice meetings going ahead



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	parents attend meetings where pupils are discussed with regards to understanding and managing behavior			plan more effective intervention				
5. For the ELT and relevant staff members to attend care team, PEPs and other relevant meetings to plan high quality provision and interventions for children.	<ul style="list-style-type: none"> * Class teachers are attending meetings concerning their pupils and are recording and reporting back information to the team * For information to be used to plan intervention and provision for the children 	All staff	August 2020 and ongoing, at six weekly care team meetings	Teachers are attending and reporting back from meetings * Information is being used to plan intervention and provision for the children with beneficial results	Jennifer	Time for meetings and planning – within allocated hours	-	New ELT team established – meeting regularly – note minutes
6. To continue to implement structures for recording and report writing at school and improve as necessary	<ul style="list-style-type: none"> * To discuss with the team how to develop suitable report writing structures * To include progress 8, mastery of learning framework reports and standardized assessment results in reports * To include attendance data in report writing * To ensure that reports are written for day scholars in December and July each year 	Jennifer and staff	August 2020 and ongoing. To be reviewed at LAC reviews	Report formats discussed and are implemented, reviewed and changes are made as necessary Progress 8 reports and attendance data is included in reports Reports are received 2x a year and are well received by stakeholders	Jennifer Managers	Time	-	To deliver training in report writing To continue to develop staff expertise on Stages of Mastery
7. To continue to hold regular mentoring meetings with pupils/parent/carers, key workers/home managers to review progress and expectations	<ul style="list-style-type: none"> * To hold half termly mentoring meetings with pupils and key workers to discuss pupil progress and expectations with pupils * to set targets for pupil progress and expectations 	Jennifer and all staff with key workers	August 2020 and half termly	Half term mentoring meetings are held regularly and pupil progress is discussed Pupils are aware of their progress and targets and are raising their own standards	Jennifer and managers	Time for meetings	Training in Assertive mentoring for staff	Mentoring meetings have improved – to hold near the beginning of term to discuss previous end of term assessments
8. To continue to invite professionals to join Reflective practice meetings to discuss particular children	<ul style="list-style-type: none"> * Professionals are invited to visit or join online meetings for reflective practice about children * Information is shared with all teams across CHS 	All staff Rachel F	January 2020, then ongoing	Professionals join reflective practice meetings Information is shared for the benefit of the children	Jennifer	Time for meetings – within allocated hours	-	Some joined, considerable disruption due to COVID
9. To have a structured program of Open days and occasions for parents/carers and other stakeholders to attend	<ul style="list-style-type: none"> * To plan a program of activities * To invite Parents/carers and other stakeholders to visit and view the pupil's achievements 	Jennifer and all staff	July 2020 then ongoing	<ul style="list-style-type: none"> * A program of activities is planned * Parents/carers and other stakeholders are visiting and viewing the pupil's achievements 	Jennifer and managers	Time to arrange, cost of activities	Training in RA	Continued throughout lockdown – did it virtually at times and posted pictures and comments
10. To continue to forge links with neighbours to promote the school	<ul style="list-style-type: none"> * To invite neighbours to charity events at the school * To attend WI crafts meetings in the village * To invite the neighbours to 	All staff	January 200, then ongoing	Neighbours attend charity events at the school Children attend WI event in the village	Jennifer & managers	Time to arrange and costs of printing invites and refreshments	-	Limited due to lockdown



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	open days			Neighbours attend open days				
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Signed: 19th August 2020