



Clovelly House School Development Plan 2022/23

Contents

- 1. Leadership and Management**
- 2. The Quality of Education provided by the School**
- 3. The Welfare, Health and Safety of Pupils**
- 4. The Suitability of Premises and Accommodation**
- 5. The Quality of Information for Parents and Other Partners**



Clovelly House School Development Plan 2022/23

1. Leadership and Management

Objectives	Procedures/Process	Action by:	Time Deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. To continue to develop middle management team in the school through NPQH qualifications	<ul style="list-style-type: none"> * Education leaders meet fortnightly to make discuss coursework * ELT to be supported with coursework * To incorporate leadership training into ELT meetings 	Jennifer, managers	ELT Meetings are held weekly from August 2022.	ELT is meeting regularly and making positive progress on qualifications ELT feel supported in achieving qualifications.	Jennifer	Time for meetings – within shift hours – no additional costs	-	
3. To continue 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 continue to be robust and up-to-date * To ensure that the safeguarding team meet weekly and the company safeguarding team meet 3x weekly * 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 and deputies 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 including KCSIE 2022 * To ensure that the DSL has face-to-face training through LSCB 	All staff	From September 2022, and ongoing	Safeguarding policies and procedures are robust and up-to-date Weekly and 3 weekly meetings take place regularly 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 The DSL is having face-to-face training with LSCB	Jennifer	Safeguarding training - £300 x2 pa	Safeguarding DSL Safer recruitment	
4. To ensure that there is an up-to-date 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 * For the SCR to be password protected 	Tamlyn	From Septemebr 2022, 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		
5. To continue 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 further trained in the role * The admin support officer to be further trained 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 	Jennifer	From August 2022, then ongoing	Business manager is further trained up in the role Admin support officer is further trained 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	



Clovelly House School Development Plan 2022/23

	<ul style="list-style-type: none"> * For the HR team to use BrightHR & peninsular systems * For the HR team to monitor GDPR * For the admin team to be strengthened through the use of apprentices and trainee administrators 			The admin team is strengthened through the use of apprentices and trainee administrators				
6. To continue 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 * To continue to use iHASCO, Safeguarding network and careskills training 	Tamlyn and Heather Aida	From August 2022, then ongoing. To be monitored in supervision and termly.	<p>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</p> <p>The training matrix is up-to-date and accessed by staff</p> <p>Online training is completed by staff as necessary</p> <p>Staff have opportunities to develop their literacy and numeracy training</p> <p>Staff continue to use iHASCO, Safeguarding network and careskills training</p>	Jennifer	<p>Time for induction program to be implemented</p> <p>Time for supervision & feedback sessions - included in staff hours</p> <p>Cost of statutory training per year, £5,250.00 + developmental training for 2020 £5,000.00</p>	Induction training, statutory training for schools	
7. To develop new provision as an annex to CHS and to actively engage in marketing the school and provision.	<ul style="list-style-type: none"> * To develop the new provision at Enderby * for the Principal, staff and Home manager to work together to market the school to referring agencies * To keep the leaflets and website information up to date in line with current events and developments * To attend regular marketing meetings to promote the service to suitable authorities 	Jennifer and Tamlyn	August 2022 and then ongoing until the school is full	<p>Enderby is registered with OFSTED</p> <p>Staff are actively engaged in marketing and promoting the unit to referring agencies</p> <p>Leaflets and marketing materials and continually updated as needed</p> <p>Marketing meetings are held regularly to ensure continued marketing of the service</p>	Jennifer	Time – allocated within job roles	Staff training	
8. To develop the staff team at all levels to take on secondary duties and to review structures for CPD for workforce development.	<ul style="list-style-type: none"> * To maintain workforce development plan * For the schoolhead to attend LPH meetings * For a new 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 undertake further training for roles of 'Anti-bullying officer, 'Equalities Officer', 'SEN specialist', 'Medication officer', food technology, 	Jennifer All staff	<p>From August 2022, then ongoing, monitored termly</p> <p style="text-align: center;">“</p> <p style="text-align: center;">“</p>	<p>Education staff are aware of the CPD program of training and attend regularly.</p> <p>* The school CPD program is aligned with workforce development needs and staff are being identified for relevant training</p> <p>* Staff at all levels are taking on secondary duties for the benefit of the school</p>	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.	



Clovelly House School Development Plan 2022/23

	Well-being officer, Anti-bullying etc.							
9. To take on new staff members as needed as the school develops.	<ul style="list-style-type: none"> * 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 2022, then ongoing, monitored termly	<p>Job vacancies are advertised and suitable staff appointed as needed</p> <p>Safeguarding is embedded in recruitment practices</p> <p>New staff experience working at CHS to assimilate the ethos and philosophies</p>	Jennifer	Time to advertise Funding to pay agency rates, £1050 to £2700 per staff member	Safer recruitment training	
10. To appoint a new SENCO to take on the role across the school	<ul style="list-style-type: none"> * 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 * To enroll the SENCO on QTLS, then L7 training 	SENCO	September 2022, then ongoing	<p>A SENCO has been appointed and SEN team members appointed to support him/her</p> <p>Regular SEN meetings are held to discuss SEN matters</p> <p>Pupil special needs are being addresses timeously and efficiently</p> <p>The SENCO is on appropriate training</p>	Jennifer	Time for SEN duties, (within the role)	SEN training	
11. To formalise structures for supervision of staff and to allocate time half termly for team support	<ul style="list-style-type: none"> * Staff members are allocated suitable ELT members as supervisors * Supervisors to undergo training * Supervision is built in for staff including theme training on support days 	ELT	August 2022, then ongoing	<p>Staff members know who their supervisor is</p> <p>Supervisors are trained</p> <p>Supervision is timetabled for staff members every half term and staff are feeling supported</p>	Jennifer	Time for supervision training and supervision support days – within allocated hours	Supervision	
12. 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"> * To set up a new organisational 'research team' * 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 * SLT members to attend TCTC 	All	August 2022 and monthly monitoring	<p>The 'research team' is set up and undertakes quality research to inform the running of the home and school</p> <p>Staff are volunteering good practice examples in meetings and sharing these with colleagues</p> <p>Reflective practice takes place in the school and the home</p> <p>SLT managers attend TCTC</p>	Jennifer	Time for meetings Time to record good practice	Meetings	
13. To facilitate further development 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 TCTC 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 * To join NASEN and Safeguarding Network for support, training and resources 	All SLTs	August 2022, then ongoing	<p>Membership of ICHA, LPH, Action for children, and TCT and meetings and online contact maintained</p> <p>Subscription to journals such as 'SEN' and 'School nurse' publications continue</p> <p>Books are purchased such as 'Mental health and Wellbeing' by Meek, Phillips & Jordan</p> <p>School has joined NASEN and Safeguarding Network for support, training and resources</p>	Jennifer	Funding for fees and subscriptions	Learn through attendance	
14. To monitor and review new email and storage systems	<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 & 	Tamlyn	July 2022, then ongoing	<p>Needs of the organisation have been reviewed</p> <p>To New systems are implemented and are running safely and efficiently</p>	Jennifer	Funding for new systems	Internet training	



Clovelly House School Development Plan 2022/23

at Clovelly and to maintain and update as necessary	peninsular * to implement the new systems * To begin to store documents online with a view to going paperless * To put all archive documents online and safely destroy paper copies			BrightHR & Peninsular continue to support the organisation Some documents are begin stored online Archiving of old documents is completed and archiving is kept up-to date				
15. To continue to promote staff well-being across the organisation	* 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	August 2022, 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	-	
16. To continue to formalize structures for quality assurance and for recording good practice and compliments across the school.	* To maintain logs of good practice across the school * To maintain logs of compliments paid to the school * To keep records of surveys for quality assurance * Children & families, staff and visitors are asked to completed surveys to monitor quality of provision	All staff, admin staff,	August 2022, then ongoing	Logs of good practice are maintained across the school Logs of compliments paid to the school are maintained Records of surveys for quality assurance are kept Results of surveys are analyzed and incorporated into development planning	Jennifer	-	-	
17. To continue 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	Tamlyn	August 2022, 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	-	-	
18. For the school to review structures for making complaints to ensure that they are robust and up-to-date	* Structures for managing complaints to be reviewed * Pupils and staff to be made aware of their right to make a complaint * Complaints to be well managed, tracked and resolved within guidelines * For pupils to know that they can go to outside agencies if they are unhappy with the school	All staff	September 2022, then ongoing	* Structures for managing complaints are reviews * Pupils and staff are aware of their right to make a complaint * Complaints are well managed, tracked and resolved within guidelines * Pupils know that they can go to outside agencies if they are unhappy with the school	Jennifer	Time to review structures		

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 continue to develop the curriculum officer to oversee curriculum development * To rationalise the curriculum provision including core	Jennifer, all staff	August 2022, then ongoing as needed. To be monitored in half termly	The Curriculum provision is rationalised and options chosen including core and enhanced provision SoW are written	Jennifer and OFSTED	Time to write SoW – allocated within job	Curriculum SoW	



Clovelly House School Development Plan 2022/23

	<p>subjects and enhanced offerings</p> <ul style="list-style-type: none"> * To update the 'Illustrated Curriculum' Document to include statutory subject information * 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 		<p>supervisions</p>	<p>The 'Illustrated Curriculum' Document is updated to include statutory subject information</p> <p>Resources needed are purchased and are of good quality</p> <p>Pupils and parents are consulted about curriculum options</p> <p>Staff members are delivering the new PoS</p>		<p>Funding for resources</p> <p>Time to write up PoS</p>		
<p>2. To continue to develop assessment processes across the school</p>	<ul style="list-style-type: none"> * To continue to do BOXALL profiling with all pupils * To continue to do standardised assessments in literacy and numeracy * To use stages of mastery to track pupil progress and for report writing * 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 * To offer SEN assessments such as for Dyslexia * Assessment results are shared with children and parents/carers 	Aida	<p>August 2022, then ongoing</p>	<p>BOXALL profiling is completed with all pupils</p> <ul style="list-style-type: none"> * Standardised assessments are completed six monthly * Stages of mastery are used to track pupil progress and for report writing <p>Research has been completed, tools identified according to need, and assessments purchased</p> <p>The option to consider a comprehensive assessment package has been researched</p> <p>SEN assessments such as for Dyslexia are offered</p> <p>Results are shared with children and families</p>	Jennifer	<p>Cost of standardised assessments, £30 pa</p>		
<p>3. To continue to develop remote learning structures and alternative curriculum packs for pupils at home or off site, including online options</p>	<ul style="list-style-type: none"> * To continue to develop and maintain remote learning packs to use when needed * 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 * To keep robust records of remote learning offerings during COVID and beyond 	All staff	<p>August 2022 and ongoing</p>	<p>Remote learning structures continue to be developed and maintain remote learning packs for use when needed</p> <p>Alternative provision work is prepared and filed for future use</p> <p>Suitable on-line courses are available to pupils who are engaging in on-line learning programs</p> <p>Robust records of remote learning are recorded and maintained</p>	Jennifer and OFSTED	<p>Cost of resources and equipment and on-line training at £30 per course</p>	<p>On-line training</p>	



Clovelly House School Development Plan 2022/23

<p>4. To continue to increase the subject offerings for KS4 pupils and to identify suitable qualifications for individual pupils.</p>	<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 	<p>Aida, all staff</p>	<p>By August 2022 for existing pupils, then reviewed as new pupils are admitted to the school</p>	<p>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</p>	<p>Jennifer and OFSTED</p>	<p>Funding for qualifications</p>	<p>Exams board training</p>	
<p>5. To ensure that there is a suitable science curriculum to deliver to pupils, using GCSE and ASDAN awards.</p>	<ul style="list-style-type: none"> * To develop the science teacher to deliver the subject * To identify suitable award schemes for science * To plan suitable programs of study for science * to timetable science in the curriculum * To provide resources to develop the science department 	<p>Aida & staff</p>	<p>August 2022, then ongoing</p>	<p>A science tutor is being supported and has developed suitable programs of study Pupils are engaged in appropriate science lessons Resources are purchased for science</p>	<p>Jennifer</p>	<p>Time-tabled time, Salary of science teacher Cost to set up department, £15000.00</p>	<p>Science CPD</p>	<p>New science teacher appointed. Budget allocated for science equipment Teacher being trained in delivering GCSE and Btec according to the school curriculum</p>
<p>6. To research and report on the value of the 'hidden' curriculum and publish results online</p>	<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 	<p>All staff</p>	<p>August 2022, then ongoing</p>	<p>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</p>	<p>Jennifer</p>	<p>-</p>	<p>-</p>	
<p>7. To continue to develop the school for 'deep dives' in OFSTED inspections</p>	<ul style="list-style-type: none"> * For all staff to undergo training in preparing for OFSTED * 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 	<p>ELT, all staff</p>	<p>August 2022, then ongoing</p>	<p>Training is completed in preparing for OFSTED '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'</p>	<p>Jennifer & OFSTED</p>	<p>Finding for subject resources, within allocated budget</p>	<p>Training in subject specialisms</p>	



Clovelly House School Development Plan 2022/23

	<ul style="list-style-type: none"> 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 * To have curriculum workshops throughout the year 			<ul style="list-style-type: none"> * SoW and resources for subject areas identified as 'dep dives' are reviewed * Teachers are monitor and supported to deliver 'deep dive' subjects * Curriculum workshop for 'Deep Dive' & OFSTED review done 				
8. To review the SEND provision across the school	<ul style="list-style-type: none"> * To induct the new SENCO into her role * To train the new Deputy Head to support the SENCO * To involve the new team in reviewing policies and procedures for SEND across the school * To maintain high levels of SEND training for the SENCO and all staff members 	ELT	September 2022, then ongoing	<ul style="list-style-type: none"> * The new SENCO is inducted into her role * The Deputy Head has ongoing training to support the SENCO * The SEN team is involved in reviewing policies and procedures for SEND across the school * High levels of SEND training are maintained for the SENCO and all staff members 	Jennifer	Funding for training Time	SENCO L7 Inhouse SEN training L2 SEN training	
9. To continue to improve exams registration, training and systems and to enter pupils for relevant exams	<ul style="list-style-type: none"> * To appoint an experienced exams officer to consult with and advise the Principal and school on exams matters * To develop the new exams officer in the school * To increase exams registration with different exams boards * To enter pupils for relevant exams to achieve results according to their ability * To register Enderby to deliver exams with exams boards * To publish exams results online 	Jennifer	August 2022 and ongoing	<ul style="list-style-type: none"> Exams registration is completed Pupils are entered for exams and are achieving well The school has registered Enderby and has been approved by JCQ and AQA Exams results are published annually 	Jennifer and AQA	Funding for exams, £200	Training in exams delivery	
10. To develop the careers service in the school and to maintain links for appropriate careers guidance for pupils in CHS schools.	<ul style="list-style-type: none"> * to continue to develop a careers service in school * to continue to contract out the careers advice to a suitable provider * To arrange for all relevant pupils to have suitable careers guidance sessions. * To source work experience options suitable for pupils who are able to manage these * To develop entrepreneurial 	Jennifer and all staff	August 2022 and ongoing. To be monitored in six monthly PEP meetings	<ul style="list-style-type: none"> Careers guidance is developing in the school Practical and suitable careers guidance is arranged for pupils Prospects is contracted to provide careers guidance and pupils have suitable and high quality sessions Pupils are engaging successfully in work experience and entrepreneurial options 	Jennifer and Social Workers	Funding for careers guidance providers	Training in careers guidance	



Clovelly House School Development Plan 2022/23

	options for pupils across the curriculum							
11. To continue 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 2022 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	
12. 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 2022 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		
13. To continue 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 2022 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	
14. 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 * Publish details on website 	All staff	August 2022, then ongoing	The crafts club runs successfully The MFL club runs successfully PE activities take place at lunch time Details uploaded on website	Jennifer	-	-	
15. To maintain the 'well-being' award for the school	<ul style="list-style-type: none"> * To appoint a supporting committee to work towards maintaining obtaining the well-being award * To maintain the award 	All staff	May 21, then ongoing	School has appointed an officer to lead maintaining the well-being award The School maintains the award	Jennifer	Cost of fees (£1,500)	Wellbeing	
16. To continue to source external provision to accommodate the additional needs of pupils where necessary	<ul style="list-style-type: none"> * 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 	Staff	August 2022, then ongoing as needed	Pupils with needs are enrolled in suitable courses for enhanced learning The school continues to use the lake and the woods for extra activities	Jennifer	Cost of fees		



Clovelly House School Development Plan 2022/23

	support if necessary * To timetable the pupil to attend regularly * To continue to use the lake and the woods for extra activities							
17. To continue 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 22, 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	-	
18. To continue 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 continue to hold theme days across the year which promote SMSC and British Values * To continue to take pupils on high quality school trips to promote their SMSC awareness * To ensure that SMSC practice is evidenced * To assess the impact of SMSC on the progress of pupils	Staff	September 22, 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	-	-	
19. To continue to develop the curriculum for KS5 pupils	* To offer ASDAN paths to Independence for KS5 * To develop further appropriate curriculum for KS5	All staff	August 2022, then ongoing	The school offers ASDAN Independence plan Other curriculum paths are developed	Jennifer	Cost of ASDAN resources	ASDAN training	
20. To refurbish a school bus to use as an off-site mobile classroom for remote learning and for off-site education	* A bus is purchased * The bus is modified * Insurances and permits are obtained * Pupils use the bus and learning is enhanced	All staff	September 2022, then ongoing	* A bus is purchased * The bus is modified * Insurances and permits are obtained * Pupils use the bus and learning is enhanced	Jennifer	Cost of bus and conversion, £6500	Bus driving licence	

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 is up to date	* To ensure that policies are implemented and relevant * To appoint Peninsular H&S services to monitor H&S across the company * To appoint staff members to take on secondary duties in H&S * To ensure that regular training is	Heather, and all staff	August 2022 and ongoing. To be monitored through CPD	Policies are implemented and relevant Peninsular H&S officer is monitoring H&S and supporting the company	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	



Clovelly House School Development Plan 2022/23

	<p>undertaken by all staff</p> <ul style="list-style-type: none"> * To ensure that staff implement training into daily practice for the safety of children 			<p>Staff are taking on secondary duties in H&S and carrying out these efficiently</p> <p>Staff are trained regularly and implement training into daily practice</p>				
<p>2. To continue to ensure that staff members learn to manage challenging behavior incorporating the new model of therapeutic working adopted by the organisation</p>	<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	<p>August 2022, constantly under review</p>	<p>The therapeutic model of working is becoming embedded across the organisation</p> <p>Staff are trained in Therapeutic working</p> <p>Pupils who disturb the learning of others will have increased support</p> <p>Risk assessments are linked to behavior goals, IBPs</p>	Jennifer	<p>Time for Behaviour Management Training – within allocated hours</p>	<p>Behavior Management Training</p>	
<p>3. To support the anti-bullying officer and to monitor bullying as well as peer-on-peer sexual abuse at school</p>	<ul style="list-style-type: none"> * To support the anti-bullying officer * To have a team to support the anti-bullying officer * To ensure that the team have appropriate training * To ensure that incident logs are recorded online and analysed for trends such as discriminatory bullying and peer-on-peer abuse * To reduce the incidents of on-line bullying outside of school * To undertake research to monitor improvements in behaviour 	Ayla, All staff,	<p>August 2022, then ongoing</p>	<ul style="list-style-type: none"> * An anti-bullying officer is appointed * A team is appointed to support the anti-bullying officer * The team have appropriate training * Incident logs are recorded online and analysed for trends such as discriminatory bullying and peer-on-peer abuse Incidents of on-line bullying outside of school reduce * Research is undertaken to monitor improvements in behaviour 	Jennifer	<p>Cost of time for meetings & training for staff</p>	<p>Behaviour management</p> <p>Bullying</p> <p>Sex & relationship</p> <p>Peer-on-peer abuse</p>	
<p>4. To continue to ensure that Clovelly House School complies with Health and safety regulations</p>	<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 comply with Peninsula H&S checks * 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 	Heather	<p>August 2022 and ongoing to be monitored monthly in reg 44 and 45 reports</p>	<p>Policies, procedures and structures are in place to meet health and safety guidelines in Clovelly House and in the school</p> <p>Staff undergo regular training to and high standards of Health and safety are maintained</p>	Jennifer, Tamlyn, Neil Fiona and OFSTED	<p>Time for training</p> <p>Time to monitor</p>	<p>Health and safety</p> <p>Safeguarding</p>	



Clovelly House School Development Plan 2022/23

	checks * To ensure that company vehicles are driven and maintained safely			The home meets OFSTED and reg 33 and reg 34 criteria for H&S				
5. To continue to develop structures for writing and monitoring Risk Assessments for the environment and for individuals	* 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 2022 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	
6. To focus on the well-being of staff and children and to discuss in staff meetings and reflective practice	* 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 2022 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 strategies for the well-being of children and these are resulting in enhanced learning	Jennifer	Time for meetings, included in working hours	Modelling of Reflective Practice	
7. To continue to develop the 'hidden' curriculum to support the wellbeing of children	* To appoint and support a well-being officer for the school * 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 2022, then ongoing	The wellbeing officer is appointed and supported 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	
8. To continue to develop the therapy service within the organization for the well-being and support for children and staff	* 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	Jennifer, Carolyn, Ali	September 2022	Therapist works well with pupils Staff are trained in 'trauma', 'DDP', 'Zones of regulation' and 'PDA' Handovers are being done without breaching confidentiality	Jennifer	Time for meetings, and handovers	Therapeutic training – cost per trainer, £500.00	



Clovelly House School Development Plan 2022/23

	* To secure suitable OT provision for the school			The therapist is contributing to management of the organization An OT is sought				
9. To continue to increase the capacity of staff to work therapeutically with children across the school	* 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 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	All staff	August 2022, then ongoing	Staff are trained in 'Woodland therapy and apply it to working with the children Key staff specialize in therapeutic working with children in a variety of areas Resources are in place for these therapies These contribute to positive well-being of pupils	Jennifer	Funding for training and resources		
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 2022 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	
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 2022 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	
12. To continue to support pupils to develop further 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 2022 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	
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 2022 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		
14. To encourage pupils	* To purchase school bikes and helmets	Jennifer	September 2022	Pupils are identified as	Jennifer	Funding for the	Cycling	



Clovelly House School Development Plan 2022/23

who cycle to do their cycling proficiency tests.	<ul style="list-style-type: none"> * to identify pupils who cycle as needing to go on the cycling proficiency course * To send pupils on the course as required 	and home managers	and ongoing as new referrals join. To be monitored at 'care team mtgs'	needing to go on the cycling proficiency course Pupils pass the course and are safer on the roads		course	proficiency Road safety courses	
15. To ensure all pupils are or are working towards becoming competent swimmers	<ul style="list-style-type: none"> * To take pupils swimming at local sports centers * To encourage pupils to improve their swimming skills 	All staff	September 2022 and ongoing as required	<p>Pupils are attending regular swimming lessons</p> <p>Pupils are improving their swimming competence</p>	Jennifer	Funding for swimming sessions and lessons	Swimming proficiency badges	
16. To continue to ensure that school attendance is monitored more strictly and the admin officer reports attendance to local authorities daily	<ul style="list-style-type: none"> * 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 2022, then ongoing	<p>Tight records of pupil attendance are kept</p> <p>Attendance is reported daily to LAs</p> <p>Parents/cares are involved in cases where attendance is poor</p> <p>Pupils are rewarded for good attendance</p>	Jennifer	Rewards for attendance £5 per term per child	-	
17. To ensure that there are 'Attendance Action Plans' for pupils whose attendance falls below acceptable standards	<ul style="list-style-type: none"> * 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 22, then ongoing	<p>Pupils whose attendance is a cause for concern are identified</p> <p>'Action Plans' are drawn up for those pupils whose attendance is cause for concern</p> <p>Staff follow up on action plans</p> <p>Attendance to improve</p>	Jennifer	-	-	
18. To continue to promote equality and diversity across the school	<ul style="list-style-type: none"> * To update policies to reflect equality & diversity * 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	August 2022, then ongoing	<p>Policies are updated to reflect equality and diversity</p> <p>A diverse staff team is appointed</p> <p>* A diversity officer is appointed</p> <p>* Theme days, including equality and diversity</p> <p>* Equality principles are embedded across the school</p> <p>* Children are supported to have a voice for equality and diversity</p>	Jennifer	Cost of Equality and diversity training	Equality & diversity training	
19. To encourage all staff and children to support	<ul style="list-style-type: none"> * To promote sustainable energy sources and to try to save energy within 	All staff	August 2022, then ongoing	Sustainable energy sources are promoted	Jennifer	Timetabled within allocated	-	



Clovelly House School Development Plan 2022/23

Environmental agendas	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			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 protection agendas are embedded across the school		hours		
20. To support children to have more awareness and respect for different Charities and voluntary work and to support these as appropriate	* 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 2022, then ongoing	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	-	-	
21. To source funding for a Defibrillator outside the property for use by Merrylees residents if necessary	* 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	Aida	September 2002	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	
22. To promote structures to encourage pupils to be listened to and to be actively involved in decision making, policy making and responsible participants in school life	* For pupils to lead school meetings * For pupils to be involved in policy making and risk assessing * For pupils to be listened to * For pupils to join student councils and committees for school/pupil management	All staff	September 2022, then ongoing	* Pupils to lead school meetings * Pupils are involved in policy making and risk assessing * Pupils are listened to * Pupils join student councils and committees for school/pupil management	Jennifer	Time for meetings		

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 fully establish the new T Bech center at the annex at Enderby for use by all the pupils	* 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	All staff & Fatuma	October 2022, then ongoing	The BTEch center is running well The vocational curriculum is developed	Jennifer	Set up costs - £500	-	



Clovelly House School Development Plan 2022/23

	center			Staff are in place for delivery of the curriculum Students are benefitting				
2. To maintain registration of Enderby as the new secure exams centre	<ul style="list-style-type: none"> * To apply for registration of new exams centre at Enderby * To undergo staff training in examinations 	Jennifer	October 22, then ongoing	<ul style="list-style-type: none"> * To apply for registration of new exams centre at Enderby * To undergo staff training in examinations 	AQA & JCQ			
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 2022	<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 <p>The garden is improved</p>	Jennifer	Cost of furniture and resources	-	
4. To continue to promote 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 2022	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	
5. 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 furnish the extension with shelving to increase storage options 	Barry	August 2022	The exams room is extended, shelving purchased and is used effectively	Jennifer	Cost of building - £800	-	
6. 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 2022, 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	-	
7. 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 2022, then ongoing	Staff are trained in forest school activities/therapy PoS have been written for forest schools Pupils are timetables and engaging in forest school activities	Jennifer	Cost of training Cost of use of forest and resources		
8. 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 2022 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	-	
9. 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 2022 and ongoing	Links are sourced and lists are constantly updated Pupils are accessing part-time college courses	Jennifer	Cost of courses	-	



Clovelly House School Development Plan 2022/23

10. To build and furnish a studio at Enderby	<ul style="list-style-type: none"> * To design and build a structure for a studio * To run electricity to the unit * To furnish the studio with appropriate equipment 	Barry	September 2022	Structure for studio has been completed The unit is electrified The studio is furnished with appropriate equipment	Jennifer	Cost of structure £3,000.00	-	
11. To improve parking situation at CHS	<ul style="list-style-type: none"> * To source secure storage for the bus * To improve staff parking at CHS to get more vehicles off the road 	All staff	September 2022, then ongoing	The bus has secure parking Staff are parking vehicles sensible off the road	Jennifer	Cost of parking for the bus		

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 * To have support from Barclays for the website development 	Tamlyn	August 2022	<ul style="list-style-type: none"> * Website is registered * Layout of the website is established * Information is being uploaded as necessary Barclays support the website development 	Jennifer	Funding for website Time to develop	ICT training	
2. To update the School Prospectus for the school 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 2022	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	-	
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 2022 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	-	
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 parents attend meetings where pupils are discussed with regards to understanding and managing behavior 	Hayley, Jennifer	August 2022 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 plan more effective intervention	Jennifer	Time for meetings and phone calls – cost of phone £20 per month	-	
5. For the ELT and relevant staff members to attend care team,	<ul style="list-style-type: none"> * Class teachers are attending meetings concerning their pupils 	All staff	August 2022 and ongoing, at six	Teachers are attending and reporting back from	Jennifer	Time for meetings and	-	



Clovelly House School Development Plan 2022/23

PEPs and other relevant meetings to plan high quality provision and interventions for children.	and are recording and reporting back information to the team * For information to be used to plan intervention and provision for the children		weekly care team meetings	meetings * Information is being used to plan intervention and provision for the children with beneficial results		planning – within allocated hours		
6. To continue to implement structures for recording and report writing at school and improve as necessary	* 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 2022 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	-	
7. To continue to hold regular mentoring meetings with pupils/parent/carers, key workers/home managers to review progress and expectations	* 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 2022 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	
8. To continue to invite professionals to join Reflective practice meetings to discuss particular children	* Professionals are invited to visit or join online meetings for reflective practice about children * Information is shared with all teams across CHS	All staff Carolyn	August 2022, then ongoing	Professionals join reflective practice meetings Information is shared for the benefit of the children	Jennifer	Time for meetings – within allocated hours	-	
9. To continue to have a structured program of Open days and occasions for parents/carers and other stakeholders to attend	* 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	August 2022 then ongoing	* 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	
10. To continue to forge links with neighbours and the local community, to promote the school	* to recover from COVID restrictions * To invite neighbours to charity events at the school * To attend WI crafts meetings in the village * To invite the neighbours to open days	All staff	August 2022, then ongoing	School is recovering from COVID restrictions Neighbours attend charity events at the school Children attend WI event in the village Neighbours attend open days	Jennifer & managers	Time to arrange and costs of printing invites and refreshments	-	

Signed: 19th August 2022, updated 2nd November 2022