

Expansion Planning 2017 / 18

Objectives:

- Implement the expansion of classes from 7 classes 2014/15 to 11 classes 2020/21
- Ensure decisions effectively communicated to parents and wider school community
- Opportunities to improve standards as a result of the changes fully supported and no impact on standards as a result of the changes

Success Criteria:

- Expansion plan fully implemented
- Parents / wider school community support schools decisions and feel that they have been consulted about the proposals
- Standards across age groups positively impacted by change to class structure

Tasks	Responsible	Training implications	Resources / costs	Time frame	Notes
Change team <ul style="list-style-type: none"> • Establish a change team • Set priorities • Establish an action plan • Set timetable for actions • Facilitate fact finding / information gathering – to be completed by Spring half term 1 • All significant decisions made by end of Spring half term 2 	DM	SMT meetings x 3		Autumn 2017	

<p>Organisation of class groups 2018/19 + 2019/20 + 2020 /21</p> <ul style="list-style-type: none"> Explore options available: Nursery / Reception / Reception Year 1, Year 1 / 2, Year 2 Year 3, Year 3 / 4, Year 4 Year 5, Year 5 / 6 , Year 6 Or Nursery / Reception / Reception 3 x Year 1 / 2 3 x Year 3 / 4 3 x Year 5 / 6 Class names rather than year groups Early Years - Acorns / Willow / Birch Key Stage 1 - Cherry / Hawthorn / Holly Lower Key Stage2 – Hazel / Pine / Sycamore Upper Key Stage 2 – Yew / Beech / Oak Phase managers Early Years Liz Adie Key Stage 1 Emily Best Lower Key Stage 2 Sarah McHugh Upper Key Stage 2 Nicola Lewis 	<p>SMT (DM / SMcH NL / CH / EB / LA / KH) Staff / GB</p>	<p>SMT meetings x 6 INSET Twilight x 1 23/05/18</p>		<p>Spring 2018 Summer 2018</p>	
<p>Criteria for determining classes</p> <ul style="list-style-type: none"> Explore options available: Age Ability Mixed / balanced Friendships SMT to fact find during autumn / spring 	<p>SMT</p>	<p>SMT meetings x 6 INSET Twilight x 1 23/05/18</p>		<p>Spring 2018 Summer 2018</p>	

Curriculum organisation <ul style="list-style-type: none"> • Core subjects – Maths / English • All other subjects (including swimming) • Establish rolling 2 year programme of themes in preparation of mixed classes 	SMT SPi / EF Chris Trevor	SMT meetings x 6 INSET Twilight x 1 23/05/18		Spring 2018 Summer 2018	
Staffing organisation <ul style="list-style-type: none"> • Allocation of teachers / TAs 	DM SMT	INSET Twilight x 1 23/05/18		Spring 2018 Summer 2018	
Classroom organisation <ul style="list-style-type: none"> • Allocation of rooms to classes • 1 Key Stage 2 classroom to be located with Key Stage 1 • 1 spare classroom in 2017/18 	DM SMT	Staff meeting x 1 13/06/18		Spring 2018 Summer 2018	
Timetabling issues <ul style="list-style-type: none"> • Start / end of day • Playtimes / lunchtimes • Midday assistants • Breakfast club / After School club 	SMT SBM	SMT meetings x 6 INSET Twilight x 1 23/05/18		Spring 2018 Summer 2018	
Children's voice <ul style="list-style-type: none"> • How will elicit children's views as to class organisation criteria and class names • Circle Time • Assemblies • School council to visit other schools with mixed classes 	All TS RH	Assemblies (DM) Circle Times (TS)		Spring 2018 Summer 2018	
Communication <ul style="list-style-type: none"> • How do we respond positively to parent concerns and effectively communicate our decisions to parents? • How can we effectively communicate the opportunities the change of organisation presents? • Use existing consultative groups such as Family Forum / Frogs • Hold specific after school meetings to discuss the range of issues 	DM SMT GB	Parent meetings x 2		Spring 2018 Summer 2018	

<p>Governors</p> <ul style="list-style-type: none"> • How will the governing board be able to communicate effectively the aims of moving to mixed classes? • How will the SMT keep the governing board fully informed of developments / decisions? 	<p>GB</p>	<p>Update reports: FGB 07/12/17 GPSC 01/3/18 FGB 29/03/18 GPSC 14/06/17</p> <p>Additional meetings if required</p>		<p>Spring 2018 Summer 2018</p>	
<p>Monitoring and Evaluation:</p> <ul style="list-style-type: none"> • What difference has this AP made? How do we know? What has been the impact on pupil progress? • Report / position statement to governors at GPSC / FGB during 2018 • Governors have a detailed overview of the aims of the project and have current information available to support effective strategic planning for expansion project 					