

WILLOW DENE School Development Plan 2023-24



To refine and streamline the Annual Review process to make a positive difference to teacher workload and reflect children’s progress more effectively



WHY

Improve the systems and organisation of the annual review process
Benefits teacher workload and parent engagement



SUCCESS

Well organised and easier for all stakeholders to engage with
Reporting children’s progress in a way that is both accessible and meaningful

AUTUMN

What? (action)	Why? (is the change needed)	Success (what will it look / sound like?)	Evaluation (sources of impact feedback)
Redesign the baseline and AR proforma for Willow Dene drawing on best practice from other providers and establishing WD specific feedback from various stakeholders	The current proforma is substantial and does not always provide opportunities to highlight children’s holistic and curriculum progress	New proforma in use which has been collaborated on and approved by stakeholders. Feedback from other providers has informed proforma. Workload reduced for teachers. Positive feedback from teachers about the content of ARs.	Feedback from stakeholders
Develop the systems and process for booking and tracking of baseline	With the school expanding, it can be challenging to ensure that AR dates	Teachers work collaboratively with AR lead to ensure minimal	Feedback from stakeholders

<p>and AR meetings to ensure that there is minimal disruption and high uptake in selected dates</p>	<p>are appropriately spaces, organised and fulfilled</p>	<p>disruption to diaries when booking reviews . Less rescheduling of ARs across the year from teachers, chairs and parents Clear tracking systems in place to ensure that an accurate record relating to ARs is upheld . System in place to avoid issues relating to diary invites and absence. The correct stakeholders (including therapists and outside agencies) are invited in a timely way and attendance is followed up.</p>	
<p>Clear guidance circulated on roles and responsibilities and who raises an issue if it's present</p>	<p>Ensuring that all ARs are consistent in structure, format and approach. All stakeholders feel supported in knowing what they are doing and why (Including those who are not familiar with the process).</p>	<p>Guidance for chairs and AR lead on expectations for ARs Prompts provided in AR document on how to complete the form. All stakeholders understand key transition points and the paperwork that is required at these times.</p>	<p>Guidance documents</p>