



# ***Action Plan's Template***



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# Part II: Template

## Whole School Action Plan Summary Template

School: \_\_\_\_\_

Academic year/term: \_\_\_\_\_

Date created: \_\_\_\_\_

Working group members (names + roles):

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Baseline self- / /  
assessment completed  
on: \_\_\_\_\_

Next full self- / /  
assessment  
(recommended): \_\_\_\_\_

Working group meeting schedule:  monthly  half-termly  termly

How progress is reported:  staff meeting  school board  parent comms,

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Next review / /  
date: \_\_\_\_\_

Identified gaps	<i>List identified gaps - what your school is missing or needs to strengthen):</i> - - - -					
Area/Sub-area(s)	Key actions	Lead owner + support	Timeline	Resources needed	Success criteria	Evidence & monitoring (data + review point)