



Actions from School Development Plan for Academic Year 2015-16

Child Centred Provision

Outcome / Target	How	Who	Success Criteria	Evaluation
Staff will be making full use of current assessment outcomes to inform planning and future Learning	<p>Teachers use will information in achievement folders to inform their planning.</p> <p>Set up of Assessment Manager on SIMS collating outcomes of all assessments for each student on an annual bases</p> <p>Teachers complete planning evaluation on 6 week planners prior to beginning next 6 week plans</p> <p>Teachers use levels of progression in ICT as a guide to setting ICT IEP targets in term 1 2015.</p> <p>Primary Teachers will explore other more manageable ways of tracking students' progress e.g. a focus on tracking different areas termly, trial of i-pad app</p> <p>Post primary teachers will take responsibility for tracking student's progress in using communication and using Maths within their own subject area on a rota bases. Trial this for 1 year.</p>	<p>All teaching staff</p> <p>Mr Connolly supported by c2k</p> <p>All teaching staff</p> <p>All teaching staff</p> <p>All Primary teachers led by Assessment co-ordinator</p> <p>All post primary staff led by assessment co-ordinator</p>	<p>Baseline data used in September 2015 to set IEP targets for each child</p> <p>Assessment manager data complete by June 2016</p> <p>Evaluations completed and saved in staff half term plan folder. Monitored by SLT. Completed half termly throughout the year</p> <p>IEP targets in line with CCS statements by June 2016</p> <p>Teachers will have evidence of progress made for each child in the areas of using communication and using Mathematics throughout the year.</p> <p>Teachers will have evidence of progress made for each child in the areas of using communication and using Mathematics throughout the year.</p>	
Progress in Literacy & Mathematics will be a key focus within the curriculum	1-1 and small group support in Literacy given in Primary and Post Primary departments	Miss Fraser, Mr Kerr, Mrs Thompson. CA's trained in reading	Baseline assessments compared to end of year assessments show	

	<p>Revised training for staff in the use of linguistic phonics throughout the school.</p> <p>All teachers embed the Linguistic Phonics strategies in teaching through all subject areas.</p> <p>Teaching staff work together to re-establish use of literacy hour and maths hour throughout the school.</p> <p>Staff take opportunities to visit other schools to observe and share good practice.</p> <p>Whole school Maths and Literacy Teams curriculum teams working together on details of action plans.</p> <p>New 'Enrichment' Class established in the Post Primary Department to cater for the 'high level needs' Of some students.</p>	<p>partnership.</p> <p>Hilary McAvoy - CASS service</p> <p>All teachers</p> <p>Literacy and Mathematics Co-ordinators</p> <p>Teachers supported by SLT</p> <p>Teachers led by Maths and Literacy Co-ordinators.</p> <p>Led by Mrs A Thompson supported by departmental leader.</p>	<p>improvement by June 2016.</p> <p>Linguistic phonics strategies observed in use through variety of lessons by June 2015</p> <p>Action plans implemented by June 2015</p> <p>Structure Maths and Literacy hour used in KS1, KS2 and KS3 lessons</p> <p>5 school visits completed by various staff members by June 2016</p> <p>Action plans established in line with this SDP and implemented by June 1016</p> <p>Set up by beginning September 2015</p>	
Improve proforma's for planning and IEP writing to bring them into line with levels of progression	Primary staff and post primary staff will work in 2 separate groups with assessment co-ordinator to establish proforma's which better suit the needs of the students and in line with the levels of progression	Primary and Post Primary staff led by assessment co-ordinator	New proforma's in use by term 3 2016.	
The highest possible standards of pastoral care and child protection will be in place.	<p>Training in Sexual Abuse of SEN pupils facilitated by Child Centre, delivered to all staff.</p> <p>New Designated Teacher trained within the school.</p> <p>Principal's training in area of Safeguarding</p> <p>Re-establish safeguarding team, roles, systems and record keeping systems.</p> <p>Communicate change of roles to staff, parents and children through, letters home, talks to classes, talks in assembly, new pictures around the school.</p>	<p>Childcare Centre Belfast</p> <p>E.A. Safeguarding team</p> <p>E.A. Safeguarding team</p> <p>Designated teacher</p> <p>Designated teacher</p>	<p>Training completed August 201</p> <p>Training completed by December 2015</p> <p>Training completed by December 2015</p> <p>Meeting of safeguarding team September 2015</p> <p>Letters sent home, pictures renewed around the school, DT talks to student completed by December 2015.</p>	

<p>The sensory room will be used to its full to benefit the students throughout the school</p>	<p>All Staff to receive training in use of sensory room.</p> <p>Establish sensory team to oversee timetabling, programming and effective use of the room.</p> <p>Team meet monthly to discuss effective use of the room</p>	<p>Creative Activities</p> <p>Led by Primary Departmental Leader</p> <p>Sensory Team</p>	<p>By December 2015</p> <p>Team set up by September 2015</p> <p>Overview of actions for 2015-16</p> <p>Meeting minutes and feedback to Principal.</p>	
<p>There will be a commitment to being a healthy school and an understanding that healthy children are happy children who are better able to learn and develop.</p> <p>Health and well being issues for staff will be addressed in order to enable them to work at their full capacity within the school environment.</p>	<p>Rules for healthy eating reiterated to staff guided by DENI <i>Healthy Food for Healthy outcomes Policy</i></p> <p>Clear rules for healthy lunchboxes shared with parents</p> <p>Workshops based on the health and wellbeing of both students and staff</p>	<p>Monitored by Principal</p> <p>Monitored by Principal</p> <p>CASS/RTUni support</p> <p>Presentation by 'Mind that body'</p>	<p>Delivered in staff meeting by December 2015</p> <p>Information to parents by September 2015</p> <p>1 full day workshop completed 2nd term 2016</p> <p>Team building exercise for all staff in August 2015</p>	

Teaching and Learning

Outcome / Target	How	Who	Success Criteria	Evaluation
<p>Teachers reflect on their own practice and take meaningful steps to improve practice in order to benefit the outcomes of individual pupils.</p>	<p>Teacher will review the structure of review and evaluation built into planners and used by all</p> <p>Assessment for Learning focus: Effective Questioning and formative feedback. Workshops to develop these areas.</p> <p>Teachers will be offered the opportunity to visit other schools in relation to their own PRSD targets as a means of sharing good practice</p>	<p>Teaching staff</p> <p>Principal/Assessment Co-ordinator</p> <p>Principal</p>	<p>Monitored by SLT half termly and included in feedback forms.</p> <p>Staff training completed by November 2015</p> <p>Visits completed and record of visits completed by end of term 2 2016</p>	
<p>Teachers are given the opportunity to work in teams and share in the leadership of the school.</p>	<p>Action plan for 2015-16 shared with staff</p> <p>Teaching staff work in teams to review and update schemes for key curriculum areas: World Around Us Thinking skills and Personal capabilities, Personal Development and Mutual Understanding</p> <p>Post Primary Teachers involved in new specification</p>	<p>Principal</p> <p>Curriculum Co-ordinators</p> <p>Post Primary teachers</p>	<p>Information given through staff training August 2015</p> <p>Relevant schemes completed by June 2016</p> <p>New specification overview</p>	

	qualification meet to devise structure of new curriculum accordingly.		completed and implemented by April 2016	
Through CPD staff will feel well equipped to support the process of school development	Support in Developing Literacy within the school through CASS	CASS support	Staff Development Day January 2016	
	Revised training in the area of Linguistic Phonics.	CASS support	Staff Development Day February 2016	
	Workshops in area of assessment for learning.	Principal/Assessment Co-ordinator	Training completed by December 2015	
	Child Protection training	Childcare Centre Belfast	August 2015	
	Relationships and sexual education training	Health and Social Care Trust	August 2015	
	Health and safety training		August 2015	
	First aid training for support staff	Education Authority	By December 2015	
	Staff development Policy	Principal	Completed by June 2016	
	Introduce a programme of support through 'trusted colleague' programme	SLT	Programme introduced by June 2016	

Leadership and Management

Outcome / Target	How	Who	Success Criteria	Evaluation
The roles and responsibilities of Senior Leadership team will be re-established, clear and known to all.	Internal Trawl for new member of Senior Leadership team	Principal	Post filled by October 2016	
	Clarify roles and responsibilities of SLT (3 members remaining in Acting capacities and subject to change)	Principal	Table of SLT roles and responsibilities distributed to staff in September 2015	
	Action plan for 2015-16 shared with staff, BOG and parents.	Principal	SDP shared with all members of school community by October 2015	
	Actions for 2015-16 displayed in student friendly way on school notice board and communicated to students through school council.	Principal/Vice principal	Display completed by September 2015	
	Feedback sought from staff, parents and pupil in first and third term.	Principal	SDP included on staff meeting agenda once termly.	

	CPD opportunities sought by Senior leadership team through RTU and other outside providers.	Principal and SLT	Record of relevant Leadership training throughout the year.	
Board of Governors will become more involved in the life of the school	Self evaluation of BOG work and role within the school. Action plan of development 2016-17 for BOG work and role within the school	Chairperson and Principal	BOG members complete self-evaluation survey by December 2015 Principal summarises outcomes and report back to BOG by March 2016 BOG devise an action plan for their work in 2016-17	
Teachers will be given more opportunity to be involved in school improvement.	Staff Development Policy and programme devised Subject leaders get opportunities to visit other special schools to observe and share good practice. Every opportunity for training for subject leaders will be taken. SLT to explore and seek advice on the 'Trusted Colleague' Programme and how it might be introduced in the school.	Principal Subject leaders led by Principal Supported by CASS	SD policy complete by June 2016 Records of staff development Programme introduced by June 2016	

Community Links

Outcome / Target	How	Who	Success Criteria	Evaluation
Build on existing links with neighbouring schools and create new links locally, internationally and globally	Shared Education Programme initiated with Ashfield Boys School to include: Shared courses in Hospitality delivered through Springvale Training centre 4 Mitchell House School students availing of courses through Ashfield Boys. Recruitment of Shared Education Co-ordinator Shared activity with Victoria park Primary school as part of Community relations week	Shared education co-ordinators in both schools Class 5 teacher MHS/P7 teacher VP	Funding agreed by June 2015 Shared activities completed by June 2016 Wednesday 30 th September 2015 activity completed.	

	<p>Continued relevant community programmes: Extended schools, Duke of Edinburgh</p> <p>Partnership initiated with 1 international school</p> <p>2 e-twinning projects completed within the school 1 from primary, 1 from post primary</p> <p>European Studies programme followed as planned for ES groups</p> <p>Application for international Schools Award -</p>	<p>Programme Co-ordinators</p> <p>Mrs Thompson Mr Kennedy</p> <p>Mr Kerr</p>	<p>Duke of Edinburgh award achieved by students involved by December 2015</p> <p>Extended Schools Action plans evaluated by June 2016</p> <p>1 Primary and 1 Post Primary class involved in project and sharing projects with other classes through e-twinning</p> <p>International Schools award achieved by June 2016</p>	
<p>Relationships between parents and school are strengthened through better opportunities for parents to support the school and through better communication</p>	<p>New appeal for parents to sign up to parentmail and face book.</p> <p>1 parent based event each term e.g. Christmas Fair, Halloween disco, Summer Fun Day, Sponsored Walk, Easter Egg Hunt, Teddy Bears Picnic.</p>	<p>Principal</p> <p>Friends of Mitchell House School/Principal</p>	<p>75% parents signed up to parent mail by December 2015</p> <p>1 parent event per term</p>	
<p>Build on existing links within the community</p>	<p>Action plan for activities with George Best Belfast City Airport</p> <p>Re-establish link with IKEA</p> <p>New bright and accessible web design for website.</p>	<p>Principal</p> <p>Principal</p> <p>Technician/Principal</p>	<p>Action plan complete by January 2016</p> <p>New website design complete by December 2015.</p>	