

The English Martyrs School and Sixth Form College

Be the Change

Post Ofsted Sixth Form Action Plan: May 2017



Monitoring Arrangements:

Sixth Form: Each Wednesday Week B 3.00-4.00

Monitoring Board: 12/07/17; 11/12/17; Termly

Directors: 15/11/17; 25/04/18; 04/07/18

Directors Curriculum/Standards: 11/10/17; 20/12/17; 28/03/18; 16/05/18; 17/07/18

LGB: 05/10/17; 14/12/17; 01/02/18; 08/03/18; 14/06/18; 04/07/18

SLT: Each Monday Team A and Team B meetings @15:30-16:30 and full SLT meeting @16:30-17:30 (open to all Directors/LGB)

Be the Change

Evangelising the Modern World

1. Enhancing the spiritual development of our community
2. Empowering students to make a difference
3. Strengthening community amongst staff

Education as a Christian Calling

1. Strengthening the leadership of staff teams
2. Identifying and sharing best practice across our school community
3. Nurturing partnerships with other schools

Striving for Excellence

1. Improving academic outcomes for all students especially the disadvantaged
2. Improving Teaching and Learning
3. Developing the impact of student voice on Teaching and Learning
4. Enriching student leadership opportunities

Key Issue: **“Students’ progress from their starting points on entry into the Sixth Form to the end was slightly below average.”**

Both pastoral and academic actions must be used to tackle this key issue.

EVANGELISING THE MODERN WORLD 2,3 / EDUCATION AS A CHRISTIAN CALLING 2 / STRIVING FOR EXCELLENCE 1,2

| ACTIONS | LEAD | MILESTONES | MONITORING | RESOURCES | TIMESCALE | IMPACT/OUTCOMES |
|-------------------------------------|------------------|---|--|-------------------|--------------------|--|
| Ensure sharp focus on data captures | PD MCH DRO | <ul style="list-style-type: none"> KS5 data captures using proforma (Y7-13 13th December 17, 21st April 18, Y11&Y13 9th May 18, Y7-10/12 11th July18) Review and amend progress sheet framework | <ul style="list-style-type: none"> MCH, AHT Head of Sixth Form and HOY to use 4 Matrix to observe, act on and support issues arisen from the data PD, MCH and DRO to review and amend progress sheet framework | Sims and 4 Matrix | Starting June 2017 | <p>Summer Results 2017 Y13 64% of students gained A*-B 13 subjects saw students achieve the top grade of A* which is another record performance; notably Mathematics achieving 5 A*. Recognition should be mentioned for the following subjects that achieved 100% A*-B: Art and Design Ceramics, Art and Design Graphics, D&T Textiles Technology, French, Music and Spanish. Further positive trends included 87% A*-C and a VA of +1.0 for English and +0.3 for Maths. All of the discussed data measures are higher in comparison to EMS target data, national data and describe a continued positive trend since 2014. 17 subjects improved upon 2016 A*-B measures, highlighting a real positive across the college. The pass rate for A*-E was 99%, this was higher than the national picture, but a slight drop of 1% from 2016. In total, 2 U grades were recorded; one in Chemistry and the other in German.</p> <p>Module1 (13th December 17)</p> |

| | | | | | | |
|--|------------------|--|---|--|--------------------|---|
| Develop data management and monitoring processes | MCH | <ul style="list-style-type: none"> Schedule of 4 x data meetings calendared between each HOD and MCH (from September 2017) MCH and AHT Head of Sixth Form data meetings (from September 2017) Year 12 target grade data to be completed internally (not using ALIS) (October 2017) | <ul style="list-style-type: none"> HODs to have a termly meeting with AHT (Target setting, monitoring student progress, reporting) to focus on progress of all students in each year group including KS5 (with a specific focus on Disadvantaged and SEND students) MCH to report at SLT meetings AHT Head of Sixth Form to monitor KS5 data | Sims and 4 Matrix | from June 2017 | MCH to lead on data and use of 4Matrix 4Matrix to be used by all staff/MCH to provide data on proforma Class Charts will be used by all staff to easily monitor student data and use this effectively Continue use of G Score provide aspirational targets |
| Refine HOY data capture reports | DRO KCO KK | <ul style="list-style-type: none"> Data captures reports carried out in line with KS5 data captures using proforma/4 Matrix (Y7-13 13th December 17, 21st April 18, Y11&Y13 9th May 18, Y7-10/12 11th July18) Continue to bring together the academic and pastoral support by continuing to develop links between HOY and HOD (from September 2017) Review and amend progress sheet framework | <ul style="list-style-type: none"> Acting Head of Sixth Form to collate reports, discuss and impact with HOY's PD, MCH and DRO to review and amend progress sheet framework | Sims, 4 Matrix, fortnightly Sixth Form Team meetings Progress reviews from SW Black A4 folders, tutor, review sheets | from November 2017 | Allows HOY and AHT Head of Sixth Form to be aware of student progress and impact on any barriers to learning. Review document to be in line with amended progress review 4Matrix to provide possible recording of support and intervention strategies. |
| Refine student reflection weeks | DRO | <ul style="list-style-type: none"> Student reflection weeks carried out in line with KS5 data captures (8th January 17, 16th April 18) KS5 tutors to meet with students during form to | <ul style="list-style-type: none"> HOY to observe recorded discussions and reflections and report to AHT Head of Sixth Form | Fortnightly Sixth Form Team meeting Progress reviews from SW | from November 2017 | Review document to be in line with amended progress review |

| | | | | | | |
|---|---|---|--|--|---------------------|---|
| | | discuss and reflect on individual progress review. Discussion and reflection will be recorded (ADD REFLECTION WEEKS) | | Black A4 folders, tutor, review sheets | | |
| Maintain student's attendance across Sixth Form | DRO KCO KK | <ul style="list-style-type: none"> Regular attendance monitoring (from September 2017) Form tutors to implement class charts during registration Continued implementation of attendance procedure (report card, letters, communication) | <ul style="list-style-type: none"> HOY to observe and challenge daily attendance, TB to provide weekly attendance to ensure rigorous monitoring. Acting Head of Sixth to have overview of attendance | Sims, class charts, attendance officer | from September 2017 | Attendance data (first half term) Y13 data: 94.1% Y12 data: 96.7% Sub Group Attendance: PP (FSM) SEND LAC Male Female |
| Continue to refine study support provisions | DRO | <ul style="list-style-type: none"> Sixth Form Team meeting to review study support provision (from 6th September 2017) Ensure all sessions are in the same room (C4) and are taken by teaching staff members. Regular attendance monitoring of study support sessions (from September 2017 and ongoing) | <ul style="list-style-type: none"> AHT Head of Sixth Form to meet with Sixth Form Team, DRO to monitor study support provisions Ensure regular rooming and staffing. HOY's and TB to monitor students' attendance and report issues to AHT Head of Sixth Form | Fortnightly Sixth Form Team meeting Additional meetings with DRU, MCH to organise timetabling | from September 2017 | Positive use of library facilities has provided a good learning environment for students Maintain Yellow card system Rooming needs to be consistent with necessary provisions Flexibility needs to be maintained to enable students to optimise use of specific subjects e.g. Art, Photography, Music and Technology Must be staffed by teachers. |
| Continued development of teaching approaches to new A Level specifications Schemes of work across all departments to be modularised. All schemes to have 3 | PDI LWA DRO HODs SLT Links | <ul style="list-style-type: none"> T&L Group meetings to meet half termly (from September 2017) School calendar and fortnightly calendar have all meetings clearly identified with agenda / key action points before and after meetings to ensure key | <ul style="list-style-type: none"> HT reports to Directors on curriculum teams' performance and progress towards outcomes Minutes of HOD/AHT (pupil progress) meetings | Consultation with partner schools who have modularised curriculum St Thomas More, Blaydon | from July 2017 | SLT Link meetings with HODs to identify key tasks for all year groups. Minuted meetings to be had with any subject areas that have not made sufficient progress with module implementation – w/b 11/12/12 Further work also in T&L group 17/1/18 |

| | | | | | | |
|--|-------------------|---|--|--|---|---|
| key tasks common to each module. Key tasks 1 and 2 to be formative leading to a summative assessment as key task 3. | | <p>messages are communicated consistently.</p> <p>The SOWs for the Autumn Term have been revised and meet the academy's quality standards.</p> | <ul style="list-style-type: none"> Minutes of HOD/SLT Link meetings | St Wilfrid's, South Shields St Bede's, Peterlee | | |
| Teachers to track student progress against end of Year 13 target, incorporating key tasks and common assessments into each module. | MCH HODs | <ul style="list-style-type: none"> Key tasks/common assessments in place across all year groups in every subject (from September 2017) Context sheets completed by each teacher, for each class, indicate student level interventions in response to any underachievement (from September 2017) 70% of students meeting targets (December 2017) 80% of students meeting targets (April 2018) 90% of students meeting targets (July 2018) | <ul style="list-style-type: none"> HT reports to Directors Curriculum and Standards Committee Work scrutinies check evidence of application of strategies identified in context sheets | | <p>from September 2017</p> <p>from September 2017</p> <p>December 2017 by April 2018</p> <p>July 2018</p> | <p>As part of work scrutinies student data entered by staff and be checked for accuracy / calibration against key tasks in each module. % of students achieving their expected point on the path should increase with each data capture. Aspire for:</p> <p>70% of students meeting targets (December 2017) 80% of students meeting targets (April 2018) 90% of students meeting targets (July 2018)</p> <p>Work scrutinies have this as a key focus as does the lesson obs in Oct / Nov. SLT'A' feeding back to T&L group and also SLT Link meetings in October linked to department areas for improvement.</p> |
| Work scrutinise to be carried out across as well as within departments | PDI LWA DRO | <ul style="list-style-type: none"> Schedule of work scrutinies committed to calendar (July 2017) Proforma for work scrutinies produced and shared (September 2017) Work scrutinies carried out more regularly (from September 2017) | <ul style="list-style-type: none"> SLT links to report on work scrutiny findings half-termly Summary of findings to be reported to Directors Curriculum Committee meetings | | <p>July 2017</p> <p>September 2017</p> | <p>This more robust, transparent and rigorous schedule will identify areas of concern and best practice more effectively and will mean any inconsistencies are tackled head on and expediently.</p> <p>Work scrutiny of Y12 completed on 9/10. Follow up meetings with HODs and SLT links. Extra Y12 scrutiny done on 3/11.</p> |

| | | | | | | |
|--|--|---|--|--|--|--|
| | | <ul style="list-style-type: none"> Summary reports shared with whole staff (from September 2017) | | | | |
|--|--|---|--|--|--|--|

Key Issue: "Retention rates have been low between Year 12 and Year 13."

Both pastoral and academic actions must be used to tackle this key issue.

EVANGELISING THE MODERN WORLD 2 / EDUCATION AS A CHRISTIAN CALLING 3 / STRIVING FOR EXCELLENCE 3,4

| ACTIONS | LEAD | MILESTONES | MONITORING | RESOURCES | TIMESCALE | IMPACT/OUTCOMES |
|--|-----------------|---|---|--|---------------------|---|
| Continue to refine Year 11 to Year 12 enrolment process | DRO | <ul style="list-style-type: none"> Enrolment of students (from August 2017) Review enrolment process (September 2017) Utilise vast range of support that is available through our network of partnerships and attend and arrange necessary meeting (from September 2017) | <ul style="list-style-type: none"> Acting Head of Sixth Form to meet with Sixth Form Team to focus a review of enrolment process | PD Day meeting Fortnightly Sixth Form Team meeting Additional meetings | from September 2017 | Maintain external pre-enrolment interview process 15 th January- 19 th January Whole School House Assembly Develop EMS Year 11 interview programme to support with initial enrolment process Students need to meet with specialist and knowledgeable staff to ensure students are put on the correct programmes of study Attend network meetings and arrange meeting with of Sixth form heads to develop processes |
| Students will continue to study 4 subjects to provide a broad curriculum | DRO SH PC | <ul style="list-style-type: none"> Continued reviewing of KS5 curriculum (from September 2017) Head of Sixth Form Meeting across the Diocese (23rd November 2017) Ainsley Cheetham Funding Consultant Meeting (6th December 2017) | <ul style="list-style-type: none"> Acting Head of Sixth Form to liaise with HODs and BS to monitor and review curriculum | Additional meetings | from September 2017 | 4 subjects offer flexibility and students can drop to 3 subjects after appropriate discussions with AHT Head of Sixth Form Students have initial period to change subjects; purple form process to be maintained Attend network meetings and arrange meeting with of Sixth form heads to develop processes Ainsley Cheetham Funding Consultant 6 th December 2017 – review A Level curriculum, qualification and non-qualification hours. |

| | | | | | | |
|---|-----------|---|---|---|---------------------|--|
| Refine Year 12 review and enrolment process | DRO KK | <ul style="list-style-type: none"> Year 12 enrolment (from July 2017) Review Year 12 Review meetings (from September 2017) | <ul style="list-style-type: none"> Acting Head of Sixth Form to meet with Sixth Form Team to focus a review of enrolment process | Fortnightly Sixth Form Team meeting | March 2018 | New process for 2016/2017 accounting for a variety of factors Academic year 2017/2018 all students will be studying liner subjects |
| Develop GCSE resit provisions | DRO | <ul style="list-style-type: none"> Meet with MCH/PC to review timetable of GCSE re-sit subjects (July 2017 and Sep 2017) Meet with GB, LM/DF to regarding GCSE re-sit provisions (from September 2017) | <ul style="list-style-type: none"> HOYs and AHT Head of Sixth Form to continue to monitor and support GCSE re-sit students | Fortnightly Sixth Form Team meeting | from July 2017 | <p>Sessions are now part of student timetabled day. This allows for better attendance and staff one to one support. Only two English re-sit students are timetabled after college on a Thursday, this is monitored by HOY.</p> <p>Students in Maths are taking new specification.</p> <p>Student taking GCSE re-sit:</p> |
| Maintain and refine student opportunities | DRO | <ul style="list-style-type: none"> Create Sixth Form Council (September 2017) Meet with Sixth form Council (from September 2017) Student Voice (July 2017, May 2018 and July 2018) Review student opportunities with Sixth Form Team and JLF Review function of registration period (from July 2017) | <ul style="list-style-type: none"> Acting Head of Sixth form to meet with Sixth Form council and monitor student involvement and roles Acting Head of Sixth Form to meet with Sixth Form Team and JLF to review provisions and questionnaires | Sixth Form Council half-termly meeting Student questionnaires Additional meetings | from September 2017 | <p>Currently students provided with wide variety of opportunities e.g. Cambridge, subject trips, work experience, support of lower school, activity/future days, fire brigade, EDF etc.</p> <p>Continued assembly flexibility to provide student opportunities and use if assemblies to deliver student opportunities</p> <p>Student involvement to ensure suitable provisions</p> |
| Maintain strong pastoral support provided to students, ensuring that all academic and | DRO | <ul style="list-style-type: none"> Data captures reports carried out in line with KS5 data captures using proforma (from September 2017) | <ul style="list-style-type: none"> AHT Head of Sixth Form to collate reports, discuss and impact with HOYs | Fortnightly Sixth Form Team meeting | from September 2017 | This is a main strength of Sixth Form. Hard working team that clearly communicate all actions Work hard to form a personal approach allowing student to feel |

| | | | | | | |
|-----------------------------------|-----------|---|---|--|-------------------------|--|
| pastoral elements are supported | | <ul style="list-style-type: none"> • Continue to bring together the academic and pastoral support by continuing to develop links between HOY and HOD (from September 2017) • Sixth Form Team meeting to review study support provision (from September 2017) • Regular attendance monitoring of study support sessions (from September 2017) • Continue use of intervention methods to break down barriers to learning (from July 2017) | <ul style="list-style-type: none"> • Acting Head of Sixth Form, HOYs and BS to regularly discuss and monitor student issues to maintain supportive actions | | | supported and in an environment they want to be in AHT Head of Sixth Form and HOYs will continue to use processes to break down any barriers to learning e.g. discussions with students, discussions with parents, letters, timetable amendments, working with BS, working with external parties, liaising with tutors HODs and staff and continued use of attendance and academic monitoring |
| Refine subject support strategies | DRO KK | <ul style="list-style-type: none"> • Collate subject support strategies. • Present strategies to student. | <ul style="list-style-type: none"> • | | from October 2017 | |

Our Action Plan in the context of our School Improvement Journey..... Our report also confirmed and affirmed that.....

16-19 study programmes

- ✓ Actions taken this year have had a positive impact on improving students' learning and progress.
- ✓ Students benefit from greater consistency in the quality of teaching across subjects in the sixth form
- ✓ Relationships between staff and students are strong and this promotes students' confidence to ask questions and check their understanding or misconceptions in an atmosphere of trust and respect. Learning is usually typified by teachers' good subject knowledge and expertise. Work planned is usually personalised to each student's needs, based on their prior learning and the assessment criteria for the courses they study.
- ✓ Teachers' questioning techniques are generally used effectively to strengthen understanding. Teachers often challenge students to think deeply about their learning and apply their knowledge to the demands of the different examinations they will take.
- ✓ Students are overwhelmingly positive about their experiences in the sixth form and the support they receive.
- ✓ Timetabled 'study support' sessions develop effective study habits, and one-to-one support helps students who are struggling to catch up to where they should be.
- ✓ Students are confident, articulate and caring young people who are well prepared for their next steps and to be active citizens in modern Britain today.

