

SCHOOL IMPROVEMENT PLAN

2023-2024

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Heywood Community school is involved in the School Self Evaluation 2016-2020 Cycle. School self-evaluation is a collaborative, inclusive, and reflective process of internal school review. An evidence-based approach, it involves gathering information from a range of sources, and then making judgements. All of this is done with a view to bring about improvements in students' learning.

As part of this process, we completed a few stages in the cycle by gathering evidence during surveys of students, parents and teachers. The school analysed all of the surveys and identified differentiation and active learning methodologies as key areas of focus to bring about school improvement. The school improvement plan is published each year. As part of the 2016 – 2022 SSE process Literacy, Numeracy and Teaching and Learning were specific areas of focus. The four strands included:

- Literacy
- Numeracy
- Student Voice
- Attendance

Strand 1: *Literacy*

Improvement Targets	Required Actions	Responsibility	Criteria for Success	Time frame	Review Date
<p>To increase the number of 1st year students gaining access to reading material (encourage, nurture and promote reading for pleasure)</p> <p>*****</p> <p><u>Facilities / Resources:</u> School 'library' or reading nook in Rm. 15, online library - Abbeyleix Library & possible integration of <i>Accelerated</i></p>	<p>Publicity in school - new literacy noticeboard beside Rm. 18 and school social media.</p> <p>Update literacy board with age-appropriate reading material lists etc. Encourage reading for pleasure in line with the JC English curriculum.</p> <p>Access for class teachers - book boxes available for <i>DEAR</i> initiative.</p> <p>Reaffirm connections with Laois Libraries - Laois Co. Co.</p> <p>Meetings with representatives from <i>Accelerated Reader</i> re: pricing and accessibility (*long-term goal).</p>	<p>Literacy Team</p> <p>English Dept.</p> <p>SEN Dept.</p> <p>Whole School</p>	<p>Increase both the access points to reading material and information routes for JC students (notably 1st years and 2nd year LtoL groups etc.) *</p> <p>Literacy team to update notice board accordingly.</p> <p>Track progression.</p>	<p>September 2023 - September 2024</p>	<p>May 2024</p>

<p>Reader (long-term goal)</p>	<p>Students monitor reading progress - 1st years.</p> <p>*Whole school Approach: <i>World Book Day / Literacy Week</i>. Beginning the week of March 7th '24.</p>		<p>*Current initiatives and long-term aims.</p>		
<p>Further Improve literacy levels through a sustained focus on questioning (understanding and interpretation)</p> <p>Ensure subject-specific literacy is taught in all subject areas thereby promoting a whole school approach</p>	<p>The aforementioned initiatives e.g. <i>DEAR</i> and '<i>Book in the Bag</i>' events throughout the year will continue to introduce and expose students to new vocabulary.</p> <p>Subject-specific vocabulary should be displayed and, in most cases, should activate students' prior knowledge of the topic.</p>	<p>Literacy team</p> <p>English Dept.</p> <p>SEN Dept.</p> <p>Whole School</p>	<p>Evidenced by an increase in students who are reading for pleasure in 1st year and into 2nd year.</p> <p>*Data to be recorded early in the 2024-25 academic year.</p> <p>Whole school approach -</p> <p>*classrooms to be furnished with posters relaying (i.) common errors when answering questions and (ii.) techniques that help students decode / decipher questions etc.</p>	<p>September 2023 - September 2024</p>	<p>May 2024</p>

<p>To expose students to a variety of texts namely digital media, visual texts etc.</p> <p>Promote continued parental involvement through the support of their child's literacy development</p>	<p>In accordance with the JC curriculum, this is to be expected within every mainstream subject.</p> <p>Parental and Student Voice - all 2nd year LtoL JC students and parents were surveyed in relation to literacy levels and expectations.</p> <p>*Questionnaire responses @ approximately 50% - data tracked and analysed.</p> <p>Cover letters and questionnaires were sent out as a joint effort by the SEN Dept. and Literacy Committee.</p> <p>*To the 2nd year LtoLJC cohort of students / parents.</p>		<p>Whole school approach (as per current JC guidelines).</p> <p>Feedback suggested students would appreciate more of a sustained focus on the following areas within a classroom setting:</p> <ul style="list-style-type: none"> - Emphasis on subject-specific vocabulary - Discern how to decipher questions and techniques / skills to apply <p>***Further research and observations to be carried out.</p> <p>***Investigate said results and provide practical and tangible solutions.</p> <p><i>[2024 - 25 Academic Year]</i></p>		
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Strand 2: Numeracy

Improvement Targets	Required Actions	Responsibility	Criteria for success	Timeframe	Review date
Increase student awareness of numeracy in day-to-day life and activities	Introduce a staff numeracy committee Install a clock in every classroom Test results to be returned by teacher as fractions	Numeracy team and all staff	Greater student awareness of time and percentages	Sept 2023- May 2024	May 2024
Improve students' ability to graph and scale charts at junior cycle to assist them in their CBA	Students will be given time once each class test is returned to track their results in their journal using a barchart	Numeracy team and all junior cycle teachers	Students aware of the role of maths in their daily lives.	Sept 2023- May 2024	May 2024

Strand: *Student Voice*

Improvement Targets	Required Actions	Responsibility	Criteria for Success	Time frame	Review Date
<p>Student voice to be included in Subject department plans as a stand alone heading similar to literacy and numeracy.</p> <p>10 minutes to be allocated at the start of SPHE / Pastoral Care classes the week after meeting of the Student Council for report back from class rep.</p>	<p>Subject department plans to be updated. Reminder email to be sent out before end of the year. Template to be provided to subject departments.</p> <p>Brief report of the meeting to be compiled by the secretary and link teacher.</p> <p>Email to all SPHE and pastoral care teachers.</p> <p>Student council rep to read report and obtain feedback from their own class group.</p>	<p>Student Voice team.</p> <p>Subject Department Heads.</p> <p>Student Council Secretary.</p> <p>Student council Rep.</p> <p>Link Teacher.</p> <p>SPHE and Pastoral care teachers.</p>	<p>Survey of the Heads of subject departments to be completed in May 2024.</p> <p>Results of Survey completed on Microsoft Forms (50% response rate) - 50% of subject departments have now included student voice in their subject department plans.</p> <p>Feedback from SPHE and pastoral care teachers.</p> <p>Feedback from Student council reps.</p> <p>Feedback from general Student body.</p>	<p>September 2023 – September 2024</p> <p>September 2023 – September 2024</p>	<p>May 2024</p> <p>May 2024.</p>

Strand three: Attendance

Improvement Targets	Required Actions	Responsibility	Criteria for Success	Time frame	Review Date
To reduce the total days absent for all students.	1) Survey student, teachers and parents to help inform the attendance committee on the culture of absenteeism in the school. (Completed November 2023)	Attendance team	SMT: 1. Notification to parents in as soon as possible on processes 2. Create data on current levels of absenteeism in comparison to previous years 3. Communication to YH team in weekly meetings 4. Communication to staff and tutors on objectives to affirm with students	September 2023 – September 2024	May 2024
To ensure all absences are explained on Tyro.	2) General notification to parents on the importance of explaining absence on VSware.	Attendance team SMT	YH/Student Supports 1. Team meeting of DP/YH/PS 2. Identify target students 3. Decide on procedures and issues that will arise.	September 2023 – September 2024	May 2024.
To reduce late attendance at school in the mornings.	a) Letter reinforcing the importance of explaining all absence on VSware via VS mail and School Website b) Video on school website on how to enter an explanation on school website.		Tutor/Class Teacher 1. All rolls, including event rolls, marked accurately. 2. Teachers may need to be contacted to rectify class rolls as needed.	September 2023 – September 2024	May 2024.
To create a culture of full school attendance	c) VSware help desks at Parent Teacher Meetings.		Tutor/Class Teacher 1. All rolls, including event rolls, marked accurately. 2. Teachers may need to be contacted to rectify class rolls as needed.	September 2023 – September 2024	May 2024.
To support students who have a history of absenteeism.	3) Implementation of ladder of referral where necessary a) Key item on agenda of all YH/DP and/or Care Team meetings	SMT Year heads	Tutor/Class Teacher 1. All rolls, including event rolls, marked accurately. 2. Teachers may need to be contacted to rectify class rolls as needed.	September 2023 – September 2024	May 2024.
To reduce volume of partial absences of students	b) Tutor to report absenteeism to year heads weekly. 4) Communication of new procedures to students and		Tutor to report any attendance concerns and to discuss absenteeism	September 2023 – September 2024	May 2024.

	<p>parents through text and assembly announcements.</p> <p>5) Link in with Nurture room in January. (following on from survey of students they feel there is a need to help students who struggle in mornings and lunchtime)</p> <p>a) Identify students who struggle with assembly in mornings.</p> <p>b) Assembly to be marked for students in Nurture room.</p> <p>Currents attendance rate is at an average of 87%. We would like to reach a month of 90% attendance by end of the year.</p>	<p>Year heads and announcements in assembly</p>	<p>with students if no explanation on VSware.</p>		
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Attendance targets for 2024-2025

Ladder of referral for absence

Continued emphasis on parental involvement in updating TYRO with absence notes

