

**Park Lane School**

**Macclesfield**



**Head Teacher's Report to Governors**

**February 2019**

## HEAD TEACHER'S REPORT TO GOVERNORS

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### STAFFING AND PUPILS

#### Attendance

##### Pupils

Period 03/09/2018 – 20/12/2018

Whole school attendance	-	92.6%
Authorised absence	-	7.4%
Unauthorised absence	-	0.00%

### PUPILS

Number on roll 82 pupils

-

Leavers: We have 4 pupils leaving at the end of this academic year.

### ENGAGEMENT WITH PARENTS, STAFF AND PARTNERS.

#### School Staffing.

There have been some changes to school staffing this term. We welcomed:

Laura Gavin has joined the teaching staff replacing Nicola Jackson who left at Christmas.

Laura teaches in Treacle class and is currently teaching 1 day in Hovis class while Laura Rashleigh is still on maternity leave. Laura will be returning to Hovis class in April.

Tina Wu is teaching in Mulberry class on a temporary basis.

Sadly Lucy Newman and Suzi McNulty have resigned and will leave at half term. They have secured positions with the Early Years Team. Both are excellent teaching assistants and will be missed.

Staffing list – *see attached*.

#### Parents.

##### Parent Evening

This was held on the 22<sup>nd</sup> January 2019. 50 parents attended across the school which is positive and demonstrates a high level of parental engagement in their child's education.

Annual Reviews of Education, Health and Care Plans will begin this term for pupils in Silk class through to those in Year 12.

### **SMSC and British Values**

The annual Christmas concert was once again a great success, with all pupils travelling to Fallibroome Academy to perform on their amazing stage. There were some fantastic performances, portraying Christmas around the world with pupils involved in signing, singing, dancing and drama. The build up to, and the concert itself sees many aspects of SMSC development being covered as pupils are involved in planning and rehearsing their performances as well as making costumes and props. The creativity of both pupils and staff is fantastic to see and feedback from families and carers was incredibly positive. The concert remains one of the highlights of the school year and thanks to the partnership with Fallibroome Academy, we also have copies of the concert DVD now available in school.

Another highlight of the year, which also supports SMSC development across school, is Arts Week. This year's theme, Global Warriors has been interpreted as recycling and conservation with staff planning activity boxes around these moral issues. There are workshops available to the pupils in music, drama and conservation and this year, for the first time, the school is joining with the other partner school across the network in a charity fundraiser. The schools have decided to use Arts Week to raise awareness of and raise money for the conservation of Orang-utans with monies raised going to Orang-utan Appeal UK. Pupils in the 6<sup>th</sup> Form have been filmed by the Fallibroome technician performing short drama pieces which he will edit to the Global Warriors song so Park Lane School can be included in the Arts Week. The pupils across school take a lot from Arts Week, with some learning to accept changes in routine and activities and others, fully engaging with external practitioners in music and drama.

Andree Barnard.

### **Arighi Bianchi.**

Staff at this long standing Macclesfield Company organised a shopping event in the Café in November 2018, with proceeds going to our hydrotherapy pool fund. £1500 was raised on the evening which was well attended. Mr Paul and Mr Nick Bianchi came to school to present the cheque and meet some of the children. Their support is appreciated.

### **FOPLSS (Friends of Park Lane Special School).**

Christmas Fair.

This was held in school on the 24<sup>th</sup> of November. This was a great success, raising over £1200. In addition to the usual stall there were a number of additional stalls provided by outside retailers. We were also joined by a brass band which gave the Fair a Christmas atmosphere.

The following day FOPLSS ran a stall at the Treacle Market in Macclesfield. It generated a lot of interest in Park Lane School and promoted the excellent work that goes on in school, supported by parents and other interested parties.

### **School Council.**

At present the Student Council comprises of 6 students, 2 students from each of the 3 upper school classes.

We meet on a Monday afternoon on a monthly basis aiming to hold 10 meetings in this academic year. (Our December meeting was cancelled due to it clashing with the Christmas Disco)

We started our year by discussing our Roles and Responsibilities

We also discussed what Events we would like to hold this year and who we would like to raise money for.

We also raised any concerns that we may have about school

#### **The Events so far have been :-**

Christmas Clothing Day the students voted on a greater variety of clothing this year instead of just jumpers and the money raised (just under £100) went to East Cheshire Hospice

The Councillors have taken part in two interview processes one for a teacher and the other for the school nurse.

The Students have also full filled a request from Lorraine to decide on New Year Resolutions for the whole school staff and students, this task is complete and posters are up in every class and around school.

#### **Plans for the rest of the year include:-**

Jam Jar collection asking each class for their small change, money collected will go towards helping wild animals

Unwanted Gift Sale we have started to collect unwanted Gifts in a view to selling them in the spring and the money raised will go to the school pool.

We are going to design and create An Act of Kindness Poster

We have also discussed ideas for a Food Bank.

Each meeting has an Agenda and Minute's and are displayed on the Student Council notice board. Regular Facebook posts also share information.

Wendy Macfadden February 2019

### **School Partnerships.**

#### **Students Update**

At Park Lane we continue to be committed to providing quality specialised placements for students and volunteers. We take students from local high schools, further education colleges and colleges of higher education on short or block placements, providing work experience and work placements relevant to the qualifications or aspirations of the students involved. We are generally happy to accept volunteers, subject to DBS checks. Volunteers are placed in classes, after discussion with the class teachers, to provide experience to those wishing to pursue careers in SEND education.

Classroom experiences allow students a significant opportunity to learn about a range of needs and observe specialists in action.

These experiences are structured and focused, they are never tokenistic or merely viewed as an enrichment opportunity. We provide opportunities for students and volunteers to observe our outstanding practice and develop practical strategies that arise from this.

We also have yearly University of Chester and Manchester Metropolitan University students on 2-4 week placements. These students are undertaking their PGCE. Recent feedback from Initial Teacher Training (ITT) students and providers have highlighted the benefits of training experiences in our school, they feel our school with the specialist resourced provisions are particularly beneficial and a key part of training during ITT programmes.

By supporting trainee teachers', we are taking a crucial role in developing future teachers and supporting teacher recruitment in the area.

Lis Fleming

We have two volunteers starting after half term, one focusing on Speech and Language Therapy who will be shadowing our communication team for two days a week and the other who is interested in changing from mainstream to special educational teaching.

We have four students on a weekly basis for a year from Macclesfield College. They do a full day each week in class; they are all at various levels studying Health and Social Care or Early Years Education.

Emma Shaw

### **Outcomes for Children and other Learners.**

#### **Accreditation**

Teachers in the 6<sup>th</sup> Form are continuing to set targets and assess the students against the Personal Progress framework on Onwards and Upwards and this seems to be working well in showing progress for those students working on the qualification.

The external moderation for the 6<sup>th</sup> Form students who will be leaving us in July has been booked for the end of June. All four students are on track to gain a Diploma in Personal Progress.

Andree Barnard

#### **Extended Schools. Social Education**

Film club will continue to be led by staff from school.

#### **Educational Residential Visits.**

There are 0 Residential visits planned for this term.

#### **Quality of Teaching, Learning and Assessment.**

##### **Lesson observations.**

## Focus of Lesson Observation-Reading.

7 lesson observations completed.

Analysis: In all lessons observed teaching staff provided evidence of detailed planning with learning objectives/outcomes for all pupils. In all lessons the subject matter was delivered in an age appropriate way which met the learning needs of the pupils. Reading was delivered through stories for the younger pupils and through lesson contexts for older pupils e.g. reading written worksheets and individual lesson targets.

What's working well?	Even better if
<p>Pupil behaviour and attitudes to learning was excellent. Pupils were engaged and active in their learning. Staff were responsive to the pupil's needs and provided timely support. Staff have high expectations of pupils across the school.</p> <p>High quality resources were used.</p> <p>Lessons were well planned and as an outcome the lessons were well paced and flowed well.</p> <p>Differentiation was evident through: Learning outcomes/targets. Learning tasks. Resources. Communication methods-range of communication methods used in classes to enable pupils and staff to communicate.</p>	<p>Pupils were grouped more which would: Increase time each pupil was engaged and on task. Increase level of challenge for pupils with the lesson.</p> <p>Work is annotated as Marking Policy. This should be meaningful and support teaching and learning. It should be carried out with pupils and they should be given feedback.</p>

### **Assessment**

All targets were set in the autumn term at a teachers PDM. Training was given on the new BSquared assessment framework and guidance on targets were shared with every teacher. All teachers were supported by the SLT in the meeting to start target setting. Teachers then finalised their targets and SLT scrutinised the targets set.

EYFS through to KS4 teachers are undergoing pupil progress meetings. These meetings have a prepared colour coded progress key and questions to raise after analysis of autumn term data. These meetings involve spending time assessing progress, reviewing targets and planning interventions where necessary for pupils who have not made progress. They are detailed and purposeful and enable the teacher/SLT to gain insight into individual progress in all areas.

Emma Shaw

## **Curriculum.**

This term we have focused on reviewing our curriculum. We have redistributed curriculum subjects across the teaching staff. We have set up a new system of evaluation the schemes of work and this will be used at the end of term. We are going to raise the profile of subjects across the year by having a number of theme or curriculum events. Emma Shaw has drafted an annual schedule of themed events linked to subjects and each coordinator will lead at least one event which will involve all or most of the pupils.

After half term the teachers will be changing the long term curriculum plan. This was last done 4 years ago and it is felt that some topics need to be revised to reflect the community and society in which our pupils live. From this new schemes of work will be written. This work will be completed by the end of this academic year.

## **Continuing Professional Development**

Staff have recently attended a twilight training session with Safeguarding Children in Education Settings Team on record keeping which was received very well by all staff. They found it informative and useful and it has focused staff on how records should be written and what should be put into them. Staff also had update training on some aspects of manual handling.

Over the last three months, staff have attended several external training courses. These have included first aid training courses and manual handling update training as well as regular coordinators/networking meetings for behaviour and wellbeing, EYFS, Post 16 and PE.

Andree Barnard.

## **Personal Development, Behaviour and Wellbeing.**

### **Effectiveness of Leadership and Management**

#### **Safeguarding.**

##### **Registers.**

A review of the school registers by one of the Local Authority Education Welfare Officers resulted in positive feedback as registers were completed on time, largely correctly and any unreported absences are followed up on the first day of absence. There were a small number of absences that were miscoded but these were in the minority. A briefing has been circulated to staff to remind them about which code to use.

##### **Record Keeping.**

Staff had specific training on record keeping on the 6<sup>th</sup> of February 2019. This training was organised as part of the Post Ofsted Action Plan. The training covered why and how records should be kept, their importance in the event of court proceedings and what details should be included in records of concern. Staff were given examples of good and bad records to compare, highlighting what a good record needs to contain.

Following the Ofsted inspection DSL's in school are including actions and are writing details why these actions were taken.

### **School Development Plan.**

The School Development Plan 2018-2019 is in place and work towards all targets is progressing. A copy of the School Development Plan which was evaluated in December 2019 is attached to this document.

In addition the school is continuing to work on the Post Ofsted Action Plan and an evaluated copy of this document is also attached.

### **School Improvement Partner**

Mr Swaine visited on the 25<sup>th</sup> of October 2018. His visit report is attached.

Outcomes from visit include:

Lesson observation proforma which has been trialled and has received positive feedback from teachers.

Advice regarding both the SDP and Post Ofsted Action Plan which has been incorporated.

Attendance data for special schools.

Mr Swaine is next to visit school on the 20<sup>th</sup> March 2019.

### **Appraisal.**

All teachers will have midterm reviews to discuss their progress towards their appraisal targets

### **Self-Evaluation Form.**

The SEF will continue to be a live document and will be reviewed during the term.

### **IT Matters**

As a subject coordinator and a technician, I feel I have now fully settled into the role and am on top of hardware, software and the curriculum. Consequently I am now working on updating equipment and making the software and systems used more efficient and user friendly. We still have two hours a week input from a Computeam technician who deals with issues that require more in depth knowledge.

The biggest changes have been the assessment systems that were adopted before the last report and are being well used. There is now a term's worth of data and by the end of the academic year we will be able to see some results. Teachers have also been using Evisense since October last year and were able to compile galleries of evidence to show digitally at parents evening. At the end of the year there will be enough photographic evidence to create PDFs and save into pupil progress files and post on the website in the secure area for parents to view and download.

I am running optional training sessions on common problematic areas of computing, so far this has been reasonably well attended. The final twilight training session in March will be dedicated to computing and furthering staff understanding of well used programs; Education City, Communication in Print, Choose it Maker 3 and switch use in general.

I am now concentrating on moving over to a much improved web provider that will enable staff and parents to access much more than is currently on offer, including a fully integrated



app. This will allow online payments for trips and dinners, online parents evening booking and improved parent communication. We have given notice to Uniservity, our current provider and should move over to School Spider within in the next two months.  
Katy Wadsworth

### **Health and Safety.**

This school had its annual Health and Safety audit on the 16<sup>th</sup> of November 2019. The report following this audit has been received and there are no points for action. Sue recorded that “the health and safety documentation is excellent and the team work well together”. The school has been rated a “Green School” which means there is low risk to health and safety. In addition the school achieved 100% in Statutory Building Compliance when this was carried out in December. This is a “fantastic achievement” (Ian Hales-Property Operation Adviser). “Special mention needs to go to James Howard who has taken advice on board each year to improve documentation and retrieval procedures”.

### **I submit my Head Teacher’s Report to Governors**

**Lorraine Warmer**  
**Head Teacher**  
**February 2019**