

ACTION PLAN

The Croft Centre & Oham Lakes, Solutions 4: EBSS August 2011

No.	Themes arising from Action Planning	Action to be Taken	Activities to be Taken	Involved	Success Criteria	Date to be Completed /Reviewed
1.	Behaviour and Attendance	<ol style="list-style-type: none"> To support policies and procedures to raise attainment. To produce a behaviour policy to improve behaviour at the Croft Centre. 	<ol style="list-style-type: none"> Liaison with Education Welfare Officer. First day calling. Behaviour policy and procedures including processes for breaks and lunchtimes, beginning and end of sessions. Shared with all staff members showing roles and responsibilities. 	<p>DT/RP</p> <p>DT/RP</p>	<ol style="list-style-type: none"> Attendance increase of 5%. Orderly and positive attitudes on site at all times. 	<p>Review by:</p> <p>20 Oct 2011 16 Dec 2011 10 Feb 2012 30 Mar 2012 1 Jun 2012 19 Jul 2012</p>
2.	Achievement and Progression	<ol style="list-style-type: none"> To provide appropriate targets for all learners. To show appropriate courses of study in the Individual Learning Plan. 	<ol style="list-style-type: none"> Target sheet showing prior attainment and expected outcomes. Spreadsheet showing courses available and levels available. 	<p>DT/JW</p> <p>DT/JW</p>	<ol style="list-style-type: none"> Clear expectations to be shared with students and parents. Availability of courses of study in current operation. 	<p>Review by:</p> <p>20 Oct 2011 16 Dec 2011 10 Feb 2012 30 Mar 2012 1 Jun 2012 19 Jul 2012</p>
3.	Pupil Tracking and Monitoring	<ol style="list-style-type: none"> To provide electronic tracking procedures for groups and individuals. 	<ol style="list-style-type: none"> Electronic sheet showing names, courses, examination centre, targets and warning codes, e.g. red, amber, green. 	<p>DT/JW</p>	<ol style="list-style-type: none"> Tracking data which shows learners on target, above target and otherwise. 	<p>Review by:</p> <p>20 Oct 2011 16 Dec 2011 10 Feb 2012 30 Mar 2012 1 Jun 2012 19 Jul 2012</p>
4.	Individual Learning Plans	<ol style="list-style-type: none"> To produce and maintain high quality Individual Learning Plans for all learners. 	<ol style="list-style-type: none"> To develop Individual Learning Plan which is compatible with all Solutions 4 sites. 	<p>DT/JW</p>	<ol style="list-style-type: none"> Comprehensive Individual Learning Plan available, regularly updated for all students. 	<p>Review by:</p> <p>20 Oct 2011 16 Dec 2011 10 Feb 2012 30 Mar 2012 1 Jun 2012 19 Jul 2012</p>
5.	Quality assurance relating to new Framework contract	<ol style="list-style-type: none"> To meet termly with Solutions 4 Manager/Commissioning to review targets and assess progress towards meeting specification within framework. 	<ol style="list-style-type: none"> Records of review and monitoring meeting. Develop clear curriculum /accreditation /Foundation Learning Programme offer ,and delivery benchmarks (link to 2,2) 	<p>DT/KH JW/RP</p>	<ol style="list-style-type: none"> Termly progress to meeting targets identified. 	<p>Review by:</p> <p>20 Oct 2011 16 Dec 2011 10 Feb 2012 30 Mar 2012 1 Jun 2012 19 Jul 2012</p>

	Quality assurance relating to new framework contract cont'd		<ol style="list-style-type: none"> 3. Develop clear pathways to support learners into post 16 EET. (Link to Point 2) 4. Detail additional requirements in place to support learners with SEN/ LAC 5. Review safeguarding mechanisms 6. Agree method to review budget spend. 			
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