

# **Sir Harry Johnston International School**



## **Primary School Development Plan 2018-19**

## **Introduction**

- The Primary School Development Plan identifies the aims and goals for the forthcoming year with outline planning for the following year.
- It forms the basis for future action, school improvement and raising standards.
- It provides a framework for budget planning and resource management.
- It provides a structure for School Self Evaluation.
- It was created collaboratively: all staff contributed their ideas and opinions.

## **Mission Statement**

### **Developing Future Leaders for Malawi**

As a culturally and academically inclusive school, we strive to ensure the best possible education for children in Zomba, to international standard; encouraging the development of values and attitudes, skills and knowledge, that will 'release the potential' in each individual, for the benefit of others, in an ever changing world.

**As a school community of children, parents and staff our actions and attitudes are underpinned by Three Keys to Success (attitudes):**

- Be Determined
- Be the Best You Can Be
- Be Cool (taking a pride in ourselves and being in control of our choices)

**Together we are working to develop learners who are:**

**High achievers** by becoming engaged learners, who are prepared to take risks and give every element of learning the best of their efforts; finding enjoyment in what they do, with high aspirations and expectations, for and of themselves

**Engaged thinkers**, who can think creatively and critically, seeing 'the other perspective' and are able to help find solutions to problems they encounter; maturing into active participants rather than passive recipients

**Community builders**, who listen to those around them, work collaboratively for the common good and consistently see the best in others and seek to draw it out; recognising, accepting and celebrating cultural differences as appropriate

**Clear communicators**, who are practically literate, numerate and able to utilise modern technologies; able to generate, organise and evaluate their ideas, in order to make themselves understood, whilst allowing the space and time to consider the views of others

**Outward looking**, valuing others, contributing as global citizens to the environmental and social issues of the day; developing and sharing their unique, creative talents with others, freely and compassionately

### Strategic Plan Overview

	<b>Focus for action 2017-2018</b>	<b>Focus for action 2018-2019</b>	<b>Focus for action 2019-2020</b>
In order to improve: <b>ACHIEVEMENT AND STANDARDS</b>	<ul style="list-style-type: none"> <li>Supporting children with English as an Additional Language</li> </ul>	<ul style="list-style-type: none"> <li>Information Communication Technology (ICT)</li> </ul>	<ul style="list-style-type: none"> <li>Reviewing assessment procedures</li> </ul>
In order to improve: <b>PERSONAL DEVELOPMENT AND WELL-BEING</b>	<ul style="list-style-type: none"> <li>Fitness and Healthy Eating</li> </ul>	<ul style="list-style-type: none"> <li>Developing children's financial responsibility</li> </ul>	
In order to improve: <b>QUALITY OF PROVISION (TEACHING AND LEARNING, CURRICULUM)</b>	<ul style="list-style-type: none"> <li>Early Years Provision (Learning through play)</li> </ul>	<ul style="list-style-type: none"> <li>Reviewing curriculum planning</li> </ul>	
In order to improve: <b>LEADERSHIP AND MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Staff training needs</li> </ul>	<ul style="list-style-type: none"> <li>Observations</li> </ul>	<ul style="list-style-type: none"> <li>Developing a mentoring programme</li> </ul>
In order to improve: <b>ENVIRONMENT AND COMMUNITY</b>	<ul style="list-style-type: none"> <li>Workshops for parents</li> </ul>	<ul style="list-style-type: none"> <li>Celebrating the school's Diamond Year</li> </ul>	<ul style="list-style-type: none"> <li>Review of teaching spaces</li> </ul>

## Achievement and Standards

**Focus:** Information Communication Technology (ICT)

**Success Criteria:**

- Children are taught basic ICT skills across the Primary School.
- ICT is starting to be used across the curriculum.
- Staff feel more confident with the teaching of ICT.

Action	Timescale	Lead	Monitoring	Evaluation
1. Ensure that the Internet is now working in all classrooms.	Sept 2018	JE	Feedback from staff.	
2. Timings for ICT lessons reorganised. Staff to follow new timetable.	Sept 2018	JE	Timetables in place.	
3. Look into different options to re-organise ICT cupboard.	Sept 2018 ongoing	AC	Feedback from staff	
4. Ensure all computers have the full range of programs (including logo, python)	Sept 2018 ongoing	AC	Feedback from staff	
5. Teach touch typing skills at key stage two.	Sept 2018 ongoing	AC/SA	Monitoring of planning.	
6. Provide more opportunities for children to use computers to present work.	Sept 2018 ongoing	AC	ICT-based Displays to be put up around the school.	
7. New desktop computer for Pre-Nursery.	Oct 2018	JE/PC	Added to school inventory.	
8. Training for Teachers and TAs on ICT	Jan 2019	AC	Staff Meeting Minutes.	

9. Peer observations focusing on ICT	Jan 2019 ongoing	JE	Feedback from staff.	
10. Purchase new laptops.	Feb 2019	JE/PC	Added to school inventory.	
11. Whole school to be involved in Safer Internet Day.	Feb 2019	AC	Planning from Safer Internet Day.	
12. Parent meeting focusing on Internet safety	Feb 2019	JE	Handouts from workshop.	

## Personal Development and Wellbeing

**Focus:** Developing children's financial responsibility

**Success Criteria:**

- The school teaches pupils about the importance of financial responsibility.

Action	Timescale	Lead	Monitoring	Evaluation
1. Incorporate financial management into PSHE planning	Sept 2018 ongoing	PSHCE teachers	Monitoring of planning.	
2. Involve Y5/6 in the financial side of the new Sir Harry's café.	Sept 2018 ongoing	JE/FK	Records kept.	
3. During DT Day older children to do own shopping and begin to understand cost of food.	Oct 2018	CD	Monitoring of DT planning.	
4. Residentials – children to help with budgeting/earn money themselves.	Oct 2018	FK/SA	Records kept.	
5. Termly financial project (e.g. cake sale) – Term 1 – KS1 Term 2 – Year 3/4 Term 3 – Year 5/6 Children to calculate costs/profit/loss	Dec 2018 April 2019 July 2019	SP/AC SA FK	Review outcomes.	
6. Learning forums – discuss financial issues	Jan 2019 onwards	JE	Learning Forum Timetable.	
7. Visit to Bank or talk from Bank manager	Jan 2019 onwards	PSHCE teachers	Monitoring of planning.	
8. EYFS – Role play a shop – play with money.	Jan 2019 onwards	MJK	Photographs of role play areas	
9. Focus on enterprise for Maths Week	May 2019	FK	Monitoring of planning.	

## Quality of Provision

**Focus:** Reviewing curriculum planning

**Success Criteria:**

- A Curriculum Map will be created showing progression from Reception to Year 6.

Action	Timescale	Lead	Monitoring	Evaluation
1. INSET to organise primary curriculum map.	Aug 2018	FK	Updated Curriculum Map to be shared with Curriculum Committee	
2. Curriculum map in place to avoid repetition of topics.	Dec 2018	FK	Copy in Office files.	
3. Add an appendix including information about rolling whole school topics.	Dec 2018	FK	Copy in Office files.	
4. INSET on starting new topics with a hook and involving children in identifying what they want to learn	Jan 2019	FK	Staff Meeting Minutes	
5. Increase opportunities for key stage planning	Jan 2019 ongoing	FK	Key Stage Meeting Minutes	
6. Set up shared planning area on school computer.	Jan 2019 ongoing	AC	Directory on computer.	
7. INSET to review effectiveness of new curriculum map.	June 2018	FK	Staff Meeting Minutes	



## Leadership and Management

**Focus:** Observations

**Success Criteria:**

- Observations will be used to support professional development and enhance teaching and learning.

Action	Timescale	Lead	Monitoring	Evaluation
1. Term 1 formal observations to be Joint Observations by Principal and Primary Lead.	Oct 2018	JE	Lesson observation schedule	
2. Observations at other International Schools (agreed as part of Performance Management)	Nov 2018 ongoing	JE	Lesson observation notes	
3. Sports coach to have opportunity to observe teaching in other international school	Nov 2018 ongoing	JE	Lesson observation notes	
4. Teachers to work in partners - choose a goal, carry out a reciprocal observations. Link to ICT where possible.	Jan 2018	JE	Peer observation schedule	
5. Introduce an annual Teaching Assistant observation.	Feb 2018	JE	Observation notes.	

## Environment and Community

**Focus:** Celebrating the school's Diamond Year

**Success Criteria:**

- All stakeholders (staff, board, parents, children and alumni) will celebrate the anniversary of Sir Harry's and reflect upon what has been achieved in the school's history.

Action	Timescale	Lead	Monitoring	Evaluation
1. Whole school topic to focus on 'The History of Sir Harry's'	Sept – Dec 2018	FK	Monitoring of planning	
2. School trips around Zomba: visit previous school site, previous swimming pool location etc.	Sept – Dec 2018	FK	Monitoring of planning	
3. Term 1 class assemblies to link to whole school topic.	Sept – Dec 2018	AC/SP/MJK	Assembly photos on website	
4. Collate alumni memories/photos using school website	Sept 2018 ongoing	JE	Website and Alumni File	
5. Set up a Sir Harry's Museum	Oct 2018	CD	Hall displays	
6. Competition: Design a Diamond Flag.	Nov 2018	CD	Review of design entries	
7. Set up alumni photo board.	Jan 2019	JE	Display board set up in entrance	
8. Assemblies on Sir Harry's history. Invite alumni to talk about their experiences.	Jan 2019 onwards	JE	Assembly plans	
9. Pre-School Picnic for older generation (link to 'Getting Old' topic)	TBC	MJK	Letter to grandparents	
10. Anzathu Diamond	March 2019	JE/SP	Photos of	

Year Celebration Event. Invite press.			Celebration Event	
11. Plant a tree to celebrate 60 years.	June 2019	JE/SP	Tree planting ceremony	
12. Aerial photo of the whole school standing in a 60 shape.	June 2019	JE/SP	Added to website	
13. Looking forward: Sir Harry's in the future competition.	June 2019	JE/SP	Review of competition entries	

## **Appendix 1: Training requests**

- ICT – Programs and websites
- SEN – Autism/Dyspraxia
- Swimming
- First Aid
- Child Protection
- Coaching
- Practical maths
- Early Years Role Play
- Outdoor Learning
- Nature training

## Appendix 2: School Audit

Focus	Strengths	Evidence	Areas for Development	Evidence
<p><b>Achievement and Standards</b></p>	<p>Majority of children make good progress across the curriculum.</p> <p>Teachers have high expectations of what pupils can achieve.</p> <p>Progress of pupils is monitored. Strategies are being put into place to support those who are underachieving.</p> <p>Special Educational Needs (SEN) Register in place and reviewed termly.</p>	<p>Teacher Assessment Data</p> <p>Lesson observations.</p> <p>Pupil Progress Meeting Minutes</p> <p>SEN Register</p>	<p>Use of ICT equipment and Internet to support learning.</p> <p>Reviewing procedures for assessing pupil progress (especially in maths).</p> <p>Specialist Teaching Assistant to be trained to lead intervention programmes.</p>	<p>ICT Equipment Issues</p> <p>New assessment system now in place in UK</p> <p>Teacher Observations</p>
<p><b>Personal Development and Wellbeing</b></p>	<p>School is fully inclusive and supports children with a range of needs.</p> <p>Majority of children feel safe, secure and happy.</p> <p>Excellent relationships</p>	<p>SEN Policy</p> <p>Pupil feedback</p> <p>Pupil feedback</p>	<p>Children's financial responsibility to be included in the PSHCE (Personal Social Health and Citizenship Education) curriculum.</p> <p>A Bursary Programme could</p>	<p>Financial responsibility is not included in the planning.</p> <p>Some parents</p>

	<p>between staff and children.</p> <p>Older children support and care for younger pupils.</p> <p>High standards of behaviour. Children interact well as a school community.</p> <p>A strong emphasis is placed on physical fitness (swimming, PE, wake and shake).</p>	<p>Informal observations</p> <p>Positive Behaviour Policy</p> <p>AIMS Sports Programme</p>	<p>be set up to support parents struggling to pay fees.</p> <p>A 'friendship bench' / place to talk could be set up.</p>	<p>struggle to pay school fees.</p> <p>Teacher observations</p>
<p><b>The Quality of Provision (Teaching and Learning)</b></p>	<p>Children are guided and supported well.</p> <p>Teachers have good subject knowledge.</p> <p>Parents are provided feedback on their child's progress/school developments.</p> <p>A broad and balanced curriculum, allowing each child an opportunity to shine.</p>	<p>Reward systems/ Star of the week</p> <p>Lesson observations</p> <p>Parent teacher meetings/annual reports/open door policy/AGM</p> <p>Curriculum maps</p>	<p>Review curriculum planning (especially Humanities).</p>	<p>Curriculum maps</p>

	Wider opportunities are provided, including: Residentials, Clubs, DT Days, Problem Solving Days, Plays, Reading, Maths and Science Weeks.	Annual Calendar		
<b>Leadership and Management</b>	<p>Positive relationships have been established between the Headteacher, staff and parents.</p> <p>There are a variety of different talents on the School Board (Finance/Buildings / Curriculum).</p> <p>The Board of Trustees have carried out classroom visits.</p> <p>Good links have been established with other International Schools.</p>	<p>Informal feedback, Letters of thanks.</p> <p>Board of Trustees Contact List.</p> <p>Board Minutes</p> <p>AIMS Minutes Teacher Visits CPD Opportunities</p>	<p>Increase frequency of observations, including peer observations.</p> <p>Extend mentoring programme to support local teachers.</p>	<p>Monitoring timetable</p> <p>Mentoring programme</p>
<b>Environment and</b>	Good communication	Whatsapp Broadcast/	Repair of playground/roads	Poor state of repair

<p><b>Community</b></p>	<p>systems with parents.</p> <p>Parents are more involved in the school.</p> <p>Anzathu organise events to bring the community together.</p> <p>Parents and children fundraise to support the local community.</p> <p>Good interaction with local schools (Mponda/Zomba Private/ Zomba Baptist).</p> <p>The swimming pool is used by the local community.</p> <p>The school is promoted and advertised locally and internationally.</p>	<p>Newsletters by email.</p> <p>Mums Netball Dads Football</p> <p>Anzathu page on website</p> <p>Christmas Fair/ Sponsored Swim</p> <p>Photos on website</p> <p>Swimming pool membership scheme</p> <p>School website, Prospectus, Adverts in 'The Nation', Banners.</p>	<p>. Improve outdoor environment.</p> <p>A school bus would allow easier transportation to AIMS events and school trips.</p> <p>.</p>	<p>Challenging to organise trips out of Zomba</p>
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### Appendix 3: Review of 2017-18 School Development Plan

Focus for action	Review
Supporting children with English as an Additional Language	<ul style="list-style-type: none"> <li>• Provided practical training for teachers and teaching assistants;</li> <li>• SEN Co-ordinator has discussed with teachers strategies to support children with EAL.</li> </ul>
Fitness and Healthy Eating	<ul style="list-style-type: none"> <li>• In Term 1, all Primary Classes learnt about 'Food' as the whole school topic;</li> <li>• Parents were offered suggestions on appropriate break time snacks;</li> <li>• Water filters were added to each classroom (funded by Anzathu);</li> <li>• The school held its first family picnic.</li> <li>• The school has continued to participate in a range of sporting events and for the first time hosted the Inter-School's Netball and Tag Rugby Competition.</li> </ul>
Early Years Provision (Learning through play)	<ul style="list-style-type: none"> <li>• Shared planning sessions have been taking place each week across the Early Years;</li> <li>• The Early Years Outdoor Play Area has been improved and now includes sand and water play, as well as a garden area;</li> <li>• Greater use is being made of role play (to improve children's speaking and listening skills).</li> <li>• A parent information meeting was carried out on how to support children with reading.</li> </ul>
Staff training needs	<ul style="list-style-type: none"> <li>• Our KS2 teachers have attended training on coaching at SAINTS;</li> <li>• Several teachers have observed lessons at Hillview Primary;</li> <li>• Specialist Teachers have attended a 'Professional Learning Community Meeting' at Phoenix;</li> <li>• In-house training has included: handwriting, display, classroom management, guided reading and maths calculation.</li> </ul>
Workshops for parents	<ul style="list-style-type: none"> <li>• Two workshops have been offered for parents:               <ul style="list-style-type: none"> <li>- Phonics and Reading Workshop for KS1 Parents,</li> <li>- Internet Safety Workshop for KS2 Parents.</li> </ul> </li> </ul>

## Appendix 4: Roles and Responsibilities

### Roles and Responsibilities 2018-19

#### (Full Time Teachers)

James	Line management of all staff Financial and resource management Community linkage (including developing links with local schools) Administration School promotion (advertising, prospectus, website) Child Protection Co-ordinator Assessment and Data Co-ordinator Member of ICT Curriculum Team
Colin	Secondary School Lead Teacher Timetabling Special Educational Needs Co-ordinator Arts/Music Curriculum Team Lead Member of English/Humanities and PE Curriculum Team Secondary Residential
Steve	Member of Maths/Sciences Curriculum Team
Fiona	Primary School Lead Teacher Maths/Sciences Curriculum Team Lead Member of Arts/Music Curriculum Team Year 5/6 Residential
Sarah	Member of English/Humanities and ICT Curriculum Team School Council Y3/4 Residential
Arthur	ICT Curriculum Team Lead Member of PE Curriculum Team
Shelley	English and Humanities Curriculum Lead Member of Arts/Music Team Anzathu Representative
Margriet	Early Years Co-ordinator PE Team Lead Member of Maths/Sciences Curriculum Team

<b>CURRICULUM TEAMS</b>				
<b>English/Humanities</b>	<b>Maths/Science</b>	<b>PE</b>	<b>ICT</b>	<b>Arts/Music</b>
Shelley (Lead)	Fiona (Lead)	Margriet (Lead)	Arthur (Lead)	Colin (Lead)
Sarah	Steve	Arthur	Sarah	Fiona
Colin	Margriet	Colin	James	Shelley
School events: Big Writes (P) Book Week (P)	School events: Science Week (P) Maths Week (P) Problem Solving Days (P) AIMS: Maths Olympiad (P)	School events: House Events (P/S) Inter-Schools Events (P/S) AIMS: Netball/Tag Rugby (P)	School Events: Safer Internet Day (P/S) Website/Facebook Group (P/S)	School events: DT Days (P/S) Performances (P/S) Christmas Singalong (P/S) Global Arts Morning (P/S) Music Night (P/S) Art Exhibition (P/S)