

Sir Harry Johnston International School



Primary School Development Plan 2019-20

Introduction

- The Primary School Development Plan identifies the aims and goals for the forthcoming 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

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

	Focus for action 2017-2018	Focus for action 2018-2019	Focus for action 2019-2020
In order to improve: ACHIEVEMENT AND STANDARDS	<ul style="list-style-type: none"> Supporting children with English as an Additional Language 	<ul style="list-style-type: none"> Information Communication Technology (ICT) 	<ul style="list-style-type: none"> Revising teacher assessment procedures
In order to improve: PERSONAL DEVELOPMENT AND WELL-BEING	<ul style="list-style-type: none"> Fitness and Healthy Eating 	<ul style="list-style-type: none"> Developing children's financial responsibility 	<ul style="list-style-type: none"> Reviewing extra-curricular sporting provision
In order to improve: QUALITY OF PROVISION (TEACHING AND LEARNING, CURRICULUM)	<ul style="list-style-type: none"> Early Years Provision (Learning through play) 	<ul style="list-style-type: none"> Reviewing curriculum planning 	<ul style="list-style-type: none"> Improving spelling at KS2
In order to improve: LEADERSHIP AND MANAGEMENT	<ul style="list-style-type: none"> Staff training needs 	<ul style="list-style-type: none"> Observations 	<ul style="list-style-type: none"> Developing the school's appraisal system
In order to improve: ENVIRONMENT AND COMMUNITY	<ul style="list-style-type: none"> Workshops for parents 	<ul style="list-style-type: none"> Celebrating the school's Diamond Year 	<ul style="list-style-type: none"> Continuing to develop links with other international schools

Achievement and Standards

Focus: Revise teacher assessment procedures

Success Criteria:

- The school has developed a new system to monitor children’s progress, using the revised UK assessment criteria.

Action	Timescale	Lead	Monitoring	Evaluation
1. Teachers to update the school’s reading assessment system.	August 2019	JE/SP	Revised assessment grids	
2. Teachers to trial new reading assessment grids.	Nov 2019	JE/SP	Assessment data	
3. Teachers to trial new maths assessment grids.	Nov 2019	JE/SP	Assessment data	
4. Teachers to carry out a joint writing moderation session with St Andrew’s Primary.	Nov 2019	JE/SP	INSET minutes	
5. Teachers to review new reading, writing and maths assessment system. Make any necessary changes.	February 2020	JE/SP/F K	Feedback from staff	
6. Teachers to make targets more visible to children.	April 2020	JE/SP/F K	Targets visible.	
7. Teachers to support children with becoming more aware of their ‘child friendly’ targets	April 2020	JE/SP/F K	Feedback from pupil interviews	

Personal Development and Wellbeing

Focus: Review extra-curricular sporting activities.

Success Criteria:

- Children are well prepared for international school tournaments.

Action	Timescale	Lead	Monitoring	Evaluation
1. MJK to organise coaches to teach each of the sports.	Sept 2019	MJK	Tournament plan	
2. JE to organise any necessary training or professional development for the coaches.	Sept 2019 ongoing	JE	Training notes	
3. Coaches to train squads in preparation for all AIMS Tournaments	Sept 2019 ongoing	MJK	Clubs list	
4. Coaches to extend the length of time children have to prepare for each tournament. Where possible run squads all year.	Sept 2019 ongoing	MJK	Clubs list	
5. Coaches to introduce incentives for participating in a squad, e.g. elect a captain for each sport.	Sept 2019 ongoing	MJK	Feedback from children	
6. MJK to give coaches the tournament rules as soon as the training begins.	Sept 2019 ongoing	MJK	Rules sheets	
7. MJK to introduce new swimming award system.	Sept 2019 ongoing	MJK	Swimming award information sheets	
8. Teachers to improve children's overall fitness by introducing the 'daily mile'.	Sept 2019 ongoing	MJK	Photographs	

9. DZ to involve TAs in assisting with PE lessons.	Sept 2019 ongoing	DZ	Lesson observations	
10. MJK to organise 'friendly' games with other local and international schools.	October 2019 ongoing	MJK	Photos for website	
11. PC to purchase a new mat for high jump.	Jan 2020	PC	New mat in use	
12. SHJ and Hillview to practise together before the Athletics Trials.	May 2020	SA	Photos for website	

Quality of Provision

Focus: Improve spelling at KS2.

Success Criteria:

- Children’s spelling will become more accurate across key stage two.

Action	Timescale	Lead	Monitoring	Evaluation
1. Teachers to label items in each classroom, so that children can observe correct spellings.	August 2019	SP	Labels in classrooms	
2. KS2 Teachers to carry out a diagnostic test to identify spelling pattern errors.	Sept 2019	SA/FK	Analysis of spelling data.	
3. KS2 Teachers to plan a spelling curriculum based on the diagnostic test.	Sept 2019	SA/FK	Lesson planning	
4. All children to be given a personal dictionary/sound book to record unknown spelling words.	Sept 2019	SP	Curriculum order	
5. KS2 spelling tests to include misspelt words from children’s English books. To be tested each week by their peers.	Sept 2019 ongoing	SA/FK	Spelling books	
6. Teachers to teach spelling and handwriting together.	Sept 2019 ongoing	SP	Lesson planning	
7. Teachers to introduce daily spelling challenges and use online spelling games.	Sept 2019 ongoing	SP/AC	Lesson planning	
8. KS2 Teachers to encourage children to use dictionaries.	Sept 2019 ongoing	SA/FK	Lesson planning	
9. KS2 Teachers to	October	SA/FK	Intervention	

organise a spelling intervention group.	2019 ongoing		group record keeping	
10. English Team to organise a spelling bee as part of Book Week.	Feb 2020	SP	Book week plan	

Leadership and Management

Focus: Develop the school's performance management system to include support staff.

Success Criteria:

- Teaching Assistants and Grounds Staff are an integral part of the school's performance management cycle.

Action	Timescale	Lead	Monitoring	Evaluation
1. TAs to work in pairs carrying out short focused peer observations.	Sept to Dec 2019	FK	Peer observation timetable	
2. JE to review and update job descriptions for Teaching Assistants and Grounds Staff.	Oct 2019	JE	Updated job descriptions	
3. TK to carry out performance management review meetings with the Site Supervisor and Grounds Staff. Review the revised job descriptions.	Nov 2019	TK	Performance Management Forms	
4. FK to observe TAs supporting a small group and provide written feedback.	Jan 2020	FK	Group observation forms	
5. FK to meet with TAs and agree two targets to be achieved by the end of the school year. Review the revised job descriptions.	Feb 2020	FK	Performance Management Forms	
6. FK to carry out a review meeting with TAs based on their performance this year and a review of their targets.	June 2020	FK	Performance Management Forms	

Environment and Community

Focus: Continue to develop links with other international schools.

Success Criteria:

- Staff from Sir Harry’s work in close partnership with the other AIMS Schools.
- Students benefit from strong links between the AIMS schools.

Action	Timescale	Lead	Monitoring	Evaluation
1. JE to continue to represent SHJ at all AIMS Principal and Child Protection Meetings.	August 2019 ongoing	JE	Meeting minutes	
2. Teachers to attend the AIMS August Conference at St Andrew’s High.	August 2019	JE	Course register	
3. Teachers to work with Andy Lyles (Assessment Co-ordinator at St Andrew’s Primary) updating the school’s reading assessment system.	August 2019	JE/SP	Revised assessment grids	
4. Specialist teachers to attend Professional Learning Community meetings.	Sept 2019 ongoing	JE	Meeting minutes	
5. MJK to organise friendly sporting matches with other international schools.	Sept 2019 ongoing	MJK	Photos on Facebook/website	
6. SA to build links with schools in other countries through email pen-pals.	Sept 2019 ongoing	SA	Copies of emails	
7. Teachers to carry out observations at other international schools (based on their performance	November 2019 ongoing	JE	Performance management appraisal notes	

management targets).				
8. Teachers to carry out a joint writing moderation session with St Andrew's Primary.	Nov 2019	JE/SP	INSET minutes	
9. SHJ students to watch performances at other schools. Invite other schools to come to SHJ.	Dec 2019 and March 2020	JE	School calendar	
10. Teachers to attend a follow up session on the AIMS Conference. (TBC)	Jan 2020	JE	Course register	
11. SHJ to host the AIMS Netball and Tag Rugby Tournament.	March 2020	JE/MJK	Photos on Facebook/website	
12. Continue to form a Sir Hilly's Team for the Athletics Tournament.	June 2020	MJK/SA	School calendar	

Appendix 1: School Audit

Focus	Strengths	Evidence	Areas for Development	Evidence
Achievement and Standards	<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 Internet to support learning.</p> <p>Reviewing procedures for assessing pupil progress (especially in reading).</p> <p>Teaching Assistants to lead intervention programmes.</p>	<p>Internet not working in all classrooms.</p> <p>New assessment system introduced for maths and writing only.</p> <p>More intervention support required.</p>
Personal Development and Wellbeing	<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 between staff and children.</p> <p>Older children support and care</p>	<p>SEN Policy</p> <p>Pupil feedback</p> <p>Pupil feedback</p> <p>Informal observations</p>	<p>A Bursary Programme could be set up to support parents struggling to pay fees.</p> <p>Increased coaching is needed for International School Events</p>	<p>Some parents struggle to pay school fees.</p> <p>SHJ children achieve limited success at International School Tournaments.</p>

	<p>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>Positive Behaviour Policy</p> <p>AIMS Sports Programme</p>		
The Quality of Provision (Teaching and Learning)	<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, based on the most current UK curriculum, but adapted for a Malawian context.</p> <p>Wider opportunities are provided, including: Residentials, Clubs, DT Days, Problem Solving Days, Plays, Reading, Maths and Science Weeks.</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>Annual Calendar</p>	Spelling at KS2 is inconsistent.	Children's books shows spelling as a weaker area.

<p>Leadership and Management</p>	<p>Policies and procedures have been put in place to ensure the school runs smoothly.</p> <p>There is a variety of different expertise on the School Board (Finance/Personnel/Buildings/Curriculum).</p> <p>The Board of Trustees carry out annual classroom visits.</p>	<p>Policies and procedures</p> <p>Board of Trustees Contact List.</p> <p>Board Minutes</p>	<p>Teaching assistants and grounds staff need to be included in the Performance Management cycle.</p>	<p>Not all staff are included in the school's performance management cycle.</p>
<p>Environment and Community</p>	<p>Good communication systems with parents.</p> <p>Anzathu organise events for the school community.</p> <p>Parents and children fundraise to support the local community.</p> <p>Good interaction with local schools (Grace Orphanage)</p> <p>The swimming pool is used by the local community.</p> <p>The school is promoted and advertised locally and internationally.</p>	<p>Whatsapp Broadcast/ Newsletters by email.</p> <p>Anzathu page on website</p> <p>Sponsored Swim</p> <p>Feedback from staff</p> <p>Swimming pool membership scheme</p> <p>School website, Prospectus, Adverts in 'The Nation',</p>	<p>Further links need to be established with the other international schools</p> <p>A school bus would allow easier transportation to AIMS events and school trips.</p>	<p>Increased linkage has been made between the AIMS schools, but this is still an area for development.</p> <p>Challenging to organise trips out of Zomba</p>

		Banners.		
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Appendix 2: Review of 2018-19 Primary School Development Plan

Focus for action	Review
Information Communication Technology	<ul style="list-style-type: none"> • Touch typing skills have been taught at KS2. • TAs have received training in ICT. • A greater range of programs have been added on to the school laptops. • All classes participated in Safer Internet Day. • The school organised a 'safer internet' parent meeting.
Developing children's financial responsibility	<ul style="list-style-type: none"> • During residential visits, children were involved in the shopping and budgeting. • Children from Years 3 to 6 organised a Cake sale. • Finance was discussed during weekly Learning Forums. • Maths Week focused on finance and KS1 and KS2 classes carried out mini enterprise projects.
Reviewing curriculum planning	<ul style="list-style-type: none"> • Staff training sessions were used to create a new Primary Curriculum Map. • Additional key stage meetings were carried out.
Observations	<ul style="list-style-type: none"> • The Principal and Primary Lead monitored lessons across the school. • Four teachers and the Sports Coach observed lessons at St Andrew's Primary. • Teachers carried out peer observations.
Celebrating the school's Diamond Year	<ul style="list-style-type: none"> • All classes studied the history of Sir Harry's. Various trips around Zomba were organised. Class assemblies were linked to the whole school topic. • The school created a Diamond Cook Book. • An alumni section was included on the website and a memory board was displayed. • Primary students took part in a competition to design a Diamond Flag. • The school organised a Diamond Dinner & Dance and Family Picnic. • A 60th drone photograph was taken to celebrate 60 years of great learning.

Appendix 3: Roles and Responsibilities

Roles and Responsibilities 2019-20

(Full Time Teachers)

James	Line management of teachers and admin staff Financial and resource management Community linkage Administration School promotion (advertising, prospectus, website) Child Protection Co-ordinator Assessment and Data Co-ordinator Member of ICT Curriculum Team
Seamus	Secondary School Lead Teacher Timetabling Special Educational Needs Co-ordinator Member of English/Humanities Curriculum Team Secondary Residential
Macbeth	Member of Maths/Sciences Curriculum Team
Emmanuel Mt	Member of Maths/Sciences Curriculum Team
Fiona	Primary School Lead Teacher Line management of Teaching Assistants Maths/Sciences Curriculum Team Lead Member of Arts/Music Curriculum Team Year 5/6 Residential
Sarah	Arts/Music Curriculum Team Lead Member of English/Humanities 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
Dorothy	Member of English/Humanities Curriculum Team
Thoko	Member of Arts/Music Team

CURRICULUM TEAMS				
English/Humanities	Maths/Science	PE	ICT	Arts/Music
Shelley (Lead)	Fiona (Lead)	Margriet (Lead)	Arthur (Lead)	Sarah (Lead)
Sarah	Margriet	Arthur	Gift	Fiona
Dorothy	Macbeth	Dan	James	Shelley
Seamus	Emmanuel	Seamus		Thoko
				Vungani
School events: Big Writes (P) Book Week (P)	School events: Science Week (P) Maths Week (P) Problem Solving Days (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) Music Night (P/S)