

Phase Led Action Plan - 2024-25

Consequent to robust, early identification, all practitioners are able to meet the diverse range of needs that represent the current intake, with specific emphasis on phonetic awareness, reading, writing, and PSED, with this being evident within the LE and termly data submissions.					
Objective	Action	Success Criteria	Time Frame	Tasks	Evidence
To administer the RBA	<ul style="list-style-type: none"> - RBA administered in-line with national guidance with full analysis on completion 	-RBA completed within 6 weeks of children starting	6 weeks of start date	<ul style="list-style-type: none"> • Time allocated for reception staff to administer the RBA assessments • Room to be booked 	RBA completed for all pupils
To complete the class baseline using B25 as a best fit	<ul style="list-style-type: none"> - Orchard data to be completed in full - Reception data to be completed in full 	Data completed onto Excel	Before half term	<ul style="list-style-type: none"> • Staff to attend DG5 moderation session • Staff given time to moderate internally and input data • GAP analysis to be completed and shared with class teams • Data reports shared at phase meeting 	<p>Excel document</p> <p>Gap analysis – cusp groups identified and supported throughout the rest of the term.</p> <p>Next steps are agreed and acted upon over the coming half term</p>
<p>Pupil Progress Meeting – Autumn term</p> <p>To be conducted on a termly basis to identify vulnerable children</p>	<ul style="list-style-type: none"> - Staff to attend and take part in pupil progress meetings 	Class teachers prepare information about the key groups	Autumn term	<ul style="list-style-type: none"> • Leuven children to be discussed • PPG children to be discussed • Send children to be discussed • Cusp children to be discussed 	<p>Pupil progress record</p> <p>Start Bera doc for new chn monitoring</p>
To complete December data	<ul style="list-style-type: none"> - Orchard data to be completed in full - Reception data to be completed in full 	Data completed onto Excel	Before the Christmas break	<ul style="list-style-type: none"> • Staff to attend DG5 moderation session • Staff given time to moderate internally and input data 	Excel document

				<ul style="list-style-type: none"> • GAP analysis to be completed and shared with class teams • Nassea assessments for EAL pupils • Leuven Scale submitted • Bottom 20% for Reading – who and what will we put in place for them to succeed? 	Gap analysis – cusp groups identified and supported throughout the rest of the term. Next steps are agreed and acted upon over the coming half term
To identify how provision can be enhanced so that key groups can succeed.	<ul style="list-style-type: none"> - Using information from the GAP analysis, class teams consider key groups: cusp and send and what we need to do to support them in key areas of learning. 		Autumn 2	<ul style="list-style-type: none"> • Within phase group – look at provision and what we need to ensure we include for our cusp children in order to succeed. • Also look at what we need for our SEND children in order to achieve next steps. 	Some budget used to support resources for this, particularly for resources outside and for Reception children to be able to practice application of phonics and reading skills.
To complete Easter data	<ul style="list-style-type: none"> - Orchard data to be completed in full - Reception data to be completed in full 	Data completed onto Excel	Before the Christmas break	<ul style="list-style-type: none"> • Staff to attend DG5 moderation session • Staff given time to moderate internally and input data • GAP analysis to be completed and shared with class teams • Leuven Scale submitted • Bottom 20% for Reading – who and what will we put in place for them to succeed? 	Excel document Gap analysis – cusp groups identified and supported throughout the rest of the term. Next steps are agreed and acted upon over the coming half term
Pupil Progress Meeting – Spring term	<ul style="list-style-type: none"> - Staff to attend and take part in pupil progress meetings 	Class teachers prepare information about the key groups	Spring term	<ul style="list-style-type: none"> • Leuven children to be discussed • PPG children to be discussed • Send children to be discussed • Cusp children to be discussed • Discuss bottom 20% for reading 	Pupil progress record Bera documents
To revisit GLD prediction and cusp children	<p>GB to meet with Reception classes individually to discuss predicted GLD children.</p> <ul style="list-style-type: none"> - 	Cusp children to be identified and provision changed to support the cusp	April – to happen asap so actions can be put in place	<ul style="list-style-type: none"> • Revisit GLD prediction and cusp children 	<ul style="list-style-type: none"> • Meeting agreed • GB to check with class teachers after a few weeks to see if on track and what

		children so that they could be in with a chance to achieve the ELG		<ul style="list-style-type: none"> • Staff to decide what provision is needed for these children to succeed • Liaise with SLT re phonics provision intervention • Bottom 20% reading – who and what will we put in place for them to succeed? 	can be done to help the children
	-			<ul style="list-style-type: none"> • Within phase group – look at provision and what we need to ensure we include for our cusp children in order to succeed. • Also look at what we need for our SEND children in order to achieve next steps. 	
To complete Summer data	<ul style="list-style-type: none"> - Orchard data to be completed in full - Reception data to be completed in full 	Data completed onto Excel	Before the Christmas break	<ul style="list-style-type: none"> • Staff to attend DG5 moderation session • Staff given time to moderate internally and input data • Nassea assessments for EAL pupils to be shared with next class teacher • Leuven Scale submitted to be shared with next class teacher 	Excel document
Pupil Progress Meeting – Summer term	- Staff to attend and take part in pupil progress meetings	Class teachers prepare information about the key groups	Summer term	<ul style="list-style-type: none"> • Leuven children to be discussed • PPG children to be discussed • Send children to be discussed • Cusp children to be discussed 	<p>Pupil progress record</p> <p>Bera documents</p>
Transition: Reception / Year 1	Staff need time to share key information which will help to inform Year 1 for where the children are in the next academic year and help them plan their provision	Key information shared, so that staff in Year 1 can plan their provision, ready for their new cohort	July 2025	<ul style="list-style-type: none"> • Meeting time to be agreed – perhaps if could be included on the staff meeting rota 	

Transition: Nursery/Reception	Staff need time to share key information which will help to inform Reception for where the children are in the next academic year and help them plan their provision	Key information shared, so that staff in Reception can plan their provision, ready for their new cohort	July 2025	<ul style="list-style-type: none">• Meeting time to be agreed – perhaps if could be included on the staff meeting rota	
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