

Strategic Operational Overview (SOO) 2022-23

The SOO provides a detailed view for the Autumn term. Academies are advised to build the template for the Spring and Summer accordingly to school and Trust business.

Be sure to update your SOO throughout the year to reflect any changes.

The SOO works in conjunction with an academy's specific dates i.e. those listed below as well as the Trust's:

- Joint Practice Development Plan (and Overview)
- Data Assessment & Reporting Schedule
- PiXL Assessment Programme, training and events (*available directly via PiXL*)
- Please note that 17 April 2023 is a Trust directed INSET day for the Trust Wide CPD Day

Planning note: Any variances in term dates need approval from the Trust in the usual way.

Please add to the overview internal meetings and events not shown, including dates wherever possible. For example:

Budget 2023/24: planning windows for Heads and Business Managers

<p>School Parents meetings termly End of year reports summer term World book week World science day Standardisation/Moderation meetings Leadership events such as subject lead forums Sports day Key worship dates Internal monitoring processes to reflect the schedule in your BIF/SCP</p>	<p>CPD (including <i>optional</i> DNEAT offer) Performance management of teachers Performance management of support staff Full governors Governor committees School photos School productions/events Census Teacher observation for teacher appraisal (once a term) HRAs – please add your regional date when available (termly) PiXL school assessment dates</p>	<p>January 2023 Academies complete 'Educational and Other Contracts' spreadsheet sent from central finance</p> <p>February 2023 Business Manager and Headteachers work on finalising staffing scenarios. Assistance from AGEPs and Central Finance Officer utilised as needed so as to be ready for individual signoff meetings in March</p> <p>March 2023 Central Officers Finance Officers meet individually with Head Teachers & Business managers from each academy to finalise the 2023/24 budget.</p>
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	Wk. 1 06.09.22 (Tues)	Wk. 2 12.09.22	Wk. 3 19.09.22	Wk. 4 26.09.22	Wk. 5 03.10.22	Wk. 6 10.10.22	Wk. 7 17.10.22	H A L F T E R M (2 4 - 2 8 O c t o b e r)	Wk. 8 31.10.22	Wk. 9 07.11.22	Wk. 10 14.11.22	Wk. 11 21.11.22	Wk. 12 28.11.22	Wk. 13 05.12.22	Wk. 14 12.12.22	
LEADERSHIP	<p>BIF/SCP shared with staff governors and families – actions taken</p> <p>Plan fire drills</p> <p>Identify & support Y2 pupils yet to meet phonics standard</p>	<p>HTPM – final review/objective setting</p> <p>BIF/SCP actions taken</p>	<p>HTPM – final review/objective setting</p> <p>BIF/SCP actions taken</p>	<p>HTPM – final review/objective setting</p> <p>BIF/SCP actions taken</p> <p>Share BIF/SCP with staff and governors</p>	<p>HTPM – final review/objective setting</p> <p>Structure Y6 teaching in response to PiXL (Sept) assessments</p> <p>BIF/SCP actions taken</p>	<p>HTPM – final review/objective setting</p> <p>EYFS baseline & RBA complete</p> <p>BIF/SCP actions taken</p>	<p>HTPM – final review/objective setting</p> <p>Review EYFS baseline</p> <p>Review pupil numbers</p> <p>Final review of BIF impact</p> <p>Pupil premium plans and impact of previous year</p> <p>EYFS review Development plan/termly self-review (1)</p> <p>Reference NCC EYFS key dates</p> <p>Complete Teacher Performance management</p> <p>Review BIF/SCP</p>			<p>Review sports grant spend from previous year and planned spend</p> <p>Pupil Progress meetings – review of SEND provision mapping</p> <p>SEND Deep Dive</p> <p>Structure Y3-5 teaching in response to PiXL (Sept/Oct) assessments</p>	<p>SEF/SCP milestones</p> <p>Pupil Progress meetings – review of SEND provision mapping</p> <p>SEND Deep Dive</p>	<p>Complete support staff appraisal</p>	<p>AIR WINDOW</p> <p>All year groups end of year targets</p>	<p>AIR WINDOW</p>	<p>AIR WINDOW</p> <p>Review curriculum map and coverage</p> <p>EYFS development matters in months. Base line revised targets set</p> <p>SEF/SCP milestones</p> <p>Structure Y6 teaching in response to PiXL (Nov) assessments</p>	
PASTORAL TEAM <i>Safeguarding, behaviour & wellbeing</i>	<p>Share curriculum adaptations – individual pupil risk assessments – shared with staff and families</p> <p>W/S safeguarding update completed and signed off</p>		<p>Attendance monitoring - strategy for liaison with families</p> <p>SCR review</p>		<p>Safeguarding training arrangements</p>	<p>Attendance monitoring - strategy for liaison with families</p>	<p>Safeguarding Check</p> <p>Attendance monitoring - strategy for liaison with families</p>			<p>Review attendance</p>					<p>Safeguarding Check</p>	
DNEAT JP DP Core events		<p>RE for ECTs (session 1) (15.09)</p>	<p>PiXL Conference – London (20.09)</p> <p>RE for ECT+I (21.09)</p> <p>HRA/Data Session with schools and LA (23.09)</p>	<p>SLN (29.09)</p> <p>TA Training Programme (28.09)</p>			<p>SENCO Training Day (17.10)</p> <p>TA Training Programme (17/10)</p>		<p>Forum: Trustees, Chair of Governors, Headteachers (04.11)</p> <p>Y2 English & Maths Subject Knowledge and Moderation (03.11)</p>	<p>Y6 English & Maths Subject Knowledge and Moderation (09.11)</p>	<p>TA Training Programme (14/11)</p> <p>EYFS Subject Knowledge and Moderation (17.11)</p>	<p>PiXL Conference – York (22.11)</p> <p>REQM Mop up workshop (22.11)</p> <p>RE, Courageous Advocacy & SIAMS (22.11)</p>				

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Internal monitoring	Cross reference SCP/BIF action plan monitoring schedule	Gathering a range of evidence to evaluate the impact of the SCP/BIF	V Lavender - EYFS	Learning Walk focus on behaviour for learning TSuswain Maths	V Lavender phonics and KS1 reading	Book Look – presentation across all subjects – Sch/TA/JK/BA (writing to be included)	RF and BA = RE	S Arthurton and BA = PE	Learning Walk EYFS learning environments in/outdoors JK and BP = Computing	DS and KK Science SEND Deep Dive Brisley-17/11	Book Look RF - SEND monitoring for Weasenham and Rudham = RF The 4 Functions of Learning Support Sampling week all schools.	SLT = JK/BA/RF/SCh and TS Computing – JK	MO - DT	
PI XL windows		Y6 Sept 12–30th	Y6 Sept 12–30th	Y6 Sept 12-30 th Y3/4/5 Sept 26 th -21 st Oct	Y3/4/5 Sept 26 th -21 st Oct	Y3/4/5 Sept 26 th -21 st Oct Y2 Oct 10 th - Nov 18 th	Y3/4/5 Sept 26 th -21 st Oct Y2 Oct 10 th - Nov 18 th	Y2 Oct 10 th - Nov 18 th	Y2 Oct 10 th - Nov 18 th	Y2 Oct 10 th - Nov 18 th				
Staff meetings	08.09.22 Staff meeting in house lead by EDHT/TiC or EHT Blueprints = ALL staff	12.09.22 Non negotiable lists 3:45pm @ Weasenham	22.09.22 SCP and action plans/subject leaders 4pm @ Rudham	26.09.22 Monitoring forms and procedures 4pm @ Brisley	06.10.22 Learning walk feedback 3:45pm @ Weasenham	10.10.22 C Allen Assessing in RE	17.10.22 Week beginning Parent meetings/drop ins	31.10.11 Feedback reading, writing and maths	10.11.22 ALL Subjects response to curriculum review	14.11.22 GODLY PLAY = B Parr 4pm @ Rudham	24.11.22 Planning review and new term	28.11.22 Directed time	08.12.22 New KOs	12.12.22 Planning for assessment docs
Governor meetings and monitoring						LGB 12.10.22 4pm @ Weasenham					Ethos 21.11.22 @ Brisley	LGB 30.11.22 4pm @ Rudham		
SEND					Learning Plans completed (on GD) by 7/10/22	SWST/Salford results (all children in Y2-Y6) 14/10/22	Learning plans to be shared with parents by 21/10/22 One Page profiles to be completed by 21/10/22	Provision map completed by 4/11/22		SEND Deep Dive Brisley-17/11	SEN monitoring for Weasenham and Rudham = RF The 4 Functions of Learning Support Sampling week all schools.	PSA referrals in by 2/12/22		
	Wk. 1 06.09.22 (Tues)	Wk. 2 12.09.22	Wk. 3 19.09.22	Wk. 4 26.09.22	Wk. 5 03.10.22	Wk. 6 10.10.22	Wk. 7 17.10.22	Wk. 8 31.10.22	Wk. 9 07.11.22	Wk. 10 14.11.22	Wk. 11 21.11.22	Wk. 12 28.11.22	Wk. 13 05.12.22	Wk. 14 12.12.22
PUPIL VOICE		Elections for school council	School council operational Curriculum pupil champions	Pupil views gathered about returning to school		Pupil voice linked to Book Look	Pupil voice = safeguarding		Pupil views gathered about learning environment		Pupil voice linked to Book Look			

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P A R E N T V O I C E		Survey parents about children returning to school					Share survey results with parents		Parent/Teacher consultations				Parents Forum		
W H O L E S C H O O L E V E N T S	Start of Year – church link – Theme - Hope					Harvest				Remembrance - church link				Christmas Performances	Christmas - Church link
A D M I N		Census (06.10) Return Date (02.11) Monthly website compliance check+update				Monthly website compliance check+update	DATA DROP: YR RBA, Baseline Assessment & initial GLD (18.10)	DATA DROP: Y3-5 PiXL (03.11)	DATA DROP: YR RBA HDF (01.11)	Monthly website compliance check+update		DATA DROP: Y2 PiXL (24.11)	DATA DROP: Y6 PiXL (01.12)	Monthly website compliance check+update	DATA DROP: Y2 Statutory Phonics Screening All years Teacher assessments Y2 phonics GLD predictions (16.12)

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	Wk. 1 04.01.23 (Wed)	Wk. 2 09.01.23	Wk. 3 16.01.23	Wk. 4 23.01.23	Wk. 5 30.01.23	Wk. 6 06.02.23	H A L F T E R M (1 3 - 1 7 F e b r u a r y)	Wk. 7 20.02.23	Wk. 8 27.02.23	Wk. 9 06.03.23	Wk. 10 13.03.23	Wk. 11 20.03.23	Wk. 12 27.03.23
LE A D E R S H I P	Review data KS2/1/phonics/EYFS/other year group vulnerable group attainment and progress	SEF/SCP milestones Review leadership and management systems- collection of evidence preparation for Ofsted - as required Pupil progress meetings	Fire Drill Deep Dive – focus to be agreed Review SEND provision mapping Review Y2 Phonics results	Review communication with parents Deep Dive – focus to be agreed	SEF/SCP milestones Review curriculum map and coverage	Structure Y6 teaching in response to PiXL (Jan OPTIONAL) assessments			AIR WINDOW HTPM-monitoring progress Review staff appraisals Structure Y1 teaching in response to PiXL (Jan/Feb) assessments	AIR WINDOW HTPM-monitoring progress Deep Dive – focus to be agreed Structure Y3-5 teaching in response to PiXL (Jan/Feb) assessments	AIR WINDOW	AIR WINDOW	Structure Y2&Y6 teaching in response to PiXL (Feb/March) assessments
PA S T O R A L T E A M <i>Safeguarding, behaviour & wellbeing</i>	SCR review	Review behaviour policy procedures and statistics Review incident log				PASTORAL TEAM Review safeguarding arrangements Review attendance, lateness, persistent absenteeism, exclusions						PASTORAL TEAM Review safeguarding arrangements Review attendance, lateness, persistent absenteeism, exclusions	
D N E A T J P D P <i>Core events</i>		PiXL Conference – Online (11.01)	TA Training Programme (18.01)	SLN (26.01) KS2 (Y3,4,5) English & Maths Subject Knowledge and Moderation (24.01)	Y1 English & Maths Subject Knowledge and Moderation (01.02)	SENCO Training Day (08.02)		Joint MAT Forum w/St Benet's: Trustees, Chair of Governors, Headteachers (24.02) TA Training Programme (21.02) EYFS Subject Knowledge and Moderation (20.02)	Y2 English and Maths Subject Knowledge and Moderation (01.03)	RE for ECTs (Session 2) (09.03) Y6 English and Maths Subject Knowledge and Moderation (06.03)	PiXL Conference – Norwich (15.03)	TA Training Programme (22.03)	
Int er nal m on i t o r i n g	Learning walk – learning environment PE	Subject leader/SLT Deep Dive – core subjects - Science PE Art	SENCO/SLT Deep Dive Music EYFS	Subject leader/SLT Deep Dive – core subjects Maths		Moderation RSHE		Learning Walk Reading and Phonics	Writing SEND monitoring for Brisley and Rudham = RF The 4 Functions of Learning Support Sampling week all schools.	Subject leader/SLT Deep Dive – foundation subjects Science deep dive	MFL SEND Deep Dive Weasenham-- 15/3	computing	Humanities
PI XL wi nd ow s		Y6 16 Jan-3 Feb	Y6 16 Jan-3 Feb	Y6 16 Jan-3 Feb Y3/4/5 30 Jan-3 Mar	Y6 16 Jan-3 Feb Y3/4/5 30 Jan-3 Mar	Y3/4/5 30 Jan-3 Mar Y1 6 Feb-10 Mar		Y3/4/5 30 Jan-3 Mar Y1 6 Feb-10 Mar	Y2 and Y6 27 Feb-17 Mar Y3/4/5 30 Jan-3 Mar Y1 6 Feb-10 Mar	Y2 and Y6 27 Feb-17 Mar Y1 6 Feb-10 Mar	Y2 and Y6 27 Feb-17 Mar		

Staff meetings	03.01.23 Phonics Weasenham blueprint (INSET)	10.01.23 KS2 writing moderation Directed time for rest	17.01.23 SL feedback PIXL therapy training - bring ITAF	24.01.23 PIXL therapy training - bring ITAF Writing Moderation/ fiction/non-fiction weighting of curriculum.	31.02.23 Courageous advocacy Reports	07.02.23 PIXL meetings as phase teams		21.02.23 Feedback Music, Art, Maths, PSHE	28.02.23 ALL subjects response to curriculum review	07.03.23 PIXL training	14.03.23 Planning review and new term	21.03.23 Planning new term	28.03.23 PIXL meetings
Governor meetings and monitoring					LGB 01.02.22 4pm @ Brisley					Ethos 06.03.22 @ Rudham	LGB 15.03.22 4pm @ Weasenham		
SEND		Moderate of INDIES document (with staff)? TBC	SEN pupils – talk to SENCO	Learning Plans completed (on GD) by 27/1/23	SWST/Salford results (selected children) 3/2/23	Learning plans to be shared with parents by 10/2/23		Provision map to be completed by 24/2/23	SEN monitoring for Brisley and Rudham = RF The 4 Functions of Learning Support Sampling week all schools.		PSA referrals in by 17/3/23 SEND Deep Dive Weasenham-- 15/3		
PUPIL VOICE	Schedule school council activities and meetings			All pupils – core subjects						All pupils – foundation subjects			
PARENT VOICE	Plan termly parent survey					Parent Forum		Reports to go out to parents			Parent Forum		
	Wk. 1 04.01.23 (Wed)	Wk. 2 09.01.23	Wk. 3 16.01.23	Wk. 4 23.01.23	Wk. 5 30.01.23	Wk. 6 06.02.23		Wk. 7 20.02.23	Wk. 8 27.02.23	Wk. 9 06.03.23	Wk. 10 13.03.23	Wk. 11 20.03.23	Wk. 12 27.03.23
WHOLE SCHOOL EVENTS													Easter celebration – church link
ADMIN		Census (19.01) Return (15.02) Monthly website compliance check+update				Staff sickness absence		DATA DROP: Y1 PiXL (16.03)	Monthly website compliance check+update	DATA DROP: Ys3-5 PiXL (09.03)		DATA DROP: Ys 2 &6 PiXL (23.03)	Monthly website compliance check+update DATA DROP: All years teacher assessments & GLD predictions (01.04)
	BUDGET SETTING: Academies complete 'Educational and Other Contracts' spreadsheet sent from central finance				BUDGET SETTING: finalising staffing scenarios supported AGEPs and Central Finance Officer				BUDGET SETTING: Central Officers Finance Officers meet individually with Head Teachers & Business managers from each academy to finalise the 2023/24 budget.				

Hope Federation – DNEAT- Summer Term 2023 Strategic Operational Overview (SOO)

	Wk. 1 18.04.23 (<i>Tues</i>)	Wk. 2 24.04.23	Wk. 3 01.05.23 <i>1st = BH</i>	Wk. 4 08.05.23	Wk. 5 15.05.23	Wk. 6 22.05.23	H A	Wk. 7 05.06.23	Wk. 8 12.06.23	Wk. 9 19.06.23	Wk. 10 26.06.23	Wk. 11 03.07.23	Wk. 12 10.07.23	Wk. 13 17.07.23

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LEADERSHIP	Review data KS2/1/phonics/EYFS/other year group vulnerable group attainment and progress	SEF/SCP milestones Review leadership and management systems-collection of evidence preparation for Ofsted – as required Pupil progress meetings	KSI SATS Test window Fire Drill Deep Dive – focus to be agreed Review SEND provision mapping	KSI SATS Test window SATS WEEK Review communication with parents Deep Dive – focus to be agreed	KSI SATS Test window SEF/SCP milestones Review curriculum map and coverage	KSI SATS Test window Review teacher writing assessments for moderation – evidence portfolio gathering	L F T E R M (2 9 M a y – 2 J u n e)	KSI+2 Phonics screening check window Y4 MTC window EYFS ELG assessment window	HTPM-monitoring progress Y4 MTC window EYFS ELG assessment window SEF/SCP milestones Pupil numbers Review staff structure and responsibilities Transition plan – EYFS/Yr1	AIR WINDOW HTPM-monitoring progress Y4 MTC window EYFS ELG assessment window Curriculum Champion presents review to AIR meeting	AIR WINDOW Review Governance Review Y1 PiXL assessments for Y2 transition Complete KSI teacher assessments Analysis of MTC & Y1+2 phonics results	AIR WINDOW Analysis of KSI & EYFS results Review Y3-5 PiXL assessment for impact/transition Review leadership and management systems-collection of evidence preparation for Ofsted/files – depending on window Reports to parents complete	Analysis of KS2 results Analysis of Y1,3,4+5 results	Share plans for September inset days	
	PASTORAL TEAM <i>Safeguarding, behaviour & wellbeing</i>	SCR review	Review behaviour policy procedures and statistics Review incident log			PASTORAL TEAM Review safeguarding arrangements Review attendance, lateness, persistent absenteeism, exclusions							PASTORAL TEAM Review safeguarding arrangements Review attendance, lateness, persistent absenteeism, exclusions		
	DNEAT JPD <i>Core events</i>	Truse Wide CPD (17.06)	TA Training Programme 25.04			Y1 English and Maths Subject Knowledge and Moderation (18.05)		SENCO Training Day (24.05) Forum: Trustees, Chair of Governors, Headteachers (25.05) KS2 (Y3,4,5) English and Maths Subject Knowledge and Moderation (22.05)	SLN (08.06) TA Training Programme (07.06)	RE Moderation & Best Practice (15.06)	PiXL Conference – Oval London (21.06)	EYFS Subject Knowledge and Moderation (29.06)			

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Internal monitoring			Monitoring informed by analysis of PiXL and Teacher Assessment – YR -Y5 Music	Monitoring informed by analysis of PiXL and Teacher Assessment – YR - Y5 EYFS	Monitoring informed by analysis of PiXL and Teacher Assessment - YR - Y5 Maths	Book Look - writing moderation RSHE	Reading and phonics	Subject leads and curriculum champion monitoring to inform reporting Science SEND monitoring for Brisley and Weasenham = RF The 4 Functions of Learning Support Sampling week all schools.	DT SEND Deep dive- Rudham- 21/6	Summer Term Teacher PM review Computing MFL	Summer Term Teacher PM review			
PIXL windows				Y1 15 May-16 June	Y1 15 May-16 June	Y1 15 May-16 June Y3/4/5 22 May-23 June	Y1 15 May-16 June Y3/4/5 22 May-23 June	Y1 15 May-16 June Y3/4/5 22 May-23 June	Y3/4/5 22 May-23 June					
PUPIL VOICE														
Staff meetings	20.04.23 Feedback	24.04.23	04.05.23	08.05.23	18.05.23	22.05.23 Writing moderation	08.06.23 Parents meeting	12.06.23	22.06.23 Reports	26.06.23 Planning review and new term	06.07.23 Feedback	10.07.23 Planning new term	20.07.23	
Governor meetings and monitoring				LGB 10.05.22 4pm @ Rudham							Ethos 03.01.22 @ Weasenham	LGB 12.07.22 4pm @ Brisley		
	Wk. 1 18.04.23 (Tues)	Wk. 2 24.04.23	Wk. 3 01.05.23 1 st = BH	Wk. 4 08.05.23	Wk. 5 15.05.23	Wk. 6 22.05.23	Wk. 7 05.06.23	Wk. 8 12.06.23	Wk. 9 19.06.23	Wk. 10 26.06.23	Wk. 11 03.07.23	Wk. 12 10.07.23	Wk. 13 17.07.23	
SEND					Learning Plans completed (on GD) by 27/1/23		Learning plans to be shared with parents by 9/6/23	SEND monitoring for Brisley and Weasenham = RF The 4 Functions of Learning Support Sampling week all schools. Provision map to be completed by 16/6/23	SEND Deep dive- Rudham- 21/6 SWST/Salford results to be completed by 23/6/23 (for selected children)		PSA referrals in by 7/7/23			
PARENT VOICE	Plan termly parent survey					Parent Forum	Parent/Teacher consultations		Review parent questionnaire results	Parent Forum	Review parent survey response	Reports to go out to parents		

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WH OL E SC HO OL EVE NT S								Sports Day Healthy Eating Week	Sports Day	Year 6 Leavers' trips		Celebration/en d of term assemblies	End of term trips	
AD MIN			Census (18.05) Return (14.06) Monthly website compliance check+update		Staff sickness absence	DATA DROP: KS2/Y6 SATs tests (27.05)		Monthly website compliance check+update		DATA DROP: Y1 PiXL (22.06) EYFS YR ELG (23.06) KS2 Y4 MTC (23.06) KS1 Y1+2 Phonics (13.06) KS2 Y6 writing assessments (21.06)	Royal Norfolk show DATA DROP: KS2 Y2 MTC (PA 28.06) Ys 3-5 PiXL (29.06) KS1 Y1+2 Phonics (30.06) KS2 Y6 writing assessments (01.07)	SATS RESULTS (04.07 tbc) DATA DROP: KS1 Y1/KS2 Y3-5 teacher assessments (07.07)	Transition week – whole school inc EYFS	Transition week – whole school inc EYFS
										KS1/Y2 SATs tests/teacher assessments (23.06 or 30.06)	Monthly website compliance check+update			