

Pupil Premium Collaborative Review Policy and Procedure September 2017

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As part of The Swaledale Alliance's School-to-school support packages, we are now offering Pupil Premium Collaborative Reviews.

Rationale

Our Pupil Premium Collaborative Review Package is based on a highly successful peer review model and will provide challenge and support for schools, whilst offering a comprehensive evaluation of a school's current practice as well as clear areas for development.

This model has been informed by the work of Sir John Dunford's 'Effective Pupil Premium Reviews Guidance' which was developed by the Teaching Schools' Council in May 2016. We would also like to acknowledge materials produced by Marc Rowland (National Education Trust) in conjunction with North Yorkshire County Council through their project, "Achievement Unlocked" March 2017.

Aims

The aim is for headteacher colleagues to access an open, honest, supportive and constructive Pupil Premium Collaborative Review that will utilise professional dialogue to evaluate current practice and identify areas for development.

The aim is also to review a school's Pupil Premium Strategy with its focus on disadvantaged pupils. Clearly, pupils from service families are not included in the DfE's definition of a disadvantaged learner. However, given the local context of the schools in the Swaledale Alliance, it is important to evaluate the school's use of its Service Premium where appropriate. Where the focus of the Pupil Premium spend is on raising academic achievement, the focus of the spend associated with the Service Premium should be more in line with the care, support and guidance of this identified group.

The main focus of the review should be about teaching and learning and therefore the majority of time will be spent in the classroom.

Please note that this is a collaborative process – not an inspection. We are also keen to identify, celebrate and share good practice throughout the alliance.

Procedure

In September, schools within the alliance are encouraged to apply for a Pupil Premium Collaborative Review. This will enable the Alliance Management Team to establish groups of 3



schools who will work together during the year. Obviously any conflict of interest will be avoided. A lead reviewer will also be identified for each visit. See page 2 for the role of the lead reviewer.

After a school has agreed to partake in the review process, the headteacher will be asked to send the following information to the nominated Lead Reviewer:

- The completed pre-visit sections of the School Visit Proforma
- Completed disclaimer
- Optional self-evaluation pro-forma
- School's Self-Evaluation Form (SEF) including in-year data analysis
- School Improvement Plan

The lead reviewer will review the documentation, read the Pupil Premium information and strategy on the website and work with the headteacher of the host school to draft and agree a timetable for the review day.

Each of the 3 initial visits will take place on one day during the first half of the autumn term. Staff and reviewers will utilise the school visit pro-forma in order to facilitate professional dialogue regarding the school's Pupil Premium Strategy. It is hoped that colleagues will work in genuine partnership in order to facilitate the effectiveness of the review.

At the end of the day, an action plan is agreed collaboratively, clearly identifying strengths and areas for development.

Following the visit, the host school is responsible for implementing the action plan.

The team then complete a half day follow up visit in each school. This will be between 2-6 months after the initial review. The follow up visit is led by the host school headteacher, who demonstrates impact related to the actions on the action plan. Visiting headteachers will validate the host school's evaluation of the action plan.

The entire process is repeated 3 times, once for each school taking part. Following this, each school completes an evaluation and emails it to the Alliance.

Review Team

Reviews will be led by a Lead Reviewer and one additional reviewer. Collaborations may be reviewed as one school, rather than separate schools, where appropriate.

Lead Reviewers

The Lead Reviewer is crucial to the whole process and will be responsible for:

- Setting the tone and ethos of the review to ensure the aims are met.

- Reviewing the documentation sent by the host school and identifying key lines of enquiry.
- Phoning the headteacher and negotiating the timetable for the visit.
- Issuing the timetable and key lines of enquiry at least one week in advance of the visit.
- Leading and co-ordinating the review.
- Writing a collaborative action plan following the review identifying strengths and areas of development.

Components – See sample timetable

The following activities will be automatically included within the review:

- Learning Walk
- Work Scrutiny
- Classroom Visits
- Discussion with Pupil Premium Co-ordinator and/or Headteacher (linked to key lines of enquiry)
- Discussion with Link Governor for Pupil Premium
- Data Analysis
- Pupil Conferencing
- Discussion with Staff

Headteacher colleagues may also request additional activities, for example the presentation of case studies.

Evidence forms

We will use the school visit pro-forma and common evidence forms for all reviews to ensure evidence is collected in a consistent way and to shape our thinking during the review. The evidence forms will be used to identify strengths and areas for development. Ultimately they will be used to summarise key points for the action plan. The host school headteacher will collect together all of the evidence forms at the end of the visit.

Disclaimer

As previously mentioned, a Pupil Premium Collaborative Review is not an inspection. Headteacher colleagues are asked to bear in mind the fact that this is a collaborative review and can only be based on the evidence seen within the visits. See the Pupil Premium Collaborative Review disclaimer on p8.

Action Plan

At the end of the day, the team will produce an agreed action plan. This will include strengths and next steps.

The headteacher is encouraged to share the action plan with staff, governors and their School Improvement Adviser.

Evaluated Action Plans

The host school headteacher will send a copy of the evaluated action plan to the Alliance after the follow-up visit has been completed.

Confidentiality

The review is a confidential process and all documentation, including the action plan will be owned by the school. However, were the team to identify significant child protection concerns or safeguarding issues then these would be reported to the school's Designated Senior Person or the Local Authority Designated Officer as appropriate.

Appendices

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Pupil Premium Collaborative Reviews Code of Conduct

Reviewers' Code of Conduct

Reviewers are required to uphold the highest professional standards in their work and to ensure that everyone they encounter during a Pupil Premium Collaborative Review is treated fairly and with respect. These standards are assured through a code of conduct, which is set out below.

Reviewers should:

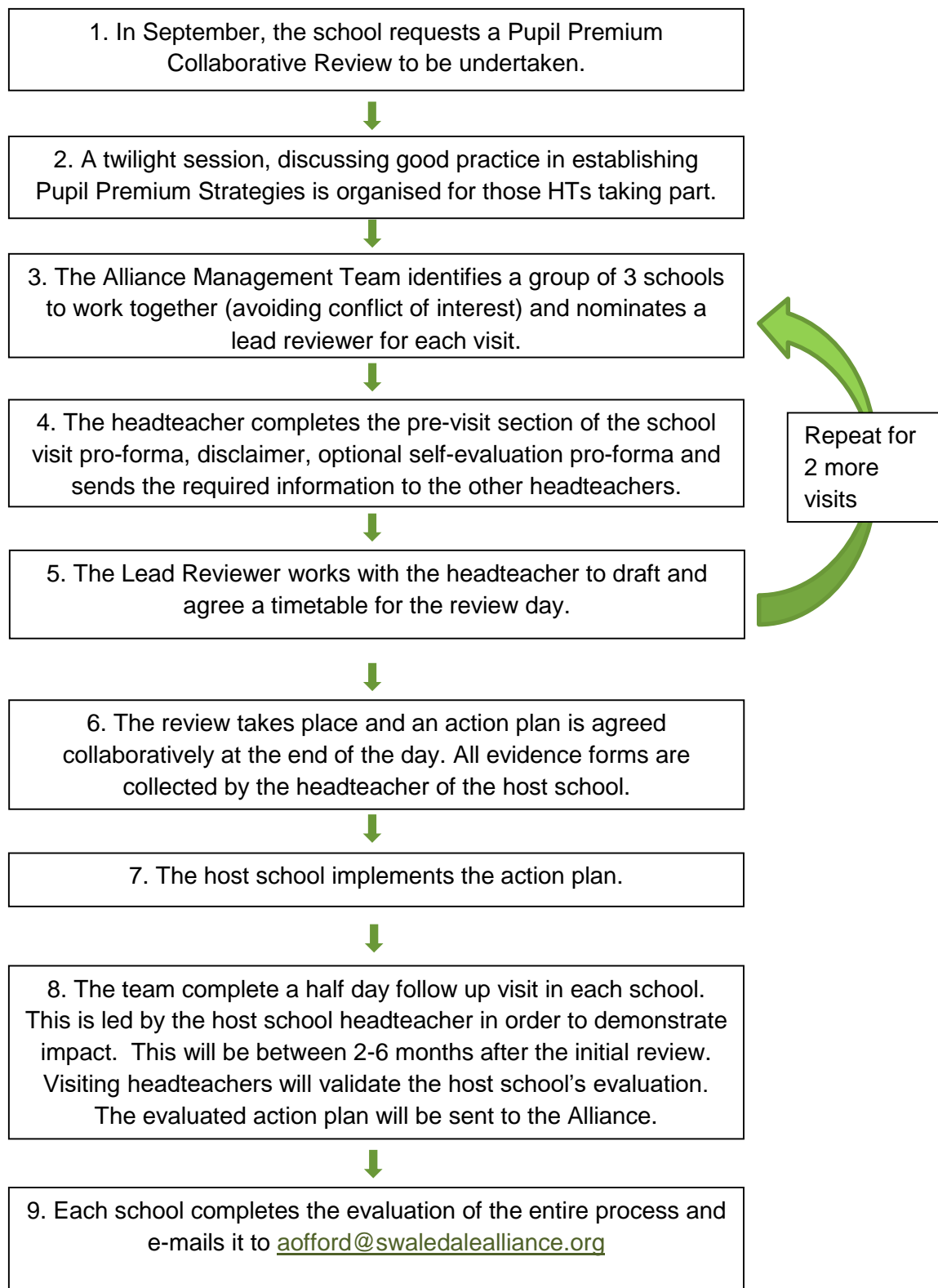
- evaluate objectively and be impartial
- evaluate provision in line with frameworks and national standards
- base all evaluations on clear and robust evidence
- report honestly and clearly,
- carry out their work with integrity, treating all those they meet with courtesy, respect and sensitivity
- endeavour to minimise the stress on those involved in the review
- act in the best interests and well-being of pupils
- maintain purposeful and productive dialogue with those being reviewed
- respect the confidentiality of information, particularly about individuals and their work
- respond appropriately to reasonable requests
- take prompt and appropriate action on any safeguarding or health and safety issues.

School Code of Conduct

The Alliance expects schools to play their part by ensuring that reviewers can conduct their visit in an open and honest way, and evaluate the school objectively. The Alliance expects school staff, including governors, to:

- apply their own codes of conduct in their dealings with reviewers
- enable reviewers to conduct their visit in an open and honest way
- enable reviewers to evaluate the school objectively
- provide evidence that will enable the reviewers to report honestly, fairly and reliably about their Pupil Premium provision
- liaise with reviewers to minimise disruption, stress and bureaucracy
- ensure that the health and safety of reviewers is not prejudiced while they are on the school's premises
- maintain a purposeful professional dialogue with the reviewers

Pupil Premium Collaborative Review Process flow chart



Pupil Premium Collaborative Review

Optional Self-Evaluation Proforma

Name of School:		Date:
Number of pupil premium eligible children:	Number on roll:	Pupil Premium Grant:
<p>Describe outcomes for disadvantaged pupils at each key stage against national data and against other pupils within school:</p> <p>What strengths and areas for improvement are shown by in-year data?</p>		
<p>Briefly describe your pupil premium strategy</p> <ul style="list-style-type: none"> • • • 		
<p>What barriers to learning for disadvantaged learners have been identified? How is this evidence based?</p>		
<p>How well embedded is your pupil premium strategy? Is it understood by all staff and governors? How do you know?</p> <p>Is there evidence that all staff have high expectations of all pupils regardless of background or barrier to learning?</p>		
<p>Is there sufficient leadership capacity to monitor, evaluate and quality assure pupil premium funded activity?</p>		
<p>How well do disadvantaged pupils take part in wider school life (eg after school clubs, residential, sporting and music opportunities)?</p>		
<p>How does pupil premium funded activity work towards achieving the school's overarching achievement aims?</p>		

Pupil Premium Collaborative Review Disclaimer

School:

Headteacher:

Reviewers:

As part of the Pupil Premium Collaborative Review, the lead reviewer will look at the school's website. The purpose of this is to gather specific information about the school's Pupil Premium Strategy before they conduct the review. The lead reviewer will not undertake checks to ensure the school adheres to the guidance from the DfE about what the website should contain. However, if in the course of gathering general information, the reviewers note any obvious omissions or points for improvement they will make every effort to bring these to the headteacher's attention, during the course of the review.

Please note that the review team will endeavour to offer robust feedback that is objective, fair and based securely on evidence. However, headteacher colleagues are asked to bear in mind the fact that this is a collaborative review and can only be based on the evidence seen within the visits.

I have read, understand and accept the points above.

Headteacher signature: **Date:**

Pupil Premium Collaborative Review – Sample Timetable

Lead Reviewer		Reviewer	
8:00	Arrive at school & meet with the host school headteacher Discuss any amendments to the timetable		8:00
8:30 – 8:45	Tour of school/ meeting staff with headteacher		8:30 – 8:45
8:45 – 9:15	Meeting with Governors	Classroom Visit EYFS – with HT. Discussion with children in class.	8:45 – 9:15
9:15 – 9:45	Classroom Visit Y2 – with DHT. Discussion with children in class.	Classroom Visit Y1 – with HT. Discussion with children in class.	9.15-9.45
9:45 – 10:30	Classroom Visit Y3 – with HT. Discussion with children in class.	Classroom Visit Y4 – with DHT. Discussion with children in class.	9:45-10.30
10:30 – 10:50	Tea/Coffee Break		10:30 – 10:50
10:50 – 11:30	Classroom Visit Y5 – with HT. Discussion with children in class.	Pupil Conference and Work Scrutiny– EYFS and KS1	10:50 – 11:30
11:30 – 12:00	Classroom Visit Y6 – with HT. Discussion with children in class.	Pupil Conference and Work Scrutiny – KS2	11:30 – 12:00
12:00 – 12:30	Documentation and Team Meeting		12.00-12.30
12:30 – 13:00	Lunch		12:30 – 13:00
13:00 - 13:45	Meeting with Pupil Premium Champion/SENCO		13:00 – 13:45
13:45 – 14:30	Whole School Learning Walk		13:45 – 14:30
14:30 – 14:45	Discussion with Staff		14:30 – 14:45
14:45 – 15:30	Team meeting – Review of day and begin to draft action plan		14:45 – 15:30
15:30 – 16:00	After School Club – Provision for Disadvantaged Children		15:30 – 16:00
16:00 – 16:30	Finalise Action Plan		16:00 – 16:30
16:30 – 16:45	Share outcomes of the day with a governor		16:30 – 16:45

This will be an extremely busy day. Please do help us to keep to time.