

Annual Pupil Premium Planning, Monitoring and Evaluation Schedule 2017-2018

Autumn							
September 17		October 17		November 17		December 17	
Action	Person Responsible	Action	Person Responsible	Action	Person Responsible	Action	Person Responsible
Identification of PP pupils.	SM	Teachers' and teaching assistants' appraisal plans completed, including relevant objectives linked to the achievement of pupils eligible for pupil premium funding.	SLT	PP report to governors OR management board.	CR	Analysis of pupil premium pupils' progress. Outcomes shared with ALL staff.	CR
PP names shared with teachers & support staff.	CR	PP learning walk with governors.	CR	PP book scrutiny.	SB/SH	Case Studies updated.	CR
PP development plan written OR incorporated into school development plan.	SM/CR	Analysis of pupil premium pupils' progress.	CR	All class teachers to attend and contribute to Pupil Progress meetings.	SM	Intervention impact completed.	CR with SH/SB.
Publication of PP report on website.	SM	Action plans developed for pupils identified as not making progress.	Class teachers	HT's appraisal plan completed, including relevant objectives linked to the achievement of pupils eligible for pupil premium funding.	Pay Review Committee	Year group PP profiles updated. PP views collected from children.	CR/Governors
Academic/other targets set for each PP pupil.	SM	Review of HT's appraisal plan. Pay progression decisions taken by pay review committee.	Pay Review Committee	Review of Autumn 1 attendance for each class.	CR/DH/PW		
PP Case Studies to be gathered.	CR	Review of whole school interventions and impact on progress.	CR with SH/SB.				
Spring							
January 18		February 18		March 18		April 18	
Action	Person Responsible	Action	Person Responsible	Action	Person Responsible	Action	Person Responsible
Review of PP compared to Non-PP children Y1-6.	CR/SM	Analysis of pupil premium pupils' progress. Outcomes shared with ALL staff.	CR	Case Studies updated.	CR	Analysis of pupil premium pupils' progress. Outcomes shared with ALL staff.	CR
PP learning walk.	CR/SM			PP book scrutiny.	SH/SB	All class teachers to attend and contribute to Pupil Progress meetings	SM

PP names updated and shared with teachers & support staff.	CR	Action plans developed for pupils identified as not making progress.	Class teachers.	Determine next year's pupil premium spending as part of budget setting process.	SM	Action plans developed for pupils identified as not making progress.	Class teachers.
Review of Autumn 2 attendance for each class.	CR/PW/DH	All class teachers to attend and contribute to Pupil Progress meetings	SM			Year group PP profiles updated (data, books, lessons). PP views collected from children.	CR/Governors
Summary document to Head teacher/Governors (Review of pp strategy)	CR					Intervention impact completed.	CR
All class teachers to attend and contribute to Pupil Progress meetings	SM					Review of Spring 1 attendance for each class.	CR/DH/PW
Action plans developed for pupils identified as not making progress.	Class teachers.					Summary document to Head teacher.(Review of pp summary)	CR
						Review of PP compared to Non-PP children Y1-6.	CR
						PP names updated and shared with teachers & support staff.	CR
Summer							
April 18		May 18		June		July	
Action	Person Responsible	Action	Person Responsible	Action	Person Responsible	Action	Person Responsible
As previous column.		Analysis of pupil premium pupils' progress. Outcomes shared with ALL staff.	CR	Update and review of case studies.	CR	Analysis of pupil premium pupils' progress. Outcomes shared with ALL staff.	CR
				PP book scrutiny.	SB/SH	Review of teachers' and teaching assistants' appraisal plans. Pay progression decisions taken by pay review committee.	Pay Progression Committee
				Review of Summer 1 attendance for each class.	CR/PW/DH	End of year intervention impact completed.	CR/SH/SB
					CR	Review of Summer 2 attendance for each class.	CR/PW/DH
						PP report to governors OR management board.	CR/PP Governor

						Year group PP profiles completed.	CR
						LEARNING WALK AND PUPIL VIEWS	CR/Governor