

**Strategic Operational Overview (SOO) 2023-24**

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 28 March 2024 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 2024/25: planning windows for Heads and Business Managers**

School Parents meetings termly	CPD (including <i>optional</i> DNEAT offer)
End of year reports summer term	Performance management of teachers
World book week	Performance management of support staff
World science day	Full governors
Standardisation/Moderation meetings	Governor committees
Leadership events such as subject lead forums	School photos
Sports day	School productions/events
Key worship dates	Census
Internal monitoring processes to reflect the schedule in your BIF/SCP	Teacher observation for teacher appraisal (once a term)
	HRAs – please add your regional date when available (termly)
	PiXL school assessment dates

**HOPE Federation - DNEAT - Autumn Term 2023 Strategic Operational Overview (SOO)**

	Wk. 1 06.09.23 (Weds)	Wk. 2 11.09.23	Wk. 3 18.09.23	Wk. 4 25.09.23	Wk. 5 02.10.23	Wk. 6 09.10.23	Wk. 7 16.10.23	H A L F T E R M ( 2 3 - 2 7 O c t o b e r )	Wk. 8 30.10.23	Wk. 9 06.11.23	Wk. 10 13.11.23	Wk. 11 20.11.23	Wk. 12 27.11.23	Wk. 13 04.12.23	Wk. 14 11.12.23	Wk. 15 18.12.23	
<b>LEADERSHIP</b>	HTPM – final review/objective setting  BIF/SCP shared with staff governors and families – actions taken  Plan fire drills  Identify & support Y2 pupils yet to meet phonics standard  Send example action plan to SLs	HTPM – final review/objective setting  BIF/SCP actions taken  Communication to teaching staff of main headlines from PIXL Summer QLA.  New PIXL tests available for Y6 - message ALL re marking 0 for chn not taking the test  Start collecting timetables for Rudham	HTPM – final review/objective setting  BIF/SCP actions taken  PIXL actions for PP children with RWade	HTPM – final review/objective setting  BIF/SCP actions taken  Share BIF/SCP with staff and governors  29.9.23 Deadline for SL action plans	HTPM – final review/objective setting  Structure Y6 teaching in response to PiXL (Sept) assessments  BIF/SCP actions taken	EYFS baseline & RBA complete  BIF/SCP actions taken  Start teacher performance management	Review EYFS baseline  Review pupil numbers Final review of BIF impact  Pupil premium plans and impact of previous year  EYFS review Development plan/termly self-review (1) Reference NCC EYFS key dates  Complete Teacher Performance management  Review BIF/SCP		Review sports grant spend from previous year and planned spend  Pupil Progress meetings  Structure Y3-5 teaching in response to PiXL (Sept/Oct) assessments  Y2 statutory phonics assessments	SEF/SCP milestones  Pupil Progress meetings  Structure Y3-5 teaching in response to PiXL (Sept/Oct) assessments	Start support staff appraisal	AIR WINDOW  All year groups end of year targets  Support staff appraisal	AIR WINDOW  Support staff appraisal	AIR WINDOW  EYFS development matters in months. Base line revised targets set  SEF/SCP milestones  Review and check Y6 teaching in response to PiXL (Nov) assessments  5.12.23 SLT			Plan dates and venues for staff meetings
<b>Staff meetings</b>	7.9.23  Online  Fixing full stops 30 mins SC  Step On refresher - different types of consequences	12.9.23  Together at Rudham  Maths - Ways to increase automaticity  SCP and SL action plans  SIAMs SEF	19.9.23  Together at Brisley  BIF fonts JK 2 minutes  Learning approach - Self efficacy - JK 15 mins  Step On - Module 8 - TAs included JK and VL 15 mins	28.9.23  Together at Weasenham  English - Balance of genres Fixing Full stops.  Whole school trips  Mental Health/marketing policy = BA	3.10.23  Online RG - FFS for 20 minutes  Typing - typing.com  Step On refresher - stress bucket	10.10.23  Together at Rudham  Arbor  Mental Health/assessment policy = BA  Wellbeing - what is in place - what you would want next	17.10.23  Online  Step On refresher - Functions of behaviour  Together in own school  Review learning plans and write new ones		No Staff meeting parent evening	7.11.23  Together at Brisley  English ITAFs and moderation  Step On refresher - functions of behaviour	Well being - no Federation staff meeting	23.11.23  Together at Weasenham  FFS - SCh 60 mins  Possibly Online Purple mash training	28.11.23  Together at Rudham  Step Up training  ALL staff	5.12.23  Together at Brisley  Knowledge Organiser	12.12.23  Online  SL feedback	No Federation staff meeting - well being	
<b>SEND</b>		13.9.23 SST at Verbatim  15.9.23 One page profiles to be completed	22.9.23 Class Provision Maps in place for interventions			13.10.23 SWST / salford results all children Yrs 2-6 and uploaded to GD	Staff review learning plans and write new ones (in staff meeting) Data needs to be ready.	Share learning plans with parents at parent consultation	Whole school provision map in place	15.11.23 SEND deep dive at Brisley Book look	22.11.23 SEND monitoring at Rudham and Weasenham Booklook	1.12.23 Teacher deadline for PSA referrals	6.11.23 SH, BA and BA meet to review PSA referrals				

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<b>PAST ORAL TEAM</b> <i>Safeguarding &amp; behaviour &amp; wellbeing</i>	Share curriculum adaptations – individual pupil risk assessments – shared with staff and families <b>W/S</b> safeguarding update completed and signed off	Attendance monitoring - strategy for liaison with families <b>Volunteer induction</b>	Attendance monitoring - strategy for liaison with families <b>SCR review</b>	Attendance monitoring - strategy for liaison with families	Safeguarding training arrangements <b>Attendance monitoring - strategy for liaison with families</b>	Attendance monitoring - strategy for liaison with families	Safeguarding Check <b>Attendance monitoring - strategy for liaison with families</b>		Review attendance					Safeguarding Check		
<b>DNEAT JPDP Core events</b>		<b>RE for ECTS (Session 1) (11.09)</b> <b>RE SIAMs Workshop (14.09)</b>	<b>PiXL Conference (21.09)</b> <b>HRA/Data Session with schools and LA (22.09)</b>				<b>SENCO Training Day (18.10)</b>		<b>Forum: Trustees, Chair of Governors, Headteachers (03.11)</b> <b>Y6 English and Maths Standardisation and Moderation (01.11)</b>	<b>Senior Leadership Network (SLN) – Autumn Data Support (07.11)</b> <b>Y2 English and Maths Standardisation and Moderation (08.11)</b>		<b>REQM Refresher Half Day (27.11)</b>			<b>RSL network (14.12)</b>	
<b>Internal monitoring</b>	<b>BIF by TiCs</b> <b>Maths weighting on block plans</b>	<b>Science</b>	<b>BIF by TiCs</b> <b>PE - assessment</b>	<b>Learning Walk focus on behaviour for learning JK and BA - lesson drop ins</b>	<b>BIF by TiCs</b> <b>Phonics</b>	<b>Deep dive Maths - Rudham</b> <b>Monitor stem sentences and vocabulary teaching (As per mastery program)</b>	<b>BiF by TiCs</b>		<b>RE</b>	<b>Learning Walk EYFS learning environments in/outdoors</b>  <b>RSHE - Floorbook - Vocab in KOs</b>  <b>JK maths booklook</b>	<b>SEND monitoring Rudham - core subjects book looks</b>  <b>Book Look English PW &amp; SC</b>	<b>MFL - MB and SC</b>  <b>SEND monitoring Brisley and Weasenham core subject book looks</b>	<b>Computing – Dance Mat</b>  <b>DT</b>	<b>Humanities</b>  <b>Phonics</b>	<b>Music Christmas</b>	
<b>PIXL tests</b>				<b>Y5 and Y6 PIXL test week</b>	<b>Year 3 and 4 test week</b>		<b>Year 2 PIXL tests</b>					<b>Y6 PIXL tests</b>				
<b>PUPIL VOICE</b>		<b>Elections for school council</b>	<b>School council operational</b>	<b>Pupil views gathered about returning to school</b>		<b>Pupil voice linked to Book Look</b>				<b>Pupil views gathered about learning environment</b>			<b>Pupil voice linked to Book Look</b>			
<b>PARENT VOICE</b>		<b>Survey parents about children returning to school</b>			<b>Parent cafe - harvest theme</b> <b>Online reading record workshop</b>		<b>Share survey results with parents</b>		<b>Parent/Teacher consultation –</b> <b>Brisley: Mon + Tues</b> <b>Rudham: Wed + Thursday</b> <b>Weas: Tues + Thurs</b>					<b>Parent cafe - Christmas linked</b>		
<b>WHO LE SCHOL EVENS</b>										<b>Remembrance - church link</b>					<b>Christmas - Church link</b>	

**HOPE Federation - DNEAT - Autumn Term 2023 Strategic Operational Overview (SOO)**

ADM N		Census (05.10) Return Date (01.11) Monthly website compliance check+update				Monthly website compliance check+update	DATA DROP: YR RBA, Baseline Assessment & initial GLD (20.10)	DATA DROP: Y3-5 PiXL (01.11)		DATA DROP: YR RBA HDF (20.10)	Monthly website compliance check+update		DATA DROP: Y2 PiXL (22.11)	DATA DROP: Y6 PiXL (29.11)	Monthly website compliance check+update	DATA DROP: PiXL Test Raw Scores and TAs Y1-6. EYFS ELG & GLD predictions (15.12)	
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**HOPE Federation - DNEAT - Spring Term 2024 Strategic Operational Overview (SOO)**

	Wk. 1 04.01.24 (Thurs)	Wk. 2 08.01.24	Wk. 3 15.01.24	Wk. 4 22.01.24	Wk. 5 29.01.24	Wk. 6 05.02.24	Wk. 7 12.02.24	H A L F T E R M ( 1 9 - 2 3 F e b r u a r y)	Wk. 7 26.02.24	Wk. 8 04.03.24	Wk. 9 11.03.24	Wk. 10 18.03.24	Wk. 11 25.03.24	
<b>LEADERSHIP</b>	Review data KS2/ I/phonics/EYF S/other year group vulnerable group attainment and progress	SEF/SCP milestones  Review leadership and management systems- collection of evidence preparation for Ofsted - as required	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 - review maths automaticity	SEF/SCP milestones  Review curriculum map and coverage  Deep Dive – reading in English	Structure Y6 teaching in response to PiXL (Jan OPTIONAL) assessments			HTPM – monitoring progress	<b>AIR WINDOW</b>  HTPM-monitoring progress  Review staff appraisals  Structure Y1/2 teaching in response to PiXL (Jan/Feb) assessments	<b>AIR WINDOW</b>  HTPM-monitoring progress  Deep Dive – focus to be agreed  Structure Y3-5 teaching in response to PiXL (Jan/Feb) assessments  12.3.23 SLT day	<b>AIR WINDOW</b>  HTPM-monitoring progress		Structure Y2&Y6 teaching in response to PiXL (Feb/March) assessments
Staff meetings		11.1.24 Little Wandle tbc Brisley		Maths: Automaticity - bring examples	1.2.24 Little Wandle tbc Rudham	English ITAFs and moderation	Review learning plans and write new ones		No staff meetings			Knowledge Organiser	Knowledge Organiser	SL feedback
SEND		Moderate INDES document	17.1.23 Monitoring pupil voice as part of deep dive Brisley	24.1.23 Monitoring pupil voice as part of deep dive Rudham		SWST and Salford for K children (and below 90SS children)	Staff review learning plans and write new ones (in staff meeting) Data needs to be ready.		Meet parents for SEN children only to give new target	Whole school provision map in place	13.3.23 Intervention drop ins to check progress v learning plans	22.3..23 Teacher deadline for PSA referrals	27.3..23 SH, BAd and BA meet to review PSA referrals	
<b>PASTORAL TEAM</b> <i>Safeguarding, behaviour &amp; wellbeing</i>	SCR review	Review behaviour policy procedures and statistics Review incident log				<b>PASTORAL TEAM</b> Review safeguarding arrangements Review attendance, lateness, persistent absenteeism, exclusions							<b>PASTORAL TEAM</b> Review safeguarding arrangements Review attendance, lateness, persistent absenteeism, exclusions	
<b>DNEAT JPDP Core events</b>			Senior Leadership network (SLN) Autumn Term Analysis and Action (24.01)			<b>SENCO Training Day (07.02)</b>			Senior Leadership Network (SLN) Spring Data Support (28.02)MAT Forum: Trustees, Chair of Governors, Headteachers (01.03)	RE for ECTs (Session 2) (07.03)	PiXL Conference (13.03)	RSL network (21.03)	Trustwide CPD Day (28.03)	
Internal monitoring	Learning walk – learning environment - TiCs and Ambassadors	Science	SENCO/SLT Deep Dive  PE - assessment	Phonics	Deep dive English - Rudham	Art	RE		Learning Walk - EYFS	Music	DT	Book Look English and Maths	Computing coverage	
PIXL tests					Y6 and 5 test week	Year 3 and 4 test week	Year 1 PIXL tests		Year 2 PIXL tests					

<b>PUPIL VOICE</b>	Schedule school council activities and meetings		SEN pupils – talk to SENCO	All pupils – core subjects						All pupils – foundation subjects			
<b>PARENT VOICE</b>	Plan termly parent survey				Parent cafe - maths theme				Parent/Teacher consultation – Brisley: Mon + Tues Rudham: Wed + Thursday Weas: Tues + Thurs			Parent cafe - Handwriting theme	
<b>WHOLE SCHOOL EVENTS</b>													Easter celebration – church link
<b>ADMIN</b>		Census (18.01) Return (14.02) Monthly website compliance check+update				Staff sickness absence			Monthly website compliance check+update	DATA DROP: Ys3-5 PiXL (06.03)	DATA DROP: Y1 PiXL (13.03)	DATA DROP: Ys 2 & 6 PiXL (20.03) PiXL Test Raw Scores and TAs Y1-6. EYFS ELG & GLD predictions (22.03)	Monthly website compliance check+update

**Hope Federation – DNEAT- Summer Term 2024 Strategic Operational Overview (SOO)**

	Wk. 1 15.04.24	Wk. 2 22.04.24	Wk. 3 29.04.24	Wk. 4 06.05.24 6 <sup>th</sup> is B/Hol	Wk. 5 13.05.24	Wk. 6 20.05.24		Wk. 7 03.06.24	Wk. 8 10.06.24	Wk. 9 17.06.24	Wk. 10 24.06.24	Wk. 11 01.07.24	Wk. 12 08.07.24	Wk. 13 15.07.24	
<b>LEADERSHIP</b>	Review data KS2/1/phonics/EYF S/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	<b>KSI SATS Test window</b>  Fire Drill  Deep Dive – focus to be agreed  Review SEND provision mapping	<b>KSI SATS Test window</b>  Review communication with parents  Deep Dive – focus to be agreed	<b>KSI SATS Test window</b>  <b>SATS WEEK</b>  SEF/SCP milestones  Review curriculum map and coverage	<b>KSI SATS Test window</b>  Review teacher writing assessments for moderation – evidence portfolio gathering	<b>H A L F T E R M</b> (27 May – 31 May)	KS1+2 Phonics screening check window  Y4 MTC window EYFS ELG assessment window	<b>HTPM-monitoring progress</b>  Y4 MTC window EYFS ELG assessment window  SEF/SCP milestones  Pupil numbers  Review staff structure and responsibilities  Transition plan – EYFS/Yr1	<b>AIR WINDOW</b>  <b>HTPM-monitoring progress</b>  Y4 MTC window EYFS ELG assessment window  Curriculum Champion presents review to AIR meeting	<b>AIR WINDOW</b>  Review Governance  Review Y1 PiXL assessments for Y2 transition  Complete KSI teacher assessments  Analysis of MTC & Y1+2 phonics results	<b>AIR WINDOW</b>  Analysis of KS1 & 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  2.7.23 SLT day	Analysis of KS2 results  Analysis of Y1,3,4+5 results	Share plans for September inset days	
<b>Staff meetings</b>						Review learning plans and write new ones			No Staff meeting		Knowledge Organiser	Knowledge Organiser	Possibly music training from charanga	SL feedback	
<b>SEND</b>			1.5.23 SEND deep dive at Brisley Book look - foundation subjects	8.5.23 SEND monitoring at Rudham and Weasenham Booklook - foundation subjects	SWST and salford K and below SS90 ch only.				Learning plans shared with parents at parent consultations				4.7.23 Teacher deadline for PSA referrals	11.7.23 SH, BAd and BA meet to review PSA referrals	
<b>PASTORAL TEAM</b> <i>Safeguarding, behaviour &amp; wellbeing</i>	SCR review		Review behaviour policy procedures and statistics Review incident log			<b>PASTORAL TEAM</b> Review safeguarding arrangements Review attendance, lateness, persistent absenteeism, exclusions							<b>PASTORAL TEAM</b> Review safeguarding arrangements Review attendance, lateness, persistent absenteeism, exclusions		

**Hope Federation – DNEAT- Summer Term 2024 Strategic Operational Overview (SOO)**

<b>DNEAT JPDP Core events</b>	Y6 English and maths standardisation and moderation (16.04)	Senior Leadership Network (SLN) Spring Term Analysis and Actions (24.04)	Y2 English and maths standardisation and moderation (30.04)			SENCO Training Day (22.05)		Forum: Trustees, Chair of Governors, Headteachers (07.06)		PiXL Conference (19.06)	RSL network (11.07)	Senior Leadership Network (SLN) - end of year review and actions for next year (16.07)		
Internal monitoring	Science	Book Look English and Maths	Humanities	Phonics Art	RE	Book Look - writing moderation		MFL	EYFS RSHE	Lesson Obs English and Maths	Summer Term Teacher PM review	Summer Term Teacher PM review		
PIXL tests						Year 3/4/5 test week		Year 1 PIXL tests						
PUPIL VOICE														
PARENT VOICE	Plan termly parent survey							Parent/Teacher consultation – Brisley: Mon + Tues Rudham: Wed + Thursday Weas: Tues + Thurs	Sports days 10.6.23 Brisley 12.6.23 Rudham 13.6.23 Weasenham	Review parent questionnaire results 17.6.23 Brisley 19.6.23 Rudham 20.6.23 Weasenham	Parent cafe / Summer Fete	Review parent survey response		
WHOLE SCHOOL EVENTS														
ADMIN			Census (16.05) Return (12.06) Monthly website compliance check+update		Staff sickness absence DATA DROP: KS2/Y6 SATs tests (13.05)		Monthly website compliance check+update			DATA DROP: Y1 PiXL (19.06) EYFS YR ELG (24.06) KS2 Y4 MTC (24.06) KS1 Y1+2 Phonics (17.06) KS2 Y6 writing assessments (01.07)	Royal Norfolk show DATA DROP: KS2 Y2 MTC (Arbor 28.06) Ys 3-5 PiXL (26.06)	SATS RESULTS (02.07 or 09.07 tbc)  DATA DROP: KS1 Y1/KS2 Y3-5 teacher assessments (08.07)	Transition week – whole school inc EYFS	Transition week – whole school inc EYFS
										KS1/Y2 SATs tests/teacher assessments (20.06)		Monthly website compliance check+update		