



**REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL**

**SCHOOL
DEVELOPMENT
PLAN**

2007 – 2010

**Reigate St Mary's Preparatory and Choir School
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Introduction

Reigate St Mary's is an independent day school for boys and girls aged 2 yrs 9months to 11 yrs, set in 15 acres of Surrey countryside in the historic market town of Reigate. The school is overlooked by the beautiful North Downs and enjoys good communications by road and rail networks. Reigate St Mary's has two form entry with an intended maximum of 20 pupils per class.

Following a very successful merger with Reigate Grammar School in September 2003, Reigate St Mary's has grown in popularity and in numbers allowing significant investment in the school with greatly improved facilities, teaching resources, information technology and staffing planned for the next three years.

In order to ensure the effective and appropriate development of Reigate St Mary's, a plan (SDP) has been drawn up to give structure and control at this exciting time in the life of the school. Publication of an SDP makes the school development a combined effort with all stakeholders (governors, staff, parents and pupils), involved in the process, to ensure that the plans are balanced and to create a degree of accountability.

Aims of the School

- To provide an environment that is conducive to learning through caring, well disciplined, stimulating, comfortable and safe surroundings.
- To educate pupils to the highest standards through academic rigour in the classroom and by developing a positive attitude to work.
- To develop self-esteem and self-confidence in all of our pupils through positive relationships, encouragement and rewards.
- To achieve senior school entry results that compare favourably with competitors.
- To develop a reputation for an exceptional, distinctive, creative and caring education.
- To have a high demand for places in all year groups.
- To provide a high standard of tuition and breadth of experience in sport and the performing arts.

Mission

Reigate St Mary's Prep and Choir School aims to provide an education of considerable depth and breadth within a disciplined, happy and caring environment, incorporating a tradition of choral excellence and Christian values. All pupils are encouraged to be ambitious, to reach the best standards they can in their academic studies, in sport, in art, in music and in other performing arts. The school aims to engender a love of learning, a zest for life and to develop a caring and understanding attitude towards other people. The school places a very high value on good relationships and developing inter-personal skills in our pupils to enable them to become responsible, adaptable, independent people in a changing world. At Reigate St Mary's we believe that all children should feel valued as individuals for who they are, not just for what they achieve.

Process

Realisation of the aims of the SDP depends upon the ability of the teaching staff, managers and support staff to identify those responsible for the implementation of each objective, and to support colleagues and pupils in achieving these objectives. It is essential that the objectives are realistic and based on the school's needs, not on hypothetical desires. The development of the SDP has therefore involved many processes and a variety of people over a period of 12 months and has included the following:

- Consultations between staff and Headmaster.
- Discussions between the RSM Committee and Headmaster.
- Teaching observations and feedback to staff.
- Scrutiny of pupils' work.
- Review of the curriculum balance by the Senior Management Team (SMT).
- Review of the timetable by the SMT.
- Review of staffing by the SMT.
- Review of policies and procedures by the SMT.
- Review of premises and accommodation by the SMT and Facilities Manager.
- Discussion with the pupils' School Council.
- Parental questionnaire.
- Draft SDP and consultation period with the SMT and Governors.
- Final publication of SDP.

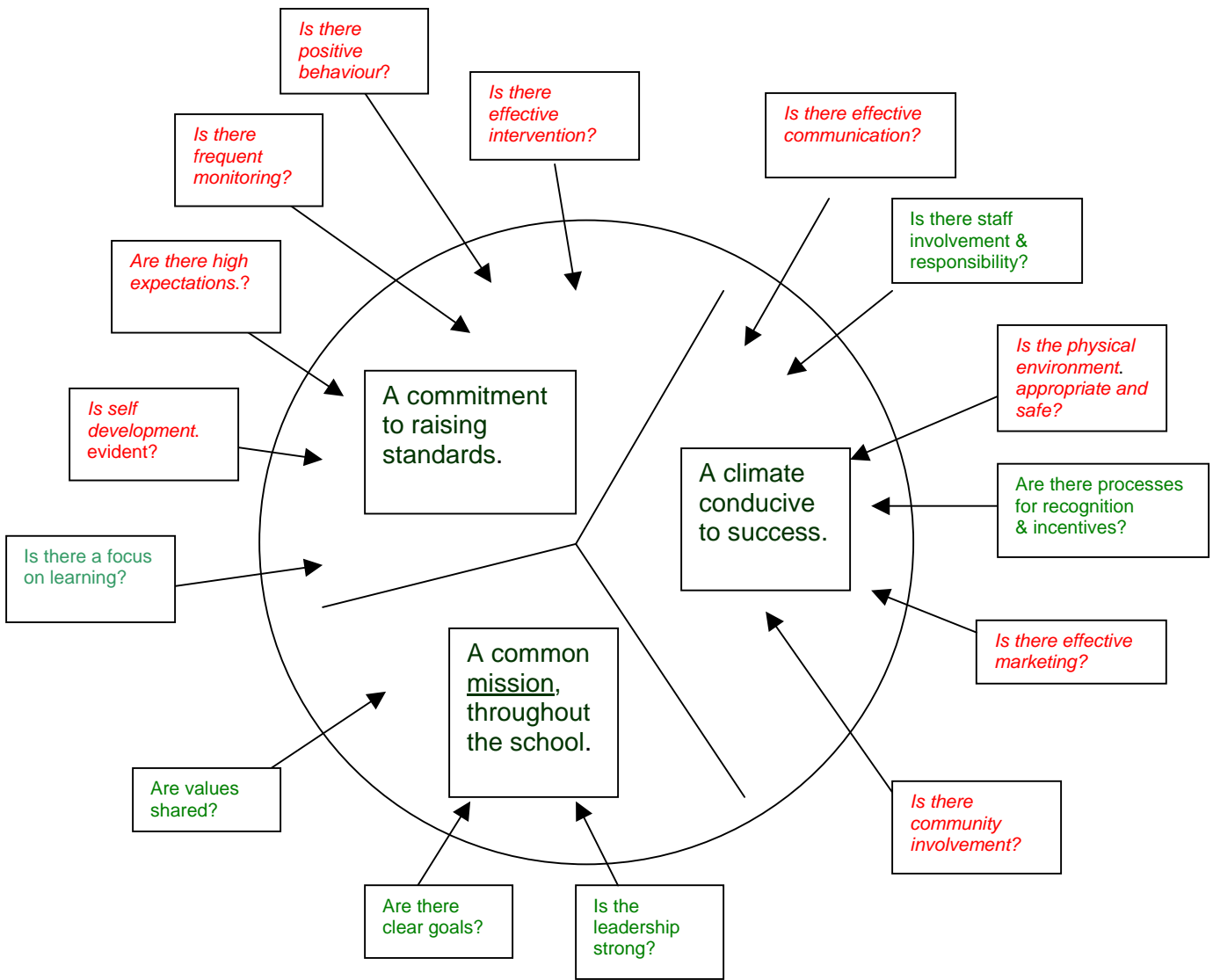
Preface

Strategic planning is about making a reality of the school's vision and aims. Following an audit of all the areas shown in the diagram below and using comparisons with similar schools and national criteria, through consultation and the analysis of questionnaires, judgements have been made concerning which aspects of the school should become a focus for development over the next three years. Following the introduction of the second cycle of inspection in independent schools, a process which is now predominantly based on self evaluations, this SDP is in line with Independent Schools Inspectorate (ISI) requirements and has generated a set of component plans organised under two headings: **Improvement** and **Development**.

The improvement plans focus on pupils' academic performance, particularly in the core subject areas, and also on teaching and learning.

Development plans focus on the management and leadership within the school, the balance of the curriculum, pupil's personal and social development, the school's partnership and relationship with parents and the wider community, and on buildings and facilities.

The following diagram shows the areas of school life that have been included within the school review. Those highlighted in red (*italics*) represent specific areas where it is felt we could be making improvements. The improvement and development plans which follow outline the objectives, accompanied by a more detailed break-down of the action to be taken to achieve these objectives. Following consultation between staff, detailed action plans including criteria for success, dates for completion and how these objectives will be monitored and evaluated, will be produced.



Overview of Improvement Objectives 2007 – 2010

- 1. To raise the academic standards thus increasing the 'value added' by promoting quality and high expectations among all pupils and staff, and by extending provision for SEN, both slower learners and gifted and talented.**
- 2. To expand the use of ICT as a discrete subject and in cross-curricular work.**
- 3. To expand and develop foundation subject provision, extra-curricular opportunities and outdoor learning opportunities.**
- 4. To improve the assessment, recording and reporting systems in the school.**
- 5. To further develop the school's pastoral care system, to identify 'invisible pupils' and to promote peer mentoring**

Overview of Development Objectives 2007 – 2010

- 1 To improve the accommodation and facilities for pupils and teachers. To invest in the less well equipped departments, provide a junior music room, facilitate a broader range of play time activities, and provide a more stimulating environment both internally and externally.**
- 2. To develop a new structure to distribute middle management responsibilities effectively and to develop effective continuing professional development (CPD) support for staff.**
- 3. To consider expansion of the facilities for the Early Years department, providing appropriate indoor and outdoor learning, toilet and rest facilities.**
- 4. To relocate and improve staff common room and work room facilities and to provide changing and showering facilities for staff.**
- 5. To improve the effectiveness of the school's marketing and PR.**
- 6. To improve the safety and smooth flow of traffic within the school grounds.**
- 7. To expand the programme of educational partnership with parents.**

Improvement Objectives

Improvement Objective 1 Teaching and Learning

The following aims are intended to further the academic success of pupils as they progress through Reigate St Mary's, accelerating the learning of the less able, extending the more able and encouraging all pupils to aim for excellence.

Aims

Over the next three years our aims are:

- 1.1 To research and implement an effective baseline test for children in Transition.
- 1.2 To track pupils' performance more closely by using complementary standardised tests from Transition to Year 6.
- 1.3 To improve accelerated learning, by increasing differentiated teaching in all subjects, by extending all abilities, to cater for slower learners and the gifted and talented pupils more effectively.
- 1.4 To ensure consistency in the quality and quantity of work that is expected and demanded from pupils in parallel form groups and in different subject areas.
- 1.5 To ensure consistency in classroom management and expectations of behaviour.
- 1.6 To improve teaching resources in the History, Music, French, English departments and in the Key Stage 1 science department.
- 1.7 To extend the programme of monitored reading into Key Stage 2.
- 1.8 To introduce Philosophy for Children, (P4C), during form/circle times, to improve reasoning and thinking skills.

Improvement Objective 2 Information and Communication Technology (ICT)

It is our aim to improve our teaching and cross-curricular use of ICT throughout the school.

Aims

Over the next three years our aims are:

- 2.1 To continue to encourage, train and support all teaching staff in the use of ICT, in order to enhance lessons and activities in the classroom.
- 2.2 To install interactive whiteboards in all classrooms, to purchase appropriate software and train staff in its use for their specific Key Stage or subject speciality.
- 2.3 To improve the delivery of ICT by increasing its cross-curricular use and by bringing ICT into core and foundation subject areas through improved resources and staff development programmes.
- 2.4 To improve or relocate the accommodation for the ICT suite, providing a brighter more ergonomically-considered room.
- 2.5 To increase the number of discrete ICT lessons in Key Stage 1, and to expand the curriculum in order to develop pupils' touch typing skills and their competency with common software.

Improvement Objective 3 Curriculum

Although the curriculum at Reigate St Mary's is broad, we aim to further expand and develop the foundation subject provision and also the range of extra-curricular opportunities.

Aims

Over the next three years our aims are:

- 3.1 To expand the Early Years outdoor learning facilities and hence the stimulation provided by the physical environment.
- 3.2 To improve the resources for gymnastics, P.E. and games, so that the new Sports Hall can be fully utilised.
- 3.3 To improve the provision for gymnastics, dance and other P.E. activities throughout Key Stage 2, including increased competition between lower ability teams.
- 3.4 To expand the resources, facilities and timetable opportunities for Design and Technology lessons.
- 3.5 To expand the provision for the learning of modern foreign languages (MFLs). Alternative/additional languages will be considered
- 3.6 To increase the possibilities for art, drama and public performances in Key Stage 1 and Early Years.
- 3.7 To create a greater emphasis on environmental issues, in a tangible, interactive way.

Improvement Objective 4 Assessment, Recording & Reporting

Assessment, recording of assessment data, its informative potential and the reporting of progress to parents are currently being developed and the following action points have been agreed.

Aims

Over the next three years our aims are:

- 4.1 To implement a new formative assessment policy, in a standardised format, throughout Key Stages 1 and 2.
- 4.2 To improve the electronic recording of assessment data for reporting on progress and for tracking individual pupil's progress.
- 4.2 To improve the quality of verbal and written reporting to parents.
- 4.3 To improve the effectiveness of communication with parents.

Improvement Objective 5

Enhance our Pastoral Care systems

Pastoral care of pupils at St Mary's is considered as being of utmost importance. We believe that this is a strength of the school, but it is important not to be complacent. Improvements can always be made.

Aims

Over the next three years our aims are:

- 5.1 To ensure that the school adopts policies to meet the requirements of the Government's Every Child Matters (ECM) initiative.
- 5.2 To identify pupils who might be termed 'invisible' as they neither stand out for excellence, nor special needs, and therefore may not be given the encouragement, praise or rewards they deserve to develop greater self esteem.
- 5.3 To introduce a system of peer mentoring, to provide a system of support, particularly for children who are feeling left out or lonely, provided by trained senior pupils in the school.
- 5.4 To introduce a friendship bench and quiet area, as a meeting point for pupils in need of peer support at break times.
- 5.5 To consider introducing time for developing multiple intelligences, particularly 'Well Being', into the curriculum.

Development Objectives

Development Objective 1 Buildings and Facilities

It is felt that along side the current development, other areas of the school are in need of refurbishment and some classrooms should be relocated. The additional space provided by the new development will provide flexibility within the existing buildings for this to come about.

Aims

Over the next three years our aims are:

- 1.1 To improve the accommodation of the ICT room, refurbishing or relocating it on completion of the new classroom block and sports hall.
- 1.2 To improve the aesthetic appeal of the public areas of the school, internally and externally, including improved play areas.
- 1.3 To improve the facilities for learning MFLs.
- 1.4 To improve the senior music room, provide a junior music room, and increase the number of peripatetic instrumental practice rooms.
- 1.5 To create a specialist Design and Technology room for use throughout Key Stage 2.
- 1.6 To create a central store room for curriculum, stationery, sports resources and safe archiving.
- 1.7 To improve the library and its resources.
- 1.8 To create a room available for Drama & small group work.
- 1.9 To consider energy efficiency throughout the school and how we can make improvements.

Development Objective 2 Management and Leadership

There have been a number of changes in the governance and management of the school during the past three years. To ensure that these operate effectively and that the monitoring of performance forms an integral part of the school's policy for professional development, the following has been agreed.

Aims

Over the next three years our aims are:

- 2.1 To develop a new management structure, which shares responsibilities more evenly between middle managers and ensures Governor involvement in the working life of the school.
- 2.2 To introduce a new performance management programme to support staff in their professional development (CPD) and to monitor performance.
- 2.3 To consider the need for bursarial support at RSM, with the growing site and number of pupils.
- 2.4 To provide staff with opportunities to develop professionally, to have time for creativity and give them a degree of autonomy to implement their ideas, through informative performance reviews and motivational mapping.

Development Objective 3

Expansion of the Early Years

Currently the school has a single form entry in Kindergarten 3 and 4, and also the numbers in Transition (Reception age) are limited by space. Expansion in these areas would allow for better provision for parents and for developing the facilities we provide.

Aims

Over the next three years our aims are:

- 3.1 To consider extending our provision for preschool aged children, by extending the length of the day for all pupils between the ages of 2 yrs 9 months and 4 years.
- 3.2 To increase the accommodation for Kindergarten aged children, to allow for parallel classes in Kindergarten 3 and 4.
- 3.3 To improve the facilities for outdoor learning, physical activities and to provide a covered area for the Early Years and Key Stage 1, to shade from the sun and to use in wet weather.
- 3.4 To improve the class room space and facilities for Transition pupils, with easy access to outdoor learning.
- 3.5 To improve the aesthetic appeal of the school with regard to the frontage of the main building, lower school and playground areas.

Development Objective 4

To improve the facilities for Staff

Teaching staff at St Mary's have very limited space for relaxation or for preparation, and no changing or showering facilities. To address these problems the following has been agreed.

Aims

Over the next three years our aims are:

- 4.1 To relocate the staff common room to the first floor of Sunnyside.
- 4.2 To create a staff workroom, with appropriate ICT and reprographic facilities.
- 4.3 To create new changing and showering facilities for male and female games staff.

Development Objective 5

Improve the schools Marketing and Public Relations

The school's current Marketing and PR systems are not clearly defined and their effectiveness is questionable. To improve awareness of the school and its quality, the following steps are to be undertaken.

Aims

Over the next three years our aims are:

- 5.1 To maintain a positive and regular profile in the local press.
- 5.2 To update the school prospectus, web site, upon completion of the new building.
- 5.3 To improve the admissions system to better monitor the success of recruitment and conversions from interest to places at RSM.
- 5.4 To develop a video/DVD and web site link to promote aspects of the school not visible on a tour or through the prospectus.
- 5.5 To review the schools position with regard to sustainability and eco-friendliness.
- 5.6 To be innovative, creating new attractive unique selling points, (USPs).

Development Objective 6

To improve the safety and flow of traffic

The problems of congestion, a lack of parking and poor pedestrian access to the site, are a considerable inconvenience and potential hazard at drop-off and collection times. Methods by which these issues can be alleviated will be considered.

Aims

Over the next three years our aims are:

- 6.1 To review the school's green travel policy and explore ways to reduce the use of private cars and to increase alternative means of travelling to the school.
- 6.2 To explore the possibilities of staggered drop off and collection times.
- 6.3 To review the provision for parking in the school grounds.
- 6.4 To review the pedestrian access to the school site.

Development Objective 7

To expand the programme of educational partnership with parents.

A strength of St Mary's lies in the relationship and partnership between staff and parents. To improve this further and also to expand the opportunities for education and training, the following will be considered.

Aims

Over the next three years our aims are:

- 7.1 To review current procedures for communication between school and parents.
- 7.2 To review our current programme of information evenings.
- 7.3 To investigate opportunities for making resources available to parents which are pertinent to child rearing, tackling issues such as drug awareness, discipline, teenagers, managing stress etc.