

School Improvement Plan 2016/17

Priority: To improve on our systems of communication.

Success Criteria: To improve payments online, to improve on the amount of notice provided and reminders given and to use homework books and reading records to communicate with parents.

<u>Actions required (steps to be taken)</u>	<u>Action by whom</u>	<u>Action by when</u>	<u>Resources & staff develop needs</u>	<u>Funding Source</u>	<u>Monitoring - how and who</u>	<u>Notes on progress</u>
*To improve payments online for parents - after school club, dinner money, school trips etc <i>SBM to look into making payments easier and accurately for more areas.</i>	SBM Office staff Marta (after school club)	End of the term	Further advice and training	Training/advice/support costs	SBM to seek advice on how to increase the amounts of payments online. To arrange training and advice for staff that will use/monitor it online. To feed back to SLT. Will we need a new system or to update our current systems?	
* To improve on the amount of notice provided for events providing reminders closer to the time. <i>SLT to pencil in dates for the term early. Dates to be shared with all staff, put on the website regularly, put on the newsletter and parents to be sent a reminder the week of and week before.</i>	SLT SBM Office SBM Teachers Fidelma	Calendar shared at the beginning of each term.	Website, text message service, newsletter etc	N/A	The office and Fidelma will monitor the website and update, the office staff will record when text message should go out in the office diary.	
* To use homework books and reading records as a source of communication. <i>Staff to use reading records and homework books. Children to be encouraged to use and take home.</i>	SLT to remind staff	Start of term Teachers to order	Reading records and homework books	Cost of the books (class budget)	SLT to monitoring the use and discuss in PDMs for feedback.	