

**ABERDEEN CITY COUNCIL
EDUCATION AND CHILDREN'S SERVICES**

Circular Ref:

Date: 19 February 2015

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PRIORITY: High

Action: ✓

**Respond by : 30 June 2015 (Primary
and ASN Schools)**

**30 September 2015
(Secondary and ASN Schools)**

Information: ✓

Policy:

Procedure:

Replaces Circular: INF/ASC/040/14

Admin. Handbook Ref:

**UPDATED ADVICE AND DOCUMENTATION TO SUPPORT SCHOOL IMPROVEMENT PLANNING
AND STANDARDS AND QUALITY REPORTS (SQIP)**

Following recent consultation with all Head Teachers and up-to-date advice and clarification from our Education Scotland Area Lead Officer the agreed consensus is that schools will devise, publish and submit one single document on an annual basis to the education authority. It was also agreed that this will incorporate the High Level School Improvement Plan and the key elements of reporting on standards and quality (see attached template).

Please note the following changes:

- Equality and diversity section has been removed and a statement should now be included within the section on meeting learning needs (QI 5.3)
- Wider achievements section has been removed and should be incorporated within the section relating to improvements in performance (QI 1.1). HMI are now looking at the following headings from which you may wish to give examples: *leadership, sustainability/citizenship, sport, culture, work/enterprise*
- The evaluative text in each section should be presented in terms of existing strengths and next steps
- Schools are no longer required to make an overall evaluation of performance in relation to the six-point scale. However, text should be reflective of outcomes of your self-evaluation

As discussed previously schools should aim to keep each section of the SQIP report evaluative and succinct. As part of schools' audit and improvement planning activities, documentation with supporting evidence should be regularly refreshed and kept in school and available as a set of appendices for scrutiny. Quality Improvement Officers will answer and questions you may have at your next scheduled ASG meetings.

Completed SQIP reports should be completed and sent to the school's Quality Improvement Officer by the following dates:

- **Primary/ASN Schools - 30 June 2015**
- **Secondary/ASN Schools - 30 September 2015**

Charlie Penman
Head of Education Services

Circulation: For Action to All Schools

**GAYLE GORMAN
DIRECTOR**

Insert School Name and Logo

Standards and Quality Improvement Plan (SQIP)

Session 2014 - 15



Contents page

- The school and its context
- School aims and vision statement
- How do we consult and engage with key stakeholders?
- How well do our children/young people learn and achieve?
- How well do we support our children/young people to develop and learn?
- How well do we improve the quality of our work?
- Our improvement priorities for next session

The school and its context

In this section you should share information about the school roll, flavour of your community, changes in circumstances, for example new housing developments. Any staffing changes should be highlighted.

If your school has undergone a recent inspection or VSE this should be included.

School aims and vision statement

Insert school aims and vision statement and indicate when they were last reviewed/plans for future review.

Feel free to add any diagrams and schematics.

How do we consult and engage with pupils and parents?

Use the evaluative statement from your evaluative summary of audit activities.

You may wish to include any major consultation or engagement activities carried out within the last school session.

How well do our children/young people learn and achieve?

1.1 Improvements in performance

2.1 Learners' experiences

Existing strengths

Next steps

Use the evaluative statement from your evaluative summary of audit activities Include your high level analysis outlining progress, trends over time and value added.

Wider achievements should be included in this section.

Primary schools/ASN services should make reference to the proportion/percentage of pupils on track and exceeding appropriate milestones for their age and stage.

Secondary schools/ASN services should make the above references for the broad general education. Further advice will be issued in relation to national qualifications and INSIGHT measures.

How well do we support our children/young people to develop and learn?

5.3 Meeting learning needs

5.1 The curriculum

Existing strengths

Next steps

Use the evaluative statement from your evaluative summary of audit activities.

How well do we improve the quality of our work?

5.9 Improvement through self-evaluation

9.4 Leadership of management and change

Existing strengths

Next steps

Use the evaluative statement from your evaluative summary of audit activities.

Our key strategic priorities for improvement for next session

Refer to the key strategic priorities for improvement and insert your completed high level school improvement plan

