Annual Pupil Premium Planning, Monitoring and Evaluation Schedule 2018-2019

Autumn							
September 18		**October 18**		**November 18**		**December 18**	
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					Review of PP action plans.	CR
PP development plan written OR incorporated into school development plan.	SM/CR	Analysis of pupil premium pupils' progress.	CR	Review of PP action plans.	CR	Action plans developed for pupils identified as not making progress.	Class teachers.
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
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	Intervention impact completed.	CR with SH/SB.
PP Case Studies to be gathered.	CR	Review of whole school interventions and impact on progress.	CR with SH/SB.	All class teachers to attend and contribute to Pupil Progress meetings.	SM	Review of PP compared to Non-PP children Y1-6.	CR
						Case Studies updated.	CR
Spring							
January 19		**February 19**		**March 19**		**April 19**	
Action	**Person Responsible**	**Action**	**Person Responsible**	**Action**	**Person Responsible**	**Action**	**Person Responsible**
Review of PP action plans.	CR	Analysis of pupil premium pupils' progress. Outcomes shared with ALL staff.	CR	Review of PP action plans.	CR	Analysis of pupil premium pupils' progress. Outcomes shared with ALL staff.	CR

PP learning walk.	CR/SM	Review of PP action plans.	CR			Review of PP action plans.	CR
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	PP report to governors OR management board.	CR	Case Studies updated.	CR	Year group PP profiles updated (data, books, lessons). PP views collected from children.	CR
Summary document to Head teacher.	CR	All class teachers to attend and contribute to Pupil Progress meetings	SM			Intervention impact completed.	CR
All class teachers to attend and contribute to Pupil Progress meetings	SM					All class teachers to attend and contribute to Pupil Progress meetings	SM
						Summary document to Head teacher.	CR
						Review of PP compared to Non-PP children Y1-6.	CR
						PP names updated and shared with teachers & support staff.	CR
						Review of Spring 1 attendance for each class.	CR
Summer							
April 19		**May 19**		**June 19**		**July 19**	
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	Review of PP action plans.	CR	Analysis of pupil premium pupils' progress. Outcomes shared with ALL staff.	CR
		Review of PP action plans.	CR			Review of teachers' and teaching assistants' appraisal plans. Pay progression decisions taken by pay review committee.	Pay Progression Committee
		PP learning walk.	CR/SM	Review of Summer 1 attendance for each class.	CR	Review of PP action plans.	CR

				Update and review of case studies.	CR	Review of Summer 2 attendance for each class.	CRC
				Review of PP compared to Non-PP children Y1-6.	CR	PP report to governors OR management board.	CR
						Year group PP profiles completed.	CR
						End of year intervention impact completed.	CR