

MYJHS

Secondary Staff

2023/24

Term 1

TO DO



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| Parent Information Sheets | <p>T:\Secondary Folder\S1-4 Parent Information Sheets\2023 24</p> <ul style="list-style-type: none"> • Term 1 - Deadline: Fri 25 Aug 2023 • Term 2 – Deadline: Fri 15 Sept 2023 (in prep for Staff Meeting #2) | |
| Term Plans | <p>Plans should:</p> <ul style="list-style-type: none"> • secondary planning template used by used (includes tracking attainment sheets) • saved into an appropriate folder within T:\2 Secondary Folder\8 Planning Documents\2023 24\Term 1 <p>Deadline: Fri 1 Sept 2023</p> | |
| SQA Results Analysis & Raising Attainment for All <i>(Leadership of Department)</i> | <p>An initial analysis of the SQA data should be completed using the file: T:\2 Secondary Folder\10 Nationals\2022 23\Results Aug 23</p> <p>Your analysis should – look at the data, comparisons with estimated grade, identifying strengths, weaknesses and to identify – SMART targets for Department Development Plan which aim to impact attainment for all students.</p> <p>ST will schedule an appointment to discuss results, self-evaluation and subject development plans</p> <p>Deadline: Fri 8 September 2023</p> | |
| S4 My Ambition & My Progress | <p>During weeks 4/5:</p> <ul style="list-style-type: none"> • S4s should set their Nationals targets together with their teachers • Teacher role is to discuss targets, predict a grade and suggest how they can achieve ie close the attainment gap. • Please be supportive but realistic. • Our school's vision is all pupils should be given the opportunity to sit National 5 exams but it should be right for their Senior phase (correct pathway remembering Senior Phase is over 3 years). | |
| Parents Nights | <p>S4 Parents Night – Tuesday 5 Sept 2023 S1 Parents Night – Wed 1 Oct 2023</p> | |
| S4 SQA Entries | <ul style="list-style-type: none"> • Initial National entries – ST will email <p>Deadline: Friday 29 Sept 2023</p> | |
| Meetings | <ul style="list-style-type: none"> • Sec Staff Meetings: 29 Aug, 18 Sept • SIP Meetings: 11 Sept, 25 Sept • Full Staff Meetings: 21 Aug | |
| End of Term | <ul style="list-style-type: none"> • Pupil profiles are due for completion • Attainment Tracking - updated on planning documents on T: • My Ambitions – discussed with S4 pupils and updated on T: <i>(MyA to be emailed to parents)</i> <p>Deadline: before 6 Oct 2023</p> | |
| Holidays Inservice | <ul style="list-style-type: none"> • Holidays: 7-22 Oct 2023 • Inservice: 23/24 Oct 2023 | |

Our underlying philosophy is: **high expectations, both behaviour and attainment, for all our pupils.**

Using **consistent approaches** helps our pupils have a clear understanding of what is expected from them in our classrooms. In this school we have following **key strategies** that you **must** make yourself **aware of** and **use**.

Formative Assessment Strategies

- No hands up (lollypop sticks)
- Share Learning Intentions & Success Criteria

are the **two** FA strategies which should be **used** in **ALL** classrooms.

(If you need lollypop sticks – ask the office)

Code of Conduct

Each classroom should have a **Sharing Expectations of Behaviour** notice.

- A copy can be found T:\Positive Behaviour\Shared Expectations 2022

Promoting Positive Behaviour

Remember to enforce the school code of conduct by **rewarding** positive behaviour/attitude with **merits** and **challenging** poor behaviour/attitudes with **demerits**.

Deadline: Throughout term email to Julia.

Homework & Homework Diaries

Class Teacher Responsibilities

- Give clear instructions re homework task **before** the end of the lesson.

Lifeskills Teachers

- Monitor homework diaries of your register class.
- Warn/demerit pupils who deface or scribble on their diaries.

Understanding Pupils & Early Interventions

All teachers should engage in learning about the **whole child:** needs, attainment & progression.

- Pupil progress records can be found T:\Secondary Folder\Tracking Pupil Progress – there is a **worksheet per pupil** in each workbook.
- We are **all responsible** for assessing, recording and monitoring progression so that issues are identified early, allowing interventions to be put in place to raise attainment.
- Senior Phase My Ambition My Progress – please share comments with pupils
- If you have a concern about a pupil – progress or needs – share with FH, ML or ST.

SMT Classroom Visits & Peer Observations

- **All teachers** participate in a SMT observation this term – dates and times to be agreed.
- **All teachers are also encouraged to continue to participate in Peer Observations sessions as a matter of good practice for professional development.**