

CPD Action Plan *(decided by the reading leader and trainer)*

School: High Well Number on roll:	Leadership Implementation Day: 12.5.22
Reading Leader and role in school: Niall, Kiara, Claire	Consultant Trainer: Alex Swaby

Session 1 – Overview of Fresh Start Fast Track Tutoring and resources

Start date	Name	Action
23.5.22	Niall and Claire	Set all staff up with log ins who require access to the school portal <i>Admin >> Staff > Add new staff member</i>
23.5.22	Niall and Claire	Introduce your team to the portal and how to navigate it.
Ongoing after every assessment	Claire	Share the What to Teach When document with tutors to support progress expectations. <i>Documents >> Fresh Start >> What to Teach When</i>
September Inset	Louise	Plan for an inset session for all staff on Fresh Start
September Inset	Niall and Claire	Plan and deliver inset session for Introduction and Speed Sounds Lessons (and Modules section ideally if possible)– support all teachers to understand and teach early reading
5.9.22	Niall and Sandra	Use Parent PowerPoint to introduce parents to Fresh Start either in a meeting or as a template for a letter being sent to parents. <i>Documents >> Fresh Start >> Parent Meeting – An introduction to fresh start</i>
16.5.22	Niall	Check you have all the resources you need: <i>Subscription Films >> Fresh Start >> Getting Started >> Introduction >> Fresh Start resource list</i>

Session 2 – Building an expert team and timetables

Start date	Name	Action
23.5.22	Niall & Louise	Deliver weekly CPD sessions on one morning each week (the morning is TBC). <ul style="list-style-type: none"> • Tutors watch a bitesize film • Walk through teaching step with partners • Practise the activity using the resources. Partners will coach each other using the lesson plan.
6.6.22	Claire and Kiera	Follow a 4-day timetable for each student (Summer 2): <ul style="list-style-type: none"> • 30 minutes rolling from student to student (group to group) to begin with • 12 students (year 7 to 10) to be tutored every day in lessons 1 to 6 by one tutor • 1 student in year 6 (FS) 25 mins • 1 student in year 7 (RWI Phonics) 40 mins
23.5.22	Louise	Timetable non-contact time for Niall you carry out responsibilities of RL: assessment, coaching, practice, plan small team training session, plan whole school training session

Session 3 – Assessment and grouping		
Start date	Name	Action
16.5.22 ongoing	Claire and Kiera	Assess students using the Fresh start assessment
16.5.22 ongoing	Claire and Kiera Niall Claire and Kiera	Each half term: <ul style="list-style-type: none"> • Complete Fresh Start Assessments • Complete Individual Progress Record for each student • Complete the School Assessment Record • Complete the Fresh Start Pupil Progress Tracker • Log progress onto Fresh Start Tracker on the school portal • Teach 1:1 or group children homogenously (where appropriate) <i>Documents >> Fresh Start</i>

Session 4 – Practice, coaching and pathways		
Start date	Name	Action
16.5.22 – 27.5.22	Niall, Claire, Kiera	Complete initial training: Initial training section 1: 1 hr Tutors to watch the Getting Started videos and practice <i>Subscription Films >> Fresh Start >> Getting Started</i> Initial training section 2: 1hr Tutors to watch the Speed Sounds training and practice <i>Subscription Films >> Fresh Start >> Speed Sounds</i> Initial training section 3: 1hr 15min Tutors to watch the modules training and practice <i>Subscription Films >> Fresh Start >> Modules</i> Use these training films to train any new members of staff, temporary teachers or students who might be teaching Fresh Start.
16.5.22	Niall	Use the 'Activities' Section of the online training to access demonstrations of all Speed Sound and Module activities. <i>Subscription films >> Fresh Start >> Fresh Start Activities >> Speed Sounds / Modules</i>
23.5.22 ongoing	Niall and Claire	Set up Practice Pathways for teachers using the Pathways section of the admin menu. <i>Admin >> Create Pathway</i> (when first creating) <i>Admin >> Pathways List</i> (when adding or deleting films)
23.5.22 ongoing	Niall and Claire	Show tutors how to access their practice pathways and explain the expectations of practice to ensure teachers feel confident to flag up areas of teaching Fresh Start that they would like support with.
23.5.22 ongoing	Niall	Use the Practice Map to inform practice sessions and follow up with coaching. Use your Reader Leader Practice Pathway to organise and prioritise activities for practice sessions. <i>Documents >> Fresh Start >> Practice Map</i>