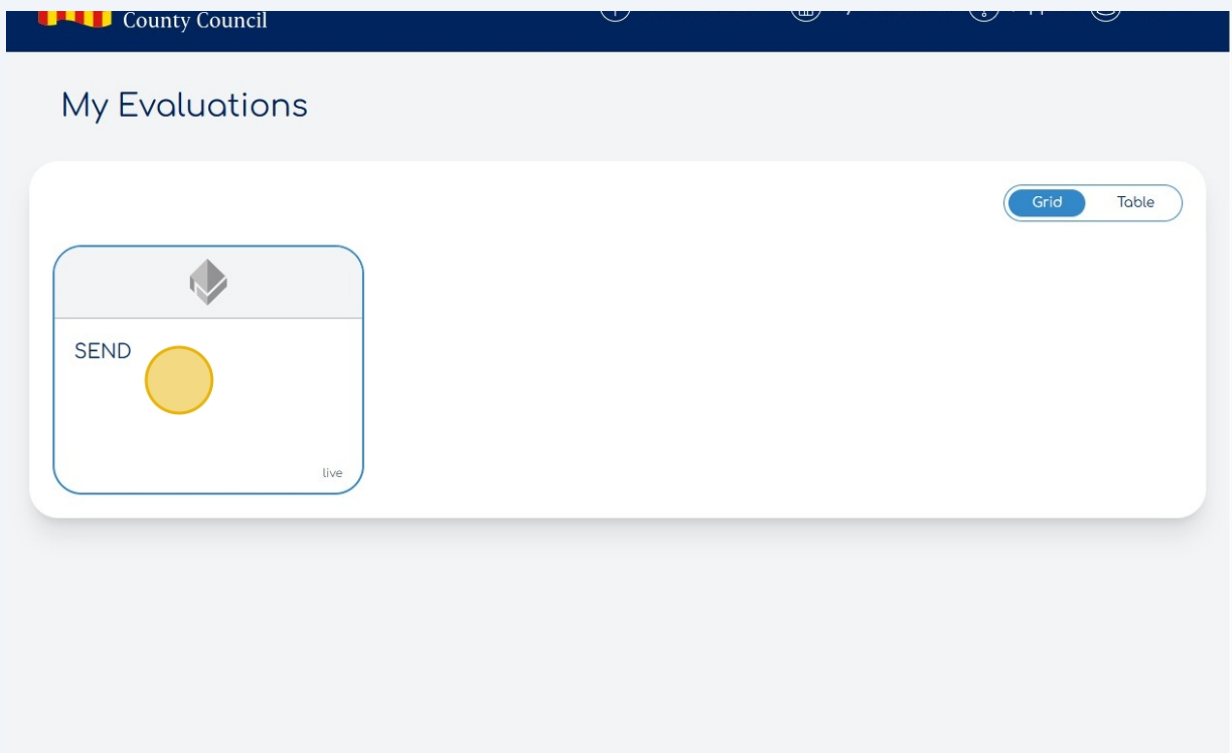


Creating an action plan in EvaluateMySchool

1 Login at <https://northumberland.evaluatemyschool.co.uk/>

2 Select your evaluation



3 Click "Improve"

Northumberland County Council

New Evaluation My Evaluations Support Profile

SEND

Evaluate Analyse Compare Track **Improve**

SEND 2.8 Secure

1 - Intent 2.6 Secure

2 - Implementation 3.0 Secure

3 - Impact 2.9 Secure

SEND Evaluate the teaching and Learning of SEND Students

Currently showing average scores for all participants. To see scores for individual participants, please select one below:

SELECT FROM PARTICIPANTS

ALL PARTICIPANTS

SEND

CURRENT SCORES

RESET VIEW

Show as

Percent Score

4 Choose the focus area you wish to improve and click "Show All Statements"

Evaluate Analyse Compare Track **Improve**

SEND 2.8 Secure

1 Intent 2.6 Secure

2 Implementation 3.0 Secure

SEND Evaluate the teaching and Learning of SEND Students

1 Intent This section evaluates your strategic direction for learners with SEND

2 Implementation This section evaluates how you will achieve your intent including teaching and learning

show all statements

Show All Statements

Show All Statements

MY SCHOOL

SEND

CURRENT SCORES

RESET VIEW

Show as

Percent Score

Comments

Hide All Show All

Newest 1st Oldest 1st

Sort Graphs By

Score Name

5 Choose your statement and click "Add Action"

The screenshot displays a dashboard with three statements, each with an "Add Action" button and a score indicator. A sidebar menu is visible on the right.

Statement 1.3: "Governors both support and hold leaders to account for the effective implementation of the school's vision and strategic intent for learners with SEND." Score: 4 (Excellent). "Add Action" button is highlighted with a yellow circle.

Statement 1.4: "SEND is represented on the senior leadership team. As a result, school leaders are well informed on the impact SEND provision has on learners in the school." Score: 1 (Beginning). "Add Action" button is highlighted with a yellow circle.

Statement 1.5: "Learners with SEND do not work disproportionately with less qualified / experienced staff." Score: 2 (Developing). "Add Action" button is highlighted with a yellow circle.

Dashboard Sidebar:

- SEND
- CURRENT SCORES
- RESET VIEW
- Show as: Percent, Score
- Comments: Hide All, Show All, Newest 1st, Oldest 1st
- Sort Graphs By: Score, Name, Descend, Ascend
- Improve Statements: Hide All, Show All
- Completed Actions

6 Add the action to the action field

The screenshot displays a dashboard with two standards:

- Standard 1.3:** "Governors both support and hold leaders to account for the effective implementation of the school's vision and strategic intent for learners with SEND." It has a score of 4 (Excellent).
- Standard 1.4:** "SEND is represented on the senior leadership team. As a result, school leaders are well informed on the impact SEND provision has on learners in the school." It has a score of 1 (Beginning).

Below standard 1.4, there is an action field with the following components:

- A lightning bolt icon and a dropdown arrow.
- A text input field containing "Appoint someone on SLT member to look after SEN".
- An "Assigned To" dropdown menu.
- A "Review Date" input field.
- Close (X) and Checkmark (✓) icons.

The right sidebar contains the following navigation and control elements:

- MY SCHOOL (dropdown)
- SEND (dropdown)
- CURRENT SCORES (dropdown)
- RESET VIEW (button)
- Show as: Percent (selected), Score (button)
- Comments: Hide All, Show All (buttons); Newest 1st, Oldest 1st (dropdown)
- Sort Graphs By: Score (selected), Name (button); Descend (selected), Ascend (button)
- Improve Statements: Hide All, Show All (buttons)

7 Optional - assign the action to someone and add a review date

This screenshot is identical to the one in step 6, but the action field for standard 1.4 is now populated:

- The "Assigned To" dropdown menu is open, showing a list of names (though the text is small).
- The "Review Date" input field contains a date: "20/10/2023".

The rest of the dashboard, including the standard descriptions, scores, and the sidebar, remains the same as in step 6.

8

Click the tick to add the action

The screenshot displays a dashboard with three items, each with a score and a status label. Item 1.3 has a score of 4 (Excellent), item 1.4 has a score of 1 (Beginning), and item 1.5 has a score of 2. A mobile menu is open on the right, showing options like 'SEND', 'CURRENT SCORES', 'RESET VIEW', and 'Sort Graphs By'. A yellow callout bubble with a tick icon and the text 'Add action' is positioned over the 'Add Action' button of item 1.4.

Item 1.3: Governors both support and hold leaders to account for the effective implementation of the school's vision and strategic intent for learners with SEND. Score: 4 (Excellent). [Add Action](#) [Show More](#)

Item 1.4: SEND is represented on the senior leadership team. As a result, school leaders are well informed on the impact SEND provision has on learners in the school. Score: 1 (Beginning). [Add Action](#) [Show More](#)

Item 1.5: Learners with SEND do not work disproportionately with less. Score: 2.

Mobile Menu: SEND, CURRENT SCORES, RESET VIEW, Show as (Percent, Score), Comments (Hide All, Show All, Newest 1st, Oldest 1st), Sort Graphs By (Score, Name, Descend, Ascend), Improve Statements (Hide All, Show All), Completed Actions.

9 Actions can be edited.

The screenshot displays a list of actions on the left and a sidebar menu on the right. The main content area shows two actions:

- Action 1.3:** "Governors both support and hold leaders to account for the effective implementation of the school's vision and strategic intent for learners with SEND." It has a score of 4 (Excellent) and a "Show More" link.
- Action 1.4:** "SEND is represented on the senior leadership team. As a result, school leaders are well informed on the impact SEND provision has on learners in the school." It has a score of 1 (Beginning) and a "Show More" link.

Below these actions is a task card:

- Task:** "Appoint someone an SLT member to look after SEND" (marked as failed with a red X).
- Assigned to:** (blank)
- Review at:** 15 May 2025
- Completed by:** Keith
- Completed at:** Keith - 0 seconds ago

The sidebar menu on the right includes:

- SEND (dropdown)
- CURRENT SCORES (dropdown)
- RESET VIEW
- Show as: Percent, Score
- Comments: Hide All, Show All, Newest 1st, Oldest 1st
- Sort Graphs By: Score, Name, Descend, Ascend
- Improve Statements: Hide All, Show All
- Completed Actions

10 Comments and Files can be added to actions

This screenshot is identical to the previous one, but the task card for "Appoint someone an SLT member to look after SEND" now includes:

- Comment:** "Completed by Keith" (added by Keith)
- File:** A file icon representing a document added to the task.

The sidebar menu remains the same as in the previous screenshot.

11

Once the action has been completed, you can click on the tick to "Mark as completed"

The screenshot displays a mobile application interface with a list of actions and a sidebar menu. The main content area shows three action items:

- 1.4** SEND is represented on the senior leadership team. As a result, school leaders are well informed on the impact SEND provision has on learners in the school. Status: **1** Beginning. Includes a "Show More" link and an "Add Action" button.
- 1.5** Learners with SEND do not work disproportionately with less qualified / experienced staff. Status: **2** Developing. Includes a "Show More" link and an "Add Action" button.
- 1.6** SEND has a high profile in the school. There is a culture of high aspiration for all learners. Status: **3**.

An action card for item 1.4 is expanded, showing a red 'X' icon and the text: "Appoint someone on SLT member to look after SEND". It includes fields for "Assigned to:", "Review at: 15 May 2025", "Completed by:", and "Completed at: Keith - 0 seconds ago". A yellow "Mark As Completed" button with a checkmark icon is positioned over the "Completed at" field.

The sidebar menu on the right contains the following items:

- MY SCHOOL
- SEND
- CURRENT SCORES
- RESET VIEW
- Show as: Percent, Score
- Comments: Hide All, Show All, Newest 1st, Oldest 1st
- Sort Graphs By: Score, Name, Descend, Ascend
- Improve Statements

12 At this point you can then re-view the mark given for the statement

The screenshot displays a performance review interface with two statements and a mobile app sidebar.

Statement 1.4: "SEND is represented on the senior leadership team. As a result, school leaders are well informed on the impact SEND provision has on learners in the school." It has a score of 1 (Beginning). A "Secure" badge is present. Below the statement is a progress bar with four circles: the first is red with "1", the second is orange, the third is yellow with "3", and the fourth is green. An "Add Action" button is above the statement.

Statement 1.5: "Learners with SEND do not work disproportionately with less qualified / experienced staff." It has a score of 2 (Developing). An "Add Action" button is below the statement.

Mobile App Sidebar (Right):

- MY SCHOOL
- SEND
- CURRENT SCORES
- RESET VIEW
- Show as: Percent, Score
- Comments: Hide All, Show All, Newest 1st, Oldest 1st
- Sort Graphs By: Score, Name, Descend, Ascend

Action Item: A task is assigned to Keith: "Appoint someone on SLT member to look after SEND".
Assigned to: Keith
Review at: 15 May 2025
Completed at: 29 Jan 2025 13:57
Keith - 19 seconds ago