

DocsPlus implementation action plan (POV /HODs/SENDCO/Exams Officer)

(1st September 2025 – 1st September 2028)

Goal	Led by	Start	Steps to success	Termly milestones	Finish	Evaluation	RAG
To keep in contact with our Partnership Consultant at Crick Software for guidance and support	SENCo/Exams Officer	03/09/25	Attend initial partnership meeting to specify aims, needs and training requirements	Make sure meeting content reflects school goals for the term/year and that we come away with clear next steps	03/09/25	HODs responsible with disseminating info to department. Exam Officer responsible for overseeing training of invigilators SENCo responsible for overseeing training of TAs Twilight training for 15 th October 25 planned and booked with Crick Software for departments/TAs/exam invigilators respectively.	Green
	SENCo /Exams Officer	Ongoing	Contact Partnership Consultant whenever a question is raised or support is needed	The DocsPlus delegated representative (SENCo) will collate FAQs and queries from colleagues and book CCM or training as required with Partnership/Training consultant.	Ongoing		Yellow
To ensure that staff and students have access to the most up-to-date version of the software, and technical issues are resolved quickly	IT and technical support manager	Over summer holidays before student return or in first week.	Install DocsPlus across chosen devices	Add DocsPlus / Apps to any new devices, specifically ensure 1-1 devices and exam devices are charged and set up.	15/09/25	Straightforward network deployment.	Green
	IT and technical support manager	Over summer holidays before student return or in first week	Set up saving, sharing and printing	Regular check of tech issue reporting log.	Ongoing	All tested – no issues.	Green
	IT and technical support manager	Ongoing	Check for updates regularly	Termly check that latest versions are installed across the network.	Ongoing	All devices currently up to date.	Green

To ensure staff are confident using DocsPlus across the curriculum	HODs Exams Officer SENCo	01/09/25	Identify staff using DocsPlus	HODs responsible for training/management of DocsPlus within department. Fortnightly review of DocsPlus used in classroom during department meetings – feedback to SLT termly. Exam Officer responsible for general overseeing training of invigilators and use in exams. During exam times – feedback to SLT on DocsPlus. Meeting with SLT created for post mock exam review (December 7th 2025) SENCo responsible for overseeing training and implementation of DocsPlus with TAs in classroom. Fortnightly review of DocsPlus used in classroom during department meetings – feedback to SLT termly.	Sum 1	HOD Feedback: DocsPlus working well in English/History/Geography/Social Sciences. Training needed for use of DocsPlus in Sciences/Maths – this is a priority for CPD training from Crick Software in Sum 2. SENCo feedback: School priority for Sept 26 CPD about ensuring DocsPlus is normal way of working in all subjects for students with access arrangements. TAs feeling confident in using this in class with learners. Exams Officer feedback: 7th December meeting with SLT discussed need for more training for invigilators. This was booked for 20th February 2026. Technical implementation worked well and DocsPlus use in exam was successful. Save on resource/invigilator time was clear.	
	All staff	INSET day (3 rd September 2025)	Staff complete DocsPlus training (online course) and are aware of: - Free, online training webinars LearningHub tutorials	Update training log for existing staff. Check DocsPlus training is added to induction for new staff. Termly review of training needs carried out by HODs/SENDCO/Exam officer	Ongoing	Initial training was very well received. Some staff couldn't attend and are scheduled to review recording. Tutorials already being used well, particularly by 1:1 SEN support staff. We will be looking into scheduling more short sessions going forward for specific groups of staff. IT manager completed exam implementation meeting 8th October to ensure set up was complete for November mock exams.	
	All staff	4 th September 2025	Staff book Customer Care Meetings for continuous support as needed	Urgent DocsPlus enquiries will be dealt with by the individual experiencing the problem. All staff will have Technical support link to resolve this. Feedback must be reported to HOD/ SENCo/Exams officer for ongoing log.	Ongoing	Very early stages of usage so only a small number of CCMs booked / attended. All staff are aware of technical support and the link is pinned to all browsers for quick access.	

				For general needs/enquiries that are not urgent. HODs/ SENCo/Exams officer respectively will collate queries to then book termly CCMs with Crick Software (if training related) or a technical support meeting if technical related.		HODs/ SENCo/Exams officer have each created Excel spreadsheet to log queries from staff which is reviewed weekly. Easy to then book CCM/action with DocsPlus staff.	
To monitor the impact DocsPlus has on students' outcomes across the curriculum	HODs/ SENCo /Exams officer	Aut 1	Identify students using DocsPlus	Class teachers to monitor needs in classroom and where appropriate bring to the attention of HOD and SENCo where need is required to get 1-1 device for learners. SENCo ongoing monitoring of learners using DocsPlus Exams Officer – aware of exams arrangements to ensure device availability/set up for exams.	Ongoing	SENCo has identified which students needed DocsPlus from the outset and disseminated to HODs/Exams. Classroom teachers have provided evidence where needed and learners given access to DocsPlus as a result. Whole school initiative/priority to provide 1-1 devices in classrooms for all learners by end of 2026.	
	English teachers	Aut 1	Take baseline assessment of their writing during their normal way of working, prior to introducing DocsPlus	Baseline writing and reading assessment carried out for all students in y7-10 and y12 to establish need for DocsPlus by end of 1 st half term.	Aut 1	English HOD used assessment trackers to prioritise learners with greatest need for use of DocsPlus – this was shared with SENCo and cross referenced with previous data. These learners will be using DocsPlus in the first instance – training to be confirmed next term.	
	SENCo	Aut 1	Repeat assessments, using Analytics or other metrics, at half-termly stages and identify any progress	SENCo to collate data assessment points for each subject from all learners using DocsPlus (as identified by class teachers/HODs) and review termly in KS3 and half termly for KS4/5. RAG system to indicate progress.	Ongoing	SENCo found measurable progress in writing for DocsPlus target group. This is both numerical and towards EHCP targets. Analysis of DocsPlus Analytics shows clear usage of key support tools.	
To monitor the impact DocsPlus has on students' engagement and confidence in lessons	HODs and SENCo	Aut 1	Student voice survey of their engagement and confidence in lessons before introducing DocsPlus	HODs to speak with 2 learners in each Key Stage in first half term who have been identified as having a need for DocsPlus. Collate feedback on shared Excel document (created by SENCo).	Sum 2	Excel spreadsheet shared with SLT termly. Overview of findings: - Exam anxiety - Feeling different/embarrassed - Struggles with spelling	

				SENCo to speak with high priority SEND learners who are using DocsPlus in first half term who have been identified as having a need for DocsPlus Collate feedback on shared Excel document (created by SENCo).		- Can't get work done in time - Difficulties writing for extended periods of time. - Struggles with cognitive load. HODs sharing results with class teachers, actioning any concerns/needs where appropriate.	
	Class teachers	Ongoing	Teachers monitor student behaviour, engagement and confidence throughout term	As per normal way of working, class teachers to log/praise any positive or negative behaviour in their normal practises (CPOMS/SIMS) – making sure to indicate where DocsPlus has been successful or not.	Ongoing	Class teachers report hugely improved levels of confidence and engagement in writing so far. Low-level disruption has decreased in accordance with this. Pattern of behaviour concerns in SEND learners has decreased (SENCo able to monitor this in reviews). Exam anxiety has decreased where use of DocsPlus has been implemented.	
	HODs and SENCo	Aut 2	Student voice survey of their engagement and confidence in lessons since/when using DocsPlus	HODs to speak with same 2 learners in each Key Stage from previous student voice survey each half term who are using DocsPlus. Collate feedback on shared Excel document (created by SENCo). SENCo to speak with high priority SEND learners from previous student voice survey who are using DocsPlus. Collate feedback on shared Excel document (created by SENCo).	Sum 2	Feedback resoundingly positive regarding the support tools and progress for learners. Students feel reduced anxiety. More confidence More independence Less reliance on teachers TA support in classroom reduced due to support tools in software. Human readers and scribes no longer used and saving financial/resourcing.	