St John's School, Rangeway



SCHOOL ANNUAL PLAN 2014







2014 ANNUAL IMPROVEMENT PLAN

| System Strategic Outcomes (LEAD) | Strategic Plan Link (School) | SMART Goals (Specific, Measurable, Achievable, Result Orientated, Timed | Actions/Strategies (How will we do it?) | Responsibility & Timeline (Who will lead/drive this? When will the action be done?) | Resources (How will we utilize our human & financial resources) | QCS Component link | Success indicators (How we will know we have been successful) |
|--|---|---|--|---|---|---|--|
| Learnin g Enhance student achieveme nt and wellbeing | Implement National Standards | By the end of 2014, K-Yr 2 classroom teachers will have investigated and assessed themselves against each of the quality standards, showing evidence of how they have achieved the standards. They will also have developed an ECE Charter. | NQS P.D – Polycom 10/2 (Teachers only) NQS P.D - Consultant at school 7/3 (Teachers and EAs, ATAs) Tuesday and Friday PLC times scheduled for professional discussion and investigation Peer enhancement visits aligned with Quality Standards. Professional reading in regards to ECE Leadership Team visits | Emma and ECE team Ongoing Standards to be assessed and charter completed by end of 2014 Continue to implement and review beyond 2014 | PLC Meetings NQS documents Professional readings File to collect evidence | The NQS correlates with all the QCS components, particularly Domain 2- Community Domain 3- Education (Student Learning & Support) S4.04 Accountability and Compliance S4.03 Finances and Facilities | Each strand of the NQS will have been investigated over K-2 and any changes required implemented. A charter will be completed and communicated to school community. Teaching practices/environment/ relationships consistent with NQS. |
| Increase student and staff engageme nt in their own learning and faith formation | Implementi ng Australian curriculum – History and Geography | By the end of 2014, classroom teachers will have unpacked and investigated the History and Geography learning areas of the Australian Curriculum, including some evidence of programming and teaching. | Use of Tuesday PLC and Friday PLC for professional discussion Discussions with other schools in regards to process undertaken Programme experimentation Investigation and sharing of current school resources Investigation, purchasing and sharing of new resources | Melissa Ongoing in 2014 Completed by the end of 2014 Full implementation for 2015 | PLC Meetings Australian Curriculum Website Curriculum budget Peer schools | S3.02 Curriculum S3.04 Teaching Practices | Level of staff discussion and knowledge reflected in discussion, programming and teaching Class based activities reflecting the Australian Curriculum |



| Literac impleme Whole school approac spelling | classroom teachers need to show links in their teaching programmes to the | Draft completed 2013 Review early Term 3 2014 Investigate spelling programming consistent with whole school approach. Linking planning to Australian Curriculum | Melissa & Emma Term 3 Programmes to show evidence Ongoing beyond Term 3 2014 | PLC Meetings Whole School Plan Programme Samples Spelling resources e.g. WTW, Diana Rigg, Synthetic phonics. | S3.02 Curriculum S3.04 Teaching Practices S3.05 Assessment | Spelling programmes will show appropriate links back to whole school spelling plan. Resources used by teachers will support whole school spelling plan. |
|--|---|---|---|--|---|---|
| Literac impleme Whole school approac Writing- genres | classroom teachers will have investigated writing genres and have developed | Use of Friday PLC (x2) Term 4 2014 Investigate types of writing genres and what they look like across the year levels (samples) Make links back to the Australian Curriculum and C grade descriptors Investigate and share current school resources Investigation, purchasing and sharing of new resources | Term 2 2014 Draft scope and sequence completed Term 3 2014 Review Term 4 2014 Scope and sequence completed. | PLC Meetings Australian Curriculum Website Curriculum budget | S3.02 Curriculum S3.04 Teaching Practices | English programmes will show links back to the Writing genre scope and sequence. A range of writing genres will be appropriately covered across the year levels. |
| Mathems s Problem Solving Mathem | n | Explore common language of different strategies Explicit classroom teaching of strategies and when happen Use of common set of charts Development of scope and sequence of strategies | Melissa | PLC Meetings Australian Curriculum Website Problem Solving teacher texts and resources | S3.02 Curriculum S3.04 Teaching Practices | Level of staff discussion and knowledge reflected in discussion, programming and teaching Class based activities reflecting the problem solving strategies Level of student knowledge in discussion, work samples and tests |



| Instruction leadership ATSIL | | release time arrange for class teachers during PLC hymn singing release time The area of development will be discussed during the Instructional leadership process with goals set and support offered for the teachers development of the chosen area of foci . | Maureen/ Emma Term 1 During scheduled Term 2 Instruction leadership visits | PLC meeting time release ATSIL website | S3.04 Teaching Practices S4.01 Professional Learning S4.05 School Improvement Processes S4.04 Accountability and Compliance | Professional improvement goal chosen , supported and reviewed during Term 3 |
|------------------------------|---|---|---|---|--|---|
| Hattie | By the end of Term One 2014 the teaching staff and EAs will have a working understanding of John Hattie regarding, Explicit Instruction, measuring growth and effective feedback as demonstrated by discussion articulation of each aspect. | introductory PLC to the researcher and work of John Hattie at a PLC meeting for class teachers Maureen work with Judi Hollands who has been trained in Hattie's PD to develop a PD day for staff Whole Day PD lead by Maureen for teachers and EAs Activity and discussion sheets displayed in staff photocopy workroom | Maureen Term 1 | 1 PLC meeting Meeting with Judi Holland 1 PD Day | S3.04 Teaching Practices S3.08 Student Achievement S3.12 Student Engagement S4.01 Professional Learning S4.05 School Improvement Processes | Level of staff discussion and knowledge reflected in discussion and activity completion |
| | By the end of Term Four each explicit instruction outcomes for at least one lesson a day by each teacher, EA and student | Teachers choose the Hattie focus for 2014 to be Explicit Instruction Teachers developed a whole school agreement | Maureen By end of 2014 – reviewed during each term | PLC meetings | | Teachers and EAs implemented explicit articulation of outcomes for at least one lesson a day by |



| | will be an embedded expectation and practice within St John's School The explicit teaching foci will be documented in teachers DWP and/or programmes. | on the level of implementation for each term. • Agreed review timeline and support structures negotiated with teaching staff • A Hattie training PD will be organized with St Francis School for the commencement of 2015 | | Shared costing of PD with St Francis Xavier | | each teacher, EA and student will be an embedded expectation and practice within St John's School The explicit teaching foci will be documented in teachers DWP and/or programmes. |
|---|---|--|------------------------------------|--|--|--|
| Lee Crocket 21 st century | By the end of Term 2 we will have trialed one topic using the Lee Crocket 21 st Century process, format and website | Emma, Damien, Tracy and Maureen attend the 2 day training PD on Lee Crockets 21century learning Each of the 4 trial one topic during Term 2 sharing the process with each other presenting the 4 topics trialed to the staff | Emma, Damien, Tracy and Maureen | PD attendance including cost flights and accommodatio n Cost of the website access PLC input | S3.04 Teaching Practices S3.12 Student Engagement S3.01 Vision for Learning S3.02 Curriculum S3.08 Student Achievement S4.01 Professional Learning | One topic trial successfully enabling and evidencing higher order thinking |



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| Engage ment Enhance parental engagement in their child's learning and faith formation | Develop School Community Partnership Agreement | By Term 4 a St John's School community Partnership Agreement will be published. | Collaboratively develop a process for developing involving the ATA, Leadership team and CEO Aboriginal education Consultant. Develop the Partnership Agreement in collaboration with Aboriginal Parent committee, ATAs Leadership and parents representatives and staff Use questionnaires and one on one informal meeting meetings to gather parent input | Maureen, Zoe, Leslie Aboriginal school consultant Focus during Term 3 To be published during Term 4 | ATA and CEO consultant meeting and planning time | S2.01 Engagement with families S3.10 Cultural Diversity S4.04 Accountability and Compliance | Collaborative developed Partnership agreement with input from large variety of sources |
| people to be leaders in Catholic Education's mission | Restorative Practice | By the end of Term 4, classroom teachers will have been trialing community circles within the classroom. Teachers to become fluent in the use of Restorative Practice questioning. | PLC with new classroom teachers to summarise the key points from the RP P.D attended by staff in 2013 Whole School Staff Meetings: share resources and tips/professional dialogue Restorative files for each classroom with resources and opportunities to record student behavior. | Emma By the end of 2014 | Whole School Staff Meetings Sharing via pigeon holes, emails websites Questioning cards Use of RP file with resources and CD | S3.11 Student Wellbeing and Pastoral Care S3.12 Student engagement | Teachers will be using community circles at least once a week within their classrooms. Increase in dialogue surrounding Restorative Practice. |



| Personalised Learning Plans Reporting to parent achievement of learning goals | That all parent /carers are involved in developing PLP with the child and teacher twice a year. A standard school follow up letter will be sent to the parents who do not respond to the newsletter, class and Facebook invitations. | A school common letter to parents and carers who have not made appointment s for PLP within expected timeframe | Maureen | | S2.01 Engagement with families S3.10 Cultural Diversity S3.08 Student Achievement S4.04 Accountability and Compliance | A school common letter to parents and carers who have not made appointment s for PLP within expected timeframe, names and letter recorded. At least 95% 3 way interviews undertaken twice a term |
|---|---|--|--|--|---|--|
| ITC communication – website and Facebook | By the end of Term 3 the school website will be revamped in a format that can enable staff to upload the data and graphics Damien to maintain the school Facebook, using a portion of IT Admin time each week | Update outdated information and photographs Maureen and Damien to work with Terry (webmaster) to re develop the school website and convert to a different program which will enable Lauren, Louise Damien to upload information directly to the website. Lauren, Louise Damien trained to upload information to website | Maureen Damien | Time with Terry Terry costing of service | S2.01 Engagement with families S2.03 Wider partnerships S4.03 Finances and Facilities | New updated website established website School staff can upload directly to website |
| Outreach and involvement in community | The students will be involved in sharing their talents and learning within the wider community | School involvement in cultural and Arts events within the community Harmony Day – dance and art at Maitland Park Harmony Day community event – Indian Dance and Art Showcase event | Lauren and Jane Dances Art work – Kristen Art competitions Young Writers Melissa | Material and costumes | S1.04 Social Action and Justice S2.01 Engagement with families S2.03 Wider partnerships S3.10 Cultural Diversity | The students involvement and attendance in the community events, including Harmony Day, Showcase Art and writing competitions offered within the community |



| a Loodorobia | By the end of Term | - Domion Emergina | Loadorchin toam | Training in the | S4 01 Professional | Flatter lined |
|---|--|---|---|---|---|--|
| Leadershipmore flat line leadership shared by staff, spread across staff as leaders of initiatives PLC meetings | By the end of Term 1 a more diverse shared leadership will be established with advertised areas of responsibility | Damien – Emerging Leaders Drumbeat – Lauren Kylie mentoring ECE team undertaking NQS Emma Early Intervention, Learning and Special Needs, Literacy Melissa Mathematics Various volunteer staff – Student Ministries | Leadership team inviting staff Damien- ITC, School Facebook Kylie- mentoring Erica Emma and ECE team responsibly for NQS implementation Tony – Sport Lauren – Drumbeat, Music and performing arts within the school and involvement in wider community events | Training in the area of responsibility Release time, e.g. Damien IT admin, Kylie release time for mentoring Timetable structure to enable student ministry meeting monthly during fitness | S4.01 Professional Learning S4.02 Staff well being School improvement processes | Flatter lined leadership Increase staff leadership capacity |
| Training special ministers and altar servers | By the end of Term Two, EP, DOM, LS, LO have received the training to undertake the duties associated with the role of Special Minister | Liaise with Parish Priest in regards to training Establishment of a mutual meeting time for training | Melissa | Contact Parish Priest Training by Parish Priest | S1.01 Vision and Mission S1.02 Evangelisation S1.03 Catholic Life and Culture | Staff have completed the training and received a certificate |
| | By the end of Term Three, students have received the training to undertake the duties associated with the role of Altar Server | Liaise with Parish Priest in regards to training Establishment of a mutual meeting time for training Follow up practise session with APRE | | Contact Parish Priest Training by Parish Priest Practise sessions with APRE | S1.01 Vision and Mission S1.02 Evangelisation S1.03 Catholic Life and Culture | Students have completed the training and have completed the duties at a Mass |



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| Accoun tability Increase understand ing of our individual and collective responsibil ity for | Policies and procedures in line with CEO, system, and government requirement s | By the end of Term 2 2014, Behaviour Management Policy will be updated in line with Restorative Practice. | Review current policy Professional reading of principles of Restorative Practice Changes made to policy in line with Restorative Practice 4W forms altered in line with updated policy Policy communicated to staff and school community | Emma By the end of Term 2 2014 | Administration time Current policy Restorative Practice resources/prof essional reading | S3.11 Student Wellbeing and Pastoral Care S3.12 Student Engagement S4.04 Accountability and Compliance S4.03 Finances and Facilities | |
| Catholic Education's mission Ensure inclusivity, good | | By Week 3 of Term Two publish updated Privacy Policy and Collection of Information policy in line with new laws | Review crisis management and Evacuation Plan | Maureen Term 2 | Maureen time allocated Examples from CEO intranet | S4.04 Accountability and Compliance | By Week 3 of Term Two publish updated Privacy Policy and Collection of Information policy in line with new laws |
| governance and the resource allocation required to meet our mission | | By the end of Term 2 2014, the crisis management and evacuation plan with be reviewed and updated. | Review current policy Review CEO policies Changes made to policy to reflect other mandated policies Staff areas of responsibility updated Trials of evacuation plans Visual information in classrooms updated if necessary Policy communicated to staff and school community | Emma By the end of Term 2 2014 | Administration time Current policycrisis management and evacuation plan Other related policies e.g. CEO Visual displays of information. | S3.11 Student Wellbeing and Pastoral Care S4.04 Accountability and Compliance | By the end of Term 2, 2014 our policy will be updated and communicated to staff and school community and we will have implemented evacuation drills within the school. |



| Implemen tation of SEQTA | By the end of Term 1 the staff will be implementing SEQTa attendance procedures on a daily basis | Training for staff by CEO consultant Guide notes for staff issued as received from CEO Lauren to continue monitoring and checking the satchel list against the SEQTA records for each class, and inform Emma of an issue to be followed up Teachers following up and recording absentee notes Lauren to monitor freuqencyt of absentee resolutions and inform Emma if follow up required | Maureen , Damien Louise and Lauren | Training by CEO consultant Assistance given by Damien , Lauren , Louise and Emma Guide line updates from CEO issued to staff | S3.11 Student well-being and Pastoral Care S4.04 Accountability and Compliance S2.01Engagement with families S4.03 Finances and Facilities | Daily input of absentee and follow up of not4s within the week of return |
|--|---|--|---------------------------------------|--|--|--|
| | By the end of Term 3 staff will be consistently using the SEQTA pastoral care component to record notes and parent meetings | Staff training and input time given during PLC | Maureen , Damien | Staff training by Maureen & Damien | S3.11 Student well- being and Pastoral Care S4.04 Accountability and Compliance S2.01 Engagement with families | Pastoral notes, parent meetings , behavioural incidents recorded in SEQTA |
| | By the end of Term 4 handover information lists and notes will be attached in SEQTA | Staff training and input time given during PLC | Maureen , Damien | Staff training by Maureen & Damien | S3.11Student well- being and Pastoral Care S4.04 Accountability S 2.01 Engagement with families | 2014 Handover information recorded in SEQTA |
| ITC network and hardware upgrade | By the commencement of Term 2 the school network and infrastructures wil be upgrades to provide smooth quick wireless access | New ITC support company contracted Quotes received and approved by Board, reflecting ITC Network report and advice from CEO Network and wireless infrastructure upgraded | Maureen Damien | Cost of new OTC company contract Cost of hardware and hrs to install | S4.05 School Improvement Processes S4.02 Staff well being S4.03 Finances and Facilities | Quicker smooth operation of Network |



| Ine exus lp ch | etwork – dditional bads and ardware nvestigat and xtend se of bads for hildren vith pecial eeds nd eaching nd earning | By the end of Term 3 a bank of Ipads and/ or tablets will be added to the school network and Apple TV to the Kindy and PP classroom and purchase apps to support improved learning outcomes | Damien to investigate and present a proposal including quotes to the leadership team, staff then to the school Board Installation expectations outlined to ICT support company implementation protocols established with staff Continue to identify apps to use with special needs and other children Greater bank of Ipads for more consistent and effective use throughout the year levels. P.D on how to effectively use Ipads to enhance teaching programme Air-play installed so Ipads can be viewed on Smartboards Continued tech support time for maintenance of computers/ipads P.D to share ideas | Damien | Cost of Ipads and new hardware and purchase of apps Training of staff Damien release time of ITC administration | S3.04 Teaching Practices S4.05 School Improvement Processes S4.02 Staff well being S4.03 Finances and Facilities | By the end of Term 3 a bank of Ipads and/ or tablets will be added to the school network and Apple TV to the Kindy and PP classroom and purchase apps to support improved learning outcomes |
|----------------|---|---|--|-------------------------------------|--|--|---|
| PI | latural Play- nvestigat d | By the end of Term 4 2014 we will have the initial stages of a Natural Playscape completed. | P.D in Perth to investigate natural playscape Visits of natural playscapes within Geraldton Schools School visit by Natural Play consultant (Kerry) – discussion of plans and quotes P&F investigate other options Receive design for community consultation Set up sponsorship/donation | Emma and Jane – End of Term 4, 2014 | Cost of P.D/flights/acc ommodation Consultation visits Cost of design, resources, labour etc P&F and Board School community involvement Groundsperso n involvement Handling of sponsorship/d | S2.01 Engagement with families S3.03 Learning Environment S3.12 Student Engagement S4.04 Accountability and Compliance S4.03 Finances and Facilities | Completion of a natural playscape |



| | | plan for school community Investigate donations of materials Finalise design in dialogue with chosen company Building commences | | onations | | |
|-------------------------------------|---|---|---------------------------|------------|--|---|
| Art room air conditioni ng | By the end of Term 2 spilt air conditioning in the Art room will be upgrade, funded by the P&F | Quotes investigated The company commissioned to install the new air conditioning and remove the existing evaporative unit | P&F – Jane and Maureen | P&F funded | S4.05 School Improvement Processes S4.02 Staff well being S3.11Student well- being and pastoral care S4.03 Finances and Facilities | The installation of the split air conditioning unit |



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| Disci pleshi p Enhance opportunit ies for personal faith developme nt Increase enrolment of the vulnerable , poor and marginalis ed as a visible sign of our | Evangelis ation Plan updated | By the end of Term Two, the Evangelisation Plan for 2014 – 2016 will be finalised, ready for distribution and implementation. (Draft – Week 6) (Final – Week 9) | 2011-2013 Evangelisation Plan emailed to staff for perusing Use of PLC Meetings to unpack previous Evangelisation Plan and draft 2014 – 2016 Evangelisation Plan Sharing of ideas, plans, process with other local schools Examine Evangelisation Plans from other schools for ideas Establishment of draft Evangelisation Plan Staff to provide feedback and input on draft Utilisation of QCS Components (Evangelisation & Vision and Mission to aid formulation of updated Evangelisation Plan Finalise Evangelisation Plan Present Evangelisation Plan to School Board Present Evangelisation Plan to School Community | Melissa End of Term Two 2014 | Input from St John's School Staff Input from other Geraldton schools Use of various Evangelisation Plans from other schools School Board School Community | S1.01 Vision and Mission S1.02 Evangelis ation | Completion and publication/presen tation of 2014 – 2016 Evangelisation Plan |
| faith in action | Staff Retreat | Provide the opportunity for staff personal faith development in a retreat style fomat. | Explore various options for staff retreat presenters via list on CEO Noticeboard and through RE Consultant contacts | Melissa Ongoing in Terms One and Two 2014 Staff Retreat – | Cost of PD: Presenter fee Presenter travel Presenter accommodation | S4.02 Staff Wellbeing S1.02 Evangelis | Attending staff participate in the Staff Retreat and provide feedback in regards to the success of the |



| | | Present presenter options to the Leadership Team Finalise presenter and outline of retreat Book accommodation, retreat venue and catering Liaise with staff in regards to all aspects of retreat Organise application for Accreditation renewal hours through CEO Arrange all resources & equipment required for retreat Request feedback from staff in regards to retreat Conduct initial planning for 2015 staff retreat | Thursday 29 May & Friday 30 May | Staff accommodation Venue hire PD resources Catering Transport Staff wages Presenter - John Coleman Staff from various agencies involved in retreat St John's School Staff | ation | retreat and recommendations for 2014. |
|--|--|---|---|---|--|---|
| Promotio package develop for enrolmen , which including cross section o children | new St John's enrolment promotion package will be produced included commercially produced Handbook and package a | Discussion held with school photo company and local printer Discussion held with School Board Quotes received Promotion photos undertaken by Academy company School Handbook, Privacy and collection notices re vised Package drafted for comment, e.g. what parents would find helpful in school enrolment information package Then produced | Maureen Louise Melissa and Emma Produced by end of Term 3 | Costing of photo package Commercial printing of handbook and folder Time in revising documents in package | Engagem ent with families Wider partnershi ps Cultural diversity S4.04 Accounta bility and Complian ce S4.03 Finances and Facilities | A professional presentation of new school enrolment , information package |



SUPPORTING DOCUMENTATION

Curriculum

Australian Curriculum, Assessment and

Reporting Authority (ACARA)

Statements of Learning

National Consumer and Financial Literacy

Framework, 2011

Education Services Australia

Scootle

Melbourne Declaration on Education

School Curriculum and Standards Authority

WA Curriculum and Assessment Outline

Early Childhood Development

Early Childhood Development Working Group

Engaging Families in the Early Childhood

Development Story Project

National Information Agreement on Early

Childhood Education and Care

National Quality Standards

The Australian Children's Education and Care

Quality Authority (ACECQA)

Education and the Arts

National Education and the Arts Statement

Indigenous Education

Aboriginal and Torres Strait Islander Indigenous

Education Action Plan 2010-2014

Indigenous Education Action Plan 2010-2014

Consultation

Indigenous Education Working Group

Australian Directions in Indigenous Education

2005-2008

Publications

Information and Communications Technology

Australian Information and Communications

Technology in Education Committee (AICTEC)

MCEETYA Joint Statement on Education and

Training in the Information Economy

Publications

Languages Education

Languages Education Working Group

National Statement and Plan on Languages

Education in Australian Schools 2005–2008

Publications

National Assessment Program

National Assessment Program

Civics and Citizenship

Science Literacy

ICT Literacy

Data Standards Manual

Publications—Measuring and Reporting Student

performance

My School Website

National Goals for Schooling

Melbourne Declaration on Educational Goals

for Young Australians

Melbourne Declaration Action Plan

Australian Education Ministers' First Biennial

Forum (2008)

Australian Education Ministers' Second Biennial

Forum (2010)

Religious Education

The Bishop's Mandate 2009-2015

Mandate: Welcome to parents, carers and

families

Religious Education Policy

Framework for the Development of Pastoral

Care in Catholic Schools

Bishops Literacy Assessment

Reporting on Schooling/Schools

National Report on Schooling in Australia

WA Curriculum and Assessment Outline

Safe School Environment

National Safe Schools Framework

Bullying No Way! website

Cyber-Safety

CEO Policies

Schools Resourcing

Resourcing the National Goals

Publications



| Students with Disability | Teachers and Teaching | Transition from School | Vocational Education and Training |
|---|---|--|---|
| Disability Standards for Education 2005 | Australian Institute for Teaching and School | Stepping Forward | New framework for Vocational Education in |
| Nationally Consistent Collection of Data (NCCD) | <u>Leadership</u> (AITSL) | Career and Transition Services Framework | Schools - Policy Directions |
| | <u>Publications</u> | | New framework for Vocational Education in |
| | National Professional Standards for Teachers | | Schools - Implementation Plan |
| | National Professional Standards for Principals | | VET publications |
| | Leadership Programs | | |
| | Early Career Teachers Program | | |
| | <u>Accreditation</u> | | |
| | CEOWA Professional Learning Portal | | |
| | | | |
| Youth Affairs | | | |
| Youth Affairs Working Group | | | |
| Contributing and Changing | | | |
| National Youth Affairs Research Scheme | | | |
| (NYARS) | | | |
| | | | |

