



# St Elizabeth's School Annual Improvement Plan 2015

System Strategic Outcomes (LEAD)	Key Focus Area	SMART Goals	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)
<p><b>Learning</b></p> <p>Enhance student achievement and wellbeing</p> <p>Increase student and staff engagement in their own learning and faith formation</p>	Build Educational Excellence	<p>Provide the best possible learning context for the optimum development of;</p> <p>A) Oral Language B) Numeracy</p> <p>Through Quality Teaching</p> <ul style="list-style-type: none"> <li>- Monitoring, Assessing and Reporting</li> <li>- Reflective Teaching Practice</li> <li>- Accountability</li> </ul> <p>High Expectations Numeracy – Number 0-20 (Kindy) 0-50 (PP)</p> <p>AITSL Standards: Review, Reflection and Goal Setting of the standards with the Principal</p> <p>Professional Reading</p> <p>Review and National Quality Standards</p>	<p>Evidence of high order teacher knowledge in effective planning with sequential development.</p> <p>Explicit records of each child's learning outcomes in order to monitor, assess and report on their progress.</p> <p>Decisions are evidence based and driven by the collection and analysis of data.</p> <p>Planning reflects an understanding of the Early Years Learning Framework and curriculum documentation</p> <ul style="list-style-type: none"> <li>- Kindy Guidelines</li> <li>- Australian Curriculum</li> <li>- National Quality Standards</li> </ul>	<p>Classroom Teachers in collaboration with the Curriculum Coordinator and supported by the Principal throughout the 2015 school year.</p> <p>Education Assistants support and work in collaboration with the classroom teachers.</p> <p>Education Assistants involved in the National Quality Standards Assessment and Discussions.</p>	<p>Classroom Teachers, Education Assistants, Curriculum Coordinator, Principal, School Improvement Advisor and Early Childhood Consultant. PLC Curriculum Matters every second Wednesday 2:40pm-3:40pm Alternate Wednesdays NQS</p> <p>External Agency</p> <ul style="list-style-type: none"> <li>- Health Nurse for vision and hearing</li> <li>- Online assessment for Pre Primary chn</li> <li>- Speech and OT</li> </ul> <p>Visits to schools in the region for support and collaboration.</p> <p>Time dedicated from DOTT/PLC to reflect on teaching practice with collegiate support</p> <p>PLC time to share Professional Reading</p>	306: Education Systematic Curriculum Delivery	<p>Staff members will; Attend Professional Learning opportunities and transfer knowledge and skills to classroom practice in the form of comprehensive planning, for the teaching, learning and assessment cycle</p> <p>Reporting to parents, the school and CEO in an accurate and timely manner.</p> <p>Liaise with SIA, Early Childhood Consultants, Students with Disabilities Consultant and Outside Agencies.</p> <p>Interviews conducted in Term One Semester One: Pre Primary: Reports and Interviews Kindy: Portfolios and Interviews</p> <p>Recording student achievements;</p> <ul style="list-style-type: none"> <li>- Checklists</li> <li>- Anecdotal Records</li> <li>- Tests</li> </ul> <p>Analyse student achievement data and use this data to make informed decisions about forward curriculum planning and implementations.</p> <p>Creating an environment conducive to learning</p>
<p><b>Engagement</b></p> <p>Enhance parental engagement in their child's learning and faith formation</p> <p>Develop our people to be leaders in Catholic Education's mission</p>	Build School and Parent Relationships	<p>Cultivate respectful, supportive relationships amongst students, teachers and parents in order to build a strong community</p>	<ul style="list-style-type: none"> <li>• Welcome Back Picnic</li> <li>• Parent Information Night</li> <li>• Ensure Website is up to date</li> <li>• Establish the P&amp;F Association</li> <li>• Establish Community School Board membership</li> <li>• School Newsletter</li> <li>• Parent volunteer programs</li> <li>• Community Quality Survey</li> <li>• Review and practise our School Values</li> <li>• Display and focus on our School Aims</li> </ul>	<p>Whole Staff and Parents Term One Ongoing Term One Term One</p> <p>Fortnightly Ongoing Ongoing Ongoing Ongoing</p> <p>Ongoing</p>	<p>Staff and Parents P&amp;F Federation</p>	<p>102: Catholic Identity Integrating Catholic Faith, Life and Culture</p> <p>201 Community Engagement with School Community</p>	<p>Qualitative Data Collection;</p> <ul style="list-style-type: none"> <li>- Number of attendees at the welcome back picnic</li> <li>- Invited feedback from Parents Information Evening</li> <li>- Number of visits to the website</li> <li>- Successful establishment of, and parent representatives on the School Board and the P &amp; F Committee</li> <li>- Number of parents volunteering to assist with parent volunteer programs; canteen, classroom support, uniform shop, library, excursions and school functions.</li> <li>- Number of parents responding to the survey and analysis of the type of responses which drives future adjustments to policies and procedures</li> </ul>

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<p><b>Accountability</b></p> <p>Increase understanding of our individual and collective responsibility for Catholic Education's mission</p> <p>Ensure inclusivity, good governance and the resource allocation required to meet our mission</p>	<p>Build Capacity in the staff understanding of individual and collective responsibility in embracing the Catholic education's mission</p> <p>Continue to provide good governance and sound financial management</p> <p>Teacher Development (AITSL)</p> <p>All Non Teaching Staff to set goals for the year</p>	<p>Welcome families and support parents in the faith development of children by providing an excellent Catholic education "Christ Centred Child Focused"</p> <p>Provide for the inclusion of stake holders in school governance and resource allocation</p>	<p>Read the Code of Conduct and engage in colligate conversation focused on the ideas and issues which guide our way of life.</p> <p>Participate in prayer and school and parish faith celebrations.</p> <p>Demonstrate knowledge, skills and understanding in teaching the Religious Education Guidelines.</p> <p>Read the Bishops' Mandate and engage in conversation about the impact of the Mandate on our ethical decision making processes.</p> <p>Provide opportunity for participation in decision making;</p> <ul style="list-style-type: none"> <li>• use AITSL standards to enhance teacher performance</li> <li>• AITSL – self assessment Tool</li> </ul> <p>Choose a standard to improve on and revise at the end of Term One</p>	<p>Principal to provide the Code of Conduct (Term One)</p> <p>All staff to read the Code of Conduct- reflect, discuss and commit (Term One)</p> <p>Teaching staff with Curriculum Coordinator and the support of the Principal to plan and assess using the Religious Education Guidelines (Term One - ongoing )</p> <p>The Principal to source the Bishops' Mandate (Term Two)</p> <p>All staff to read, reflect, discuss and commit</p> <p>The Principal – ongoing with Teachers</p> <p>Non-Teaching Staff</p>	<p>Code of Conduct Bishops' Mandate Time allocation TBC</p> <p>Finance Team</p> <p>Principal time</p> <p>AITSL Standards: Review, Reflection and Goal Setting of the standards with the Principal Time for all staff to meet with the Principal.</p>	<p>201 Community Engagement with School Community</p> <p>102: Catholic Identity Integrating Catholic Faith, Life and Culture</p> <p>201 Community Engagement with School Community</p>	<p>All staff attend compulsory parish events. Observe classroom rituals of faith development</p> <ul style="list-style-type: none"> <li>- Prayer table</li> <li>- Students learning the school prayer and making the sign of the cross</li> <li>- Students and staff greetings include "May God bless you"</li> </ul> <p>Teachers demonstrate evidence of effective planning of the RE guidelines showing sequential planning, teaching and records / assessments of student achievements.</p> <p>All staff;</p> <ul style="list-style-type: none"> <li>- Actions reflect an understanding of the Code of Conduct managed through the performance management process. (AITSL standards for teachers)</li> <li>- Review with non-teaching staff – meeting with Principal</li> </ul> <p>Make open and transparent decisions across the dimensions of school life through understanding the Bishops' Mandate in reflective practice (Is this decision made for the great good of everyone in the light of Christ teachings?)</p> <p>Balanced Budget achieved.</p> <p>Teaching staff with the support of the Principal collecting evidence towards achievement of chosen standard.</p>
<p><b>Discipleship</b></p> <p>Enhance opportunities for personal faith development</p> <p>Increase enrolment of the vulnerable, poor and marginalized as a visible sign of our faith in action</p>	<p>Formulate the Schools Vision and Mission statements</p> <p>Enrolments</p>	<p>Document the Mission and Vision statements</p> <p>Increase enrolments in accordance to faith in action</p>	<p>Whole school; staff, community and parish priest in discussion and decision making to determine the values under pinning the Mission and Vision.</p> <p>Revisit the values and aims drawn up in 2014 by the staff and inclusive of community members of 2015.</p> <p>Advertising – Community Newspaper, signage, newsletter information, Parish Bulletin, Website, Day Care Centres and encourage 'word of mouth' Australia Post Mail Drop</p>	<p>Staff, community members and Parish Priest</p> <p>The Principal, Staff, Community Members and Parish</p> <p>Staff (Term One)</p> <p>Parents and Community Members (Term Two)</p>	<p>Staff, Community Members and Parish Priest</p> <p>Advertising</p> <p>Staff, Community Members and Parish Priest</p> <p>Australia Post Mail Drop Term One</p>	<p>102: Catholic Identity Integrating Catholic Faith, Life and Culture</p> <p>201 Community Engagement with School Community</p>	<p>Values, Vision and Mission Statements are completed and circulated to the community</p> <p>Increased enrolments will determine the success of our advertising.</p>