

School Annual Implementation Plan for

2367

Epsom Primary

Year 2015-2018

Endorsements

Endorsement by School Principal	Signed..... Name..... Date.....
Endorsement by School Council	Signed..... Name..... Date..... School Council President's endorsement represents endorsement of School Strategic Plan by School Council

Note for Priority Review schools: Where a school has participated in a priority review, the Design Team, convened by the Senior Advisor, will work with the school to develop the Annual Implementation Plan (AIP) based on the agreed School Strategic Plan.

The AIP will map out the detail of the interventions stemming from the priority review. This will continue each year until the region is of the view that the school can assume total responsibility for their improvement processes.

Implementation Plan

Achievement

Goals: (from Strategic Plan)	To improve student learning outcomes in Literacy and Numeracy	Targets:	40% or more students (deemed capable) to be above expected level in Reading as measured by Fountas & Pinnell assessments.			
		One year targets:				
What	How (the way the school will undertake the actions, i.e. the process, consultation)	Who (the individuals or teams who will lead this work)	When the date, week, month or term for completion	Success criteria (the changes in practice or behaviours and date to be completed by i.e. how and when will we know?)	Required for priority review schools only: Budget	
					<ul style="list-style-type: none"> - What funds will the school contribute? - Any additional funds - Epsom PS - 2015 - Based on Strategic Plan 2015-2018 - required (if applicable) 	
					School	SISF
Build capacity of all teachers in the use of data to plan and deliver	Source and audit authentic numeracy assessment tasks for P-6	Jake Saddler Tilby Hayward	End of Term 3	The whole school assessment plan has been further		

<p>a differentiated curriculum catering for individual Point of Learning, (POL).</p>	<p>in order to further develop the whole school assessment plan.</p>			<p>developed to include specific numeracy assessment tasks</p>		
	<p>Provide staff with shared planning time to develop Maths plans</p>	<p>Lyn Coulter Jenny Ashby</p>	<p>Term 1</p>	<p>Common maths plans are documented, shared and used across the school.</p>		
	<p>Develop clear guidelines for time allocation to Numeracy.</p>	<p>Tilby Hayward Jake Saddlier</p>	<p>Term 1</p>	<p>A dedicated 6 hours per week is evident across all classrooms.</p>		
	<p>Staff participate in Learning Walks to critique the Instructional model.</p>	<p>Jake Saddlier Tilby Hayward Lyn Coulter</p>	<p>Early Term 4</p>	<p>Two Learning Walks conducted Clear staff protocols and expectations have been developed for learning walks.</p>		
	<p>Create visual staffroom displays of current Reading data</p>	<p>Jenny Ashby Teachers add data to the reading spreadsheet.</p>	<p>End of each term</p>	<p>Data displays are current and a focus for professional conversation</p>		
<p>For Literacy and Numeracy develop and document a scope and sequence chart F-6, a whole school instructional model and term planners</p>	<p>Research, develop and trial an Instructional Model</p>	<p>Tilby Hayward Jake Saddlier</p>	<p>Term 4</p>	<p>An instructional model has been created and trialled by all staff.</p>		
	<p>Develop a Number and Algebra scope and sequence chart</p>	<p>Jake Saddlier Tilby Hayward</p>	<p>End of Term 4</p>	<p>A whole school Number and Algebra scope and sequence chart is documented</p>		
	<p>Develop and trial the use of a template to develop a term planner in preparation for 2016</p>	<p>Jake Saddlier Tilby Hayward</p>	<p>End of term 4</p>	<p>A term planner template has been trialled in term 4</p>		

Engagement

**Goals:
(from
Strategic
Plan)**

To improve student engagement and connectedness with their learning and the school community.

Targets:

Improve Student Attitudes to School survey data for the following measures:

	2014	2018
School Connectedness	4.23	4.50
Stimulating Learning	4.14	4.40
Student Motivation	4.71	4.90
Classroom Behaviour	2.47	2.70
Connectedness to Peers	4.28	4.40

Improve Parent Opinion survey data for the following measures:

	2014	2018
Connectedness to Peers	5.45	6.00
Student Motivation	5.33	5.90
Social Skills	5.47	6.00
School Connectedness	5.51	6.10

One year targets:

What
(the actions/ steps to progress the key improvement strategies in this year)

How
(the way the school will undertake the actions, i.e. the process, consultation)

Who
(the individuals or teams who will lead this work)

When
the date, week, month or term for completion

Success criteria
(the changes in practice or behaviours and date to be completed by i.e. how and when will we know?)

**Required for priority review schools only:
Budget**

- What funds will the school contribute?
- Any additional funds required (if applicable)

					School	SISF
Build engagement in learning through embedding the New Pedagogies and Deep Learning (NPDL) initiative across the school curriculum.	Create Scope and Sequence document for 2 year cycle.	Kate FitzGerald Tilby Hayward	End of term 2.	Throughlines are evident in planning	Curriculum day to develop scope and sequence document for inquiry.	
	Create Throughlines for Inquiry learning in units of work for implementation in Semester Two.	Kate FitzGerald Tilby Hayward				
	New Pedagogies for Deeper Learning (NPDL) Leaders attend Department of Education Training (DET) program	Jenny Ashby Kate FitzGerald	End of 2015			
	Provide professional development sessions in NPDL	Jenny Ashby Kate FitzGerald	End of 2015	NPDL Leaders confidently provide in-school training	NPDL PD's in locations around Victoria	
	Trial the NPDL Assessment Rubrics with a select group of students	Jenny Ashby	End of Term 3	Teachers have greater understanding of the six C's of NPDL: collaboration, citizenship, communication, creativity, critical thinking, character.		

Build a strong school culture by raising the expectations of behaviour and learning outcomes throughout the whole school community.	Introduce STAR values & behaviour matrices.	Kate FitzGerald Tilby Hayward	End of Term 1	Teachers have implemented the STAR values and have them displayed in their classroom.		
	Build staff capacity/knowledge of student directed learning/goal setting.	Tilby Hayward Kate FitzGerald	End of Term 4	Regular goal setting in all areas of learning. Begin documentation of whole school practice.		
Provide opportunities for critical transitions throughout primary school and beyond into secondary education.	Document and review the effectiveness of current transition processes across the school in all transition areas.	Kate FitzGerald	End of Term 4	Documentation of current practice throughout the school.		
	Investigate the process and use of Year 6 to Year 7 confidential files going with child to secondary school-	Kate FitzGerald Leanne O'Connor Tilby Hayward	End of Term 4	Investigating legal requirements Transferring into our school, out of our school and in our school		
	Investigate the needs of students at different stages of learning through the school and document findings	Tilby Hayward Kate FitzGerald	End of Term 4	Begin the process of collection of writing samples that will follow students through to grade 6.		

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Wellbeing

Goals: (from Strategic Plan)	<p>Develop meaningful and positive home/school partnerships through the implementation of a Chaplaincy program, the Healthy Schools Achievement Program and the promotion of student safety</p> <p>Embed the School Wide Positive Behaviour (SWPB) plans across the whole school.</p>	Targets:	<p>Reduce RISC incident reports by 50% from 2013 data. <i>(2014 benchmark data not available)</i></p> <p>Improve % endorsement for Shielding and Buffering in the Staff Climate Survey from 26% in 2014 to equal the 2014 state mean of 64% in 2018</p> <p>Improve Attitudes to School Survey data for the following measures:</p> <table border="1"> <thead> <tr> <th></th> <th>2014</th> <th>2018</th> </tr> </thead> <tbody> <tr> <td>Student Safety</td> <td>4.16</td> <td>4.70</td> </tr> <tr> <td>Student Distress</td> <td>5.75</td> <td>6.00</td> </tr> <tr> <td>Student Morale</td> <td>5.77</td> <td>6.00</td> </tr> </tbody> </table> <p>-</p>		2014	2018	Student Safety	4.16	4.70	Student Distress	5.75	6.00	Student Morale	5.77	6.00
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					- What funds will the school contribute?	- Any additional funds required (if applicable)
					School	SISF
Develop meaningful and positive home/school partnerships through the implementation of a Chaplaincy program, the Healthy Schools	Instigate Wellbeing & Chaplaincy roles	Lea and Vicki	End of Term 2	Personnel identified for Wellbeing and Chaplaincy roles Chaplaincy program commences		

<p>Achievement Program and the promotion of student safety</p>	<p>Provide training for Wellbeing leader in using SOCS, RISC (or other equivalent program), and ABELS and establish links with appropriate services</p> <p>Commence “Healthy Priorities Areas and Benchmarks” for the Healthy Schools Achievement Program (HSAP).</p> <p>Introduce and promote Preventative Bullying program. Participate in Anti Bullying Day.</p>	<p>Lea and DET support staff</p> <p>Tristan, Michelle, Lea, Deanne</p> <p>Michelle</p>	<p>End of Term 2</p> <p>Continues all year.</p> <p>Begin by end of Term 1, then continues all year.</p>	<p>Wellbeing leader confidently uses knowledge gained in training and shares this with others</p> <p>Accreditation for two areas from the ‘HSAP’</p> <p>Bullystoppers posters visible in the school. Participation in National Day of Action against Bullying and Violence eSafety accreditation gained</p>		
<p>Embed the School Wide Positive Behaviour (SWPB) plan across the whole school.</p>	<p>Review implementation and content of SWPB plan and Handbook.</p> <p>Continue to build staff awareness and consistency</p>	<p>All staff Lyn</p> <p>Lea, Lyn</p>	<p>End of Term 3</p> <p>Ongoing</p>	<p>SWPB plans and handbook reviewed in term 3 in consultation with John Sloan</p> <p>All staff use the matrix and Flowchart of</p>		

	<p>in the implementation of SWPB</p> <p>Modify Incident report template for use with Level 2 and 3 incidents and develop communication templates for parents</p> <p>Provide staff with PD on use of Incident Reports for Level 2 and 3 incidents.</p>	<p>Lea</p> <p>Lea</p>	<p>End of Term 3</p> <p>End of Term 3</p>	<p>Consequences consistently</p> <p>Report template modified and communication to parents made consistent</p> <p>PD conducted</p> <p>Staff confidently use of Incident reports for Level 2 and 3 incidents.</p>		

Productivity

Goals: (from Strategic Plan)

[insert from Strategic Plan]

To improve communication within the school and broader community.

To Increase the capacity of the school to function strategically, with a focus on school improvement.

Targets:

Improve % endorsement in the Staff Climate survey to the 2014 state mean for the following measures:

	2014	2018
Parent and Community Involvement	43%	79%
Collective Responsibility	49%	89%
Staff Trust	40%	72%

Improve Parent Opinion survey data for the following measures:

	2014	2018
Approachability	5.70	6.00
Reporting	5.25	5.60
General Satisfaction	5.89	6.10
Parent Input	5.41	5.75

One year targets:

	2014	2015	2018
Parent and Community Involvement	43%	50%	79%
Collective Responsibility	49%	60%	89%
Staff Trust	40%	50%	72%

Improve Parent Opinion survey data for the following measures:

	2014	2015	2018
Approachability	5.70	5.8	6.00
Reporting	5.25	5.4	5.60
General Satisfaction	5.89	5.94	6.10
Parent Input	5.41	5.50	5.75

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					- What funds will the school contribute?	- Any additional funds required (if applicable)
					School	SISF
Build a whole school structure that provides effective communication and embraces feedback from the community.	Review SWPB program and implement-necessary changes.	Lyn		SWBP handbook endorsed by School Council		
Build capacity of Leadership Team through a distributed leadership model to drive school improvement	Create a shared space for staff to find documents and collaborate or communicate online. ie Google and blogs.	Jenny		All staff have integrated digital communications in their workflows and communicate via online bulletins, blogs and share folders.		
	Survey parents, staff, students about reporting.		Term 3	Parent Survey completed and analysed.		
	Investigate Reporting/Student Management Systems and select one appropriate for the school			Student management system ratified by staff.		
	Plan for roll out of SMS in 2016			SMS has been purchased and Lead users trained in its use		

	Plan for Epsom Expo P-6 2016			Epsom Expo is on the calendar and organised. Advertised to families.		
	Create a communication policy			A communication policy is ratified by school council and dispersed to the community.		