

*LIVERPOOL PUBLIC
SCHOOL*



*1995
Management Plan*

1995 SCHOOL GOALS.

Goal 1: To maximise **Learning Outcomes** for all students through the development, implementation and evaluation of quality programs focusing on literacy and numeracy.



Goal 2: To affirm and to foster the **professional growth** and development of all **staff** leading to improved teaching practice.

Goal 3: To enhance **Student Welfare** through increased student decision making.

Goal 4: To further enhance **Community Participation**, **Communication** and **Decision Making** practices within the school.

Goal 5: To extend and strengthen Administration and Management in the school.




GOAL 1: To maximise Learning Outcomes for all students through the development, implementation and evaluation of quality programs focusing on Literacy and Numeracy.

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| <p>To continue Action Research from 1994 (D.S.C. 2 year plan) by establishing a T/L facilitator to work co-operatively with teachers to develop improved teaching practices (focusing on literacy and numeracy).</p> | <p>* Establish role of facilitator.</p> | <p>Principal T/L Committee Whole Staff.</p> | <p>D.S.C. PROGRAM 1</p> | <p>Term 1</p> | <p>Units completed, implemented/evaluated.</p> <p>Changes in classroom practices e.g. A/L Strategies increased, student involvement in learning process, outcomes based assessment.</p> <p>Classroom programs strengthened.</p> <p>Reflection Booklet Evaluation from classroom teachers and facilitator.</p> <p>Action Research documented.</p> |
| | <p>* T/L facilitator and classroom teachers to collaboratively design and implement programs that incorporate units of work to:</p> <p>i) cater for multiple-intelligences.</p> <p>ii)  involve student decision making.</p> <p>iii) include outcomes based assessment.</p> | <p>T/L facilitator Classroom teachers Students Principal Executives.</p> | <p>T/L facilitator 3 day a week for 35 weeks = \$15,466.50</p> <p>Teacher's aide 8 days a \$86.12 = \$688.96</p> <p>Production Aide 12 days @ \$86.12 = \$1,033.44</p> | <p>Ongoing</p> | |
| | <p>* Team based Professional Development i.e. Team Planning days Team Teaching.</p> | | <p>Teacher Release Team Planning Day Each team receive 2 x half days for planning 48 days = \$7,070.40</p> | <p>Term 1 - Term 4 Ongoing</p> | |
| | <p> Quality Assurance Recommendation</p> | | | | |

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| | <p>* Further develop teacher's knowledge of and expertise in implementing Teaching and Learning practice which improves student learning outcomes e.g. co-operative, integral and Accelerative Learning Strategies.</p> | <p>Teaching & Learning Facilitator. All staff.</p> | <p>Resources from 1994. Additional literacy/numeracy resources. e.g. games \$1,200 Music/Tape Library Professional Library \$600 Information from Action Plan Research Report. Taped Demonstration Lessons Blank videos \$200 Stationery \$300</p> | <p>Ongoing</p> | <p>Successful strategies/démonstration lesson recorded in reflection book and video taped access to all staff.</p> |
| | <p>* Liaise with ERC/accelerative learning network to enhance expertise sharing.</p> | <p>Teaching and Learning Committee</p> | <p>Regional Personnel</p> | <p>Term 1</p> | |

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| Raise awareness of Teaching and Learning strategies to involve parents/community. | * Community Information Session on Accelerative Learning focusing on extending Teaching and Learning practices in the home environment. | Accelerative Learning Committee Parent Participation Committee | Teacher Release Days 3 x \$147.30 = \$441.90. (2 half day inservices 2 days planning) Refreshments } Child Minding } Interpreter } Stationary } = \$850.00 | Mid Term 2 Term 3 | Number of parents attending evaluation |
| Teachers to foster development of student decision making. | *  Establish increased Student Involvement in Decision making e.g. student input to unit content prior to start. *  Develop and focus on using outcomes and student self-assessment as basis of reporting to parents, i.e. change structure of reporting.  Quality Assurance Recommendation | Teaching and Learning Facilitator. Classroom teachers Teaching and Learning Committee. Teaching and Learning Facilitator. Targeted Grade Teams. | Regional Personnel Interpreters Teacher Release Days | Ongoing Ongoing | Implementation of new reporting structure, i.e. methods of reporting to parents. |

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| Full implementation of Reading Recovery Program within the school. | * Assess Year 1 and 2 children's literacy ability <ul style="list-style-type: none"> - match children to text. - letter identification. - highlight literacy strategies to support program. - continue to purchase and appropriate texts to support scheme. - continue to inservice K and Year 1 teachers using appropriate student assessment. | Reading Recovery Teachers Early Literacy Staffing | Texts \$500.00 Teacher Release 4 days = \$600 English K-6 team and staff meetings. | Term 1 Ongoing | Number of children supported by program. Classroom programs strengthened to support program. |
| Implementation of English Syllabus K-6. | * Inservice staff on Assessment, Planning and Programming. * Staff Meeting - introducing grammar and functions of grammar. | English Committee Regional Facilitators | Syllabus Statements and Modules. Regional Facilitators. Syllabus Statements and Modules. | Term 1 Week 1 Day 1 Term 1 Week 3 and 5 | Familiarity with assessment, planning and programming in light of the syllabus. Familiarity and usage of Functional Grammar within the classroom. |

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| Implementation of English Syllabus K-6 (continued) | * Staff Development Day - writing - reading - talk/listening etc. | Regional Facilitators | Syllabus Statements and Modules. | Term 1 Week 6 or 7 | Awareness of English K-6 modules. |
| | * Half day release for teams to develop further units based on outcomes at a team level. | English Committee or Facilitator. | School Focus Training and Development Funds \$7,000.00 | Terms 1, 2, and 3 | Revision of team units incorporating outcome based programming. |
| | * Assessment practices to support reporting to parents. | English Committee and Facilitator. | School Focus Training and Development Funds. | Term 2 | Increased reporting of outcomes to parents and students. |
| | * Inservice community - a number of inservices to be held. - English information on Newsletter to familiarise parents. | English Committee. | Training and Development Funds | Term 2 | Familiarity with the English Syllabus K-6. |
| | * Purchase necessary additional resources concentrating on factual text types. | English Committee | Fundraising \$3,500.00 | Ongoing | Wider usage of factual text types. |

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| <p>To improve children's language and social skills, leading to improved decision-making and problem solving skills.</p> <p>To improve all students early literacy and numeracy skills (Kinder and Year 1)</p> | <p>* In school facilitator to inservice staff and community.</p> | <p>E.S.S.P. Teacher as facilitator.</p> | <p>D.S.C. Additional Initiative.</p> | <p>1 Year Ongoing</p> | <p>Staff and community more confident in implementing strategies that will prevent early learning failure.</p> |
| | <p>* To initiate program by forming small groups of targeted children (K-2).</p> | <p>K/Year 1 team.</p> | <p>Teacher Release Days - E.S.S.P. Early Literacy Profiles 40 x \$147.30 = \$5892.00</p> | | <p>Number of children supported by program.</p> |
| | <p>* Target children 3-6 to assist with program implementation.</p> | | <p>Collaborative Programming 2 half days x 6 teachers</p> | | <p>Improved language and social skills.</p> |
| | <p>* Purchase necessary resources.</p> | | <p>6 x \$147.30 = \$884.00</p> | | <p>Increased student decision making and problem solving skills.</p> |
| | <p>* Highlight literacy numeracy and social skills strategies to support program.</p> | | <p>Play Equipment \$2,200.00 Stationery \$175.00 Literacy and Numeracy Resources \$750.</p> | | <p>Improved literacy and numeracy skills.</p> |
| | <p>* Collaborative planning of units to be implemented in Kinder and Year One developmental play program.</p> | | | | <p>Effective use of program in classroom settings.</p> |

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| <p>To improve all students early literacy and numeracy skills (Kinder and Year 1) (continued)</p> | <ul style="list-style-type: none"> * Develop individualised developmental play programs for children targeted for small group program. * Support Kinder and Year One teachers. * Parent sessions for Early Childhood and Literacy. * Encourage parent participation in Developmental Play Program. * Provide opportunity for skill sharing K-6 * Early Learning Profiles and SWELL program to be used as basis for program content. | | <p>Total: \$10,000.00</p> | | <p>Increased confidence for classroom teachers in implementing the developmental play program and addressing needs of individual children.</p> <p>Parents being involved in Program.</p> <p>Classroom teachers participating in Program.</p> <p>Achievement of outcomes and demonstration of improved skills e.g. pointers.</p> <p>Evaluation of overall program -</p> <ul style="list-style-type: none"> - ESSP - Classroom teachers - Parents |

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| Increased learning opportunities for support unit students. | * Inter school visits to investigate existing living skills programs and evaluate. * Compilation and publication of living skills units. | Support Unit Assistant Principal (Support) | 2 x teacher relief days (2 x \$160 - \$320.00) 2 Teacher relief days for writing of materials. | Term 1 Ongoing | Students more confident in catching buses/trains and in implementing living skills across the Key Learning Areas. |
| Enhance link between high school of student information. | * Revise and design new student "Evaluation Folders". | Support Unit Assistant Principal (Support) | English K-6 Profile Documents Clerical assistance re: production 1 x \$86.00 | | Student evaluation folders regularly update and accessible. Folders portable and travel with students. |
| Continued negotiated use of sponsorship. | * Negotiate sponsorship with organisations e.g. Lions Club Liverpool C.B.D. Industry | Principal Assistant Principal Support. | | Ongoing | Increased sponsorship |
| To implement P.E. units, written in 1994, related to the P.E./P.D. and Health Syllabus. | * Classroom teachers to implement P.E. units, for 5 weeks and evaluate. * Write another set of units (1 for each grade) for implementation this year. | Classroom Teachers Classroom Teachers P.E., P.D. and Health Committee | Units written Stationary 3 x 4 team teacher release day (3 x 3 x \$150) | Term 1 | Unit evaluations submitted. Units presented to team and implemented. |

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| To familiarise staff with the P.D., P.E. and Health document for implementation in 1996. | * Staff to read through document and discuss at team meetings and staff meetings. | P.D., P.E. and Health Committee. Staff | Document in servicing. | Ongoing | Staff familiar with draft document. |

GOAL 2: To affirm and to foster the professional growth and development of all staff leading to improved teaching practice.

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| Hands-on computer experience for teachers. | * After school inservices - needs based. | Technology committee and outside expertise. | Paper Photocopying \$20.00 | Term 1 Ongoing | More classroom use of computers with integration across Key Learning Areas. Regular use by staff of technology to produce quality worksheets, proformas etc. |
| | * Apple Mac and Printer available to staff (staffroom). | Staff volunteer | Macintosh Printer ink, ribbons, paper \$250.00 | | |
| Make hardware more accessible to classrooms. | * Computer Network (across school). | Computer Coordinator | CD Stack Cables to all buildings Software \$1,200.00 | Commence 3 year plan in Term 1 | Improved quality research by children. Student products improved. |
| | * Photocopier available to children through Library. | Librarian | | Term 1 | |
| | * Secure computers to desks with cables K-2. | Computer Coordinator | Security cables and padlocks \$350.00 | Term 1 | Installed into classrooms and evaluated. |
| | * Investigate Insurance Implications. | | | | |
| Broaden range of software/hardware. | * Stocktake of soft/hardware. | Technology Committee | Teacher relief \$300. | Early Term 1 Late Term 4 | Data bank of available hard and software made available to staff. |
| | * Extend software library. | | Variety of software-emphasis on English and E.S.L. \$2,000.00 | Ongoing throughout the year. | New software purchased. |

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| Develop staff and student skills. | * Extend Pocket Book Mini-lab. | Technology Committee | 5 Pocket Books \$2,750.00 | Term 1 | Purchased and used. |
| | * R.F.F. role dedicated "Computers in the Curriculum K-6." | Principal Computer Co-ordinator | Internal organisation of release time and consumables. | Ongoing 1995 | Improved use of technology by staff and students across Key Learning Areas. Skill levels increased. |
| Multi skill staff. | * OASIS access and training for teaching staff and executive. | Executive and Ancillary Staff. | | Ongoing 1995 | Appropriate staff trained and given access. |
| | * Expand OASIS in the Library. | Librarian Computer Co-ordinator | New work stations (costing included in computer network) | | |
| | * Telecomputing terminal. | Librarian Computer Co-ordinator | New Macintosh computer, printer and software \$3,000.00 Phone rental; \$300 Phone Fees \$200 Inter-net fees (connection and rental) \$400 Key link fees \$100 | Term 1 Ongoing 1995 | Installation and successful use for projects. Librarian and production aide's skill levels improved in use of terminal. |

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| Continue class programs. | * Regular maintenance and repairs. * Purchase of consumables. | Computer Co-ordinator | \$1,500 Paper \$200 Ink \$200 Ribbons \$100 Disks \$200 | Ongoing 1995 | Classroom programs are maintained and resourced. |
| To increase the professional development of staff. | * Teachers skill share or class swap to build teaching skills across Key Learning areas. * First Aid and resuscitation. | Staff Team leaders Principal | Internal time table arrangement. Lecturing Fees \$200.00 Teacher release 6 x \$150.00 | Ongoing Term 1 Term 2 | Improved learning outcomes for students. Sharing of staff expertise. Number of staff trained. |
| | * ESL staff to explore the E.S.L. profiles in the context of English from K-6. | ESL staff | Copies of the profiles \$300.00 allocated. Classroom teachers. | Begin Term 1 | Evaluation of trailed use in classrooms. |

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| Develop Occupational Health and Safety Committee. | <ul style="list-style-type: none"> * Occupational Health and Safety Committee to play a predominate role in the school. * Act upon committees findings and report to staff 4 times in a year. | Occupational Health and Safety Committee. Principal Elective staff representatives. | | Term 1 -4. | Occupational Health and Safety Committee. |
| Teachers cater for a wider range of learning abilities within their classroom leading to improved teaching practice, focusing on teaching and learning. | <ul style="list-style-type: none"> * Follow integration/STLD submissions with regular meetings with classroom teachers. * Teachers to play a more active role in review meetings. * Correlation of program with classroom teaching. | Integration co-ordinator. Support staff. Classroom teachers. | | Ongoing | Improved quality of teaching and learning programs. Facilitated communication between staff. Review of team meetings. |




GOAL 3: To enhance Student Welfare through increased student decision making.

| INTENDED OUTCOMES | STRATEGIES | RESPONSIBILITY | RESOURCES | TIME FRAME | INDICATORS |
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| <p>To enhance classroom learning and relationships through a pilot program "Cats in the Classroom".</p> | <p>* Introduction of a non-allergenic kitten into a classroom allowing children to have an active role in kitten's care and nurturing.</p> | <p>Merran Semple Class project</p> | <p>"Devon Rex" kitten. - in class cage. - litter and food trays. - cat food. - cat litter. - vet fees for desexing and vaccinations.</p> | <p>Term 2 Ongoing</p> | <p>Enhance classroom relationships.</p> |
| | <p>* Purchase of pet, arrange vet visits.</p> | | | | <p>Share responsibility for kitten.</p> |
| | <p>* Discuss with students issues e.g. name of kitten, weekend care, location in classroom.</p> | | <p>Above expenses met by Whiskas Pet Food Company during 1995 as part of "Cats in Classrooms" project.</p> | | <p>Children's understanding of basic needs of kitten and necessity for regular care giving.</p> |
| | <p>* Petshow.</p> | <p>Mrs Semple's class.</p> | <p>Fund raising activity to raise awareness of responsibility for pets and fund raising for project in 1996.</p> | <p>Term 3</p> | |

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| Continued communicating and decision making skills for students K-6. | * Compile/implement school-based leadership units for ongoing development with Year 6. | Student Welfare Committee. | 3 days Year 6 Teacher release at \$150.00 x 3 | Term 2 | Feedback and positive behaviour and actions of students. |
| | * Organise Peer Support Camp for all Year 6 students. | Student Welfare Committee Year 6 teachers. | 2 days accommodation \$3,000.00 buses - \$450.00 2 days teacher relief to attend camp (\$150.00 x 2) \$300.00 1/2 school funded 1/2 parent/student funded. 2 days teacher relief to organise (\$150.00 x 2) = \$300.00 | Booked for Term 2 Week 3 10th-11th May 1995 | % of students attending |
| | * Revise Peer Support units to include more games based activities and sufficient games to fill a 30 minute session. | Student Welfare Committee | 2 teacher release days at \$150.00 = \$300.00. Stationery \$400.00 | Term 2 | Units completed and implemented. |

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| Continued communicating and decision making skills for students K-6. (continued) | * Timetable whole school participation in Peer Support. - 10 sessions. - 30 minutes in length. | Student Welfare Committee. | | Term 3 | Better operation of the Peer Support Program. |
| | * Focus on Year 6 students and continue to enhance leadership opportunities through canteen and toilet monitoring. | Year 6 students and teachers. | | Term 1 Ongoing | Improved leadership and responsibility of Year 6 students. |
| | *  Decision making units distributed and implemented to enhance S.R.C. and classroom decision making strategies. | Student Welfare Committee Classroom Teachers. | Units English K-6 Activities. D.S.C. Teaching and Learning Initiative (Assessment) | Term 1 Ongoing | Increase decision making in classroom situations and across the school. |
| | *  Staff inservicing in developing strategies for student decision making. | Teaching/Learning Committee. Principal Staff | References: P.D. activities book within school. | Term 2 | |
| |  Quality Assurance Recommendation | | | | |

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| Implementation of Drug Education Program K-6. | <ul style="list-style-type: none"> * Life Education visit. * Distribution of Drug Education units. Teachers to implement prior to life education van visit and post life education van. | <p>Student Welfare Committee.</p> <p>Classroom teachers.</p> | Production Aide - 4 days at \$82.00 x 4. | Term 1 | <p>Attendance at Life Education Van.</p> <p>Evaluation of activities used for each grade level.</p> |
| Year Six and Support Classes (5/6) participate in the Human Sexuality Course. | <ul style="list-style-type: none"> * Staff Inservice. * Parent Information session (day and evening). * Distribution of units through team leader. * Implementation of activities. * Student initiatives to be investigated. | <p>Designated staff member.</p> <p>Consultant</p> <p>Year 6 and support classes.</p> <p>Team leaders and classroom teachers.</p> | <p>Human Sexuality Kit</p> <p>Interpreter \$42.00</p> <p>Child minding \$50.00</p> <p>Refreshments \$80.00</p> <p>Teacher release \$300.00 (2 days)</p> <p>\$2,000.00 (D.S.C.)</p> | <p>Term 3</p> <p>Term 3</p> <p>Term 3</p> <p>Term 4</p> <p>Term 3</p> | <p>Students/teachers informed of key issues.</p> <p>Courses well attended.</p> |

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| Continued P. & C. involvement in uniform issues. | * P. & C. initiatives to improve the wearing of school uniforms - selling second hand uniforms. - Class awards. - investigate a new design of uniform appropriate for girls. | Student Welfare Committee Team Leaders P. & C. & Assistant Principal. P. & C. & School Council. | | Term 2 Ongoing | An increase in the number of students wearing school uniform. Positive image promoted of school uniform. |
| To continue to raise awareness and improve practices for Skin Safe. | * Gain support of parents/students. * Make hats available for sale to students. * Trial "No Hat, No Play" policy in 1995. * Investigate playground issues. | Principal Student Welfare Committee | Sunscreen \$500.00 | Day 1 1995 Ongoing | Majority of students wearing hats. |
| Road Safety Strategies implemented. | * Road Safety Campaign co-ordinated with School Council working with the RTA Local Council to increase pedestrian safety around Liverpool Public School. | Principal School Council | | Term 2 | School Community well informed on local safety issues. Parents and students using the roads safely. |




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| Implementation of Child Protection program. | <ul style="list-style-type: none"> * New staff inservice on Child Protection. * Inservice community on Child Protection issues (day and evening sessions). * Distribute and implement program K-6. | <p>Student Welfare Committee.</p> <p>Whole school community.</p> | <p>Interpreters \$42.00</p> <p>Child minding \$50.00</p> <p>Refreshments \$60.00</p> <p>Teacher release days 2 x \$150.00 = \$300.00</p> | Term 1 | <p>Attendance at school based inservice for staff/parents.</p> <p>Evaluation of units used for each grade level.</p> |
| Expanded role of S.R.C. | <ul style="list-style-type: none"> * Establish S.R.C. via student elections. * Establish roles within S.R.C. <ul style="list-style-type: none"> - regular weekly meetings. - training of S.R. C. group. - regular feedback to class and assembly. * Extended student radio station <ul style="list-style-type: none"> - program to run Tuesday through to Thursday. - run by a regular committee of student representatives. | <p>Student Welfare Committee.</p> <p>Use of regional personnel.</p> <p>Student radio committee and sub-committee</p> | <p>Staff release 2 days x \$150.00</p> <p>Time for meetings (Timetabled)</p> <p>Update CD collection.</p> <p>Repairs Total \$500.00</p> | <p>Term 1</p> <p>Ongoing</p> <p>Term 1</p> | <p>S.R.C. formed and operating with higher profile.</p> <p>Increased student awareness of and use of student radio.</p> |

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| Expanded role of S.R.C. | <p>* Continuation of S.R.C. roles in playground rules, encouraging skin safe practises.</p> <ul style="list-style-type: none"> - general playground equipment. - Library games. - Fliers displayed in playground on noticeboard. | <p>Principal (playground) Assistant Principals.</p> <p>S.R.C. Student Welfare Committee</p> | <p>Play equipment \$200.00</p> | <p>Term 2 Ongoing</p> | <p>Enhanced role of S.R.C. across the school.</p> |

GOAL 4: To further enhance Community Participation, communication and decision making practices within the school.

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| <p>To increase the level of parental involvement in school decision making.</p> | <p>* Extend parent and granfriend program but ensure support is utilised effectively.</p> | <p>Parent Participation Committee.</p> | <p>Investigate DSC special grant \$2,000</p> | <p>One year</p> | <p>Increased numbers of granfriends and parents working effectively in classrooms.</p> | |
| | <p> e.g. Teaching and Learning Activities, Learning difficulties student.</p> | <p>Facilitator Teaching/Learning Committee. S.T.L.D.</p> | <p>D.S.C. Initiative</p> | | | |
| | <p>* Continuation of parent inservicing (day and evenings) on:  English Maths Child Protection Human Sexuality Kindergarten Learning Profiles Reporting to Parents. Road Safety.</p> | <p>English } DSC Maths } Student Welfare ESSP/Early Learning Facilitator.</p> | <p>Teacher release 4 x \$150.00</p> | | | <p>Improved attendance at parent inservicing.</p> |
| | <p>* Interpreters to cater for diverse cultural groups.  Quality Assurance Recommendation</p> | <p>D.S.C. initiative Liverpool Council</p> | <p>See Goal 1 Tapes Interpreters</p> | | | <p>Use of tapes and interpreters at different time.</p> |

GOAL 4: To further enhance **Community Participation communication and decision making practices within the school.**

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| | <p>* Raise awareness of materials available e.g. Tapes, borrowing system.</p> <p>* Investigating extending note translations (catering for changing cultural groups.)</p> | <p>Parent Participation Committee</p> <p>Parent Participation Committee</p> | <p>Tapes Interpreters</p> <p>Access to translators and/or interested parents.</p> | <p>Ongoing</p> <p>One year</p> | <p>Use of tapes and interpreters.</p> <p>Implemented more translated notes going home.</p> |
| <p>Enhance playground safety and use.</p> | <p>* Clarify playground rules and areas through newsletter, parent meetings, display boards, grade orientation evenings.</p> <p>* Increased seating and shade areas.</p> | <p>Principal</p> <p>Site Committee</p> <p>Student Welfare Committee</p> <p>Site Committee</p> | <p>\$5,000.00</p> | <p>One year</p> | <p>Improved parental and student support of programs (playground rules)</p> |

GOAL 4: To further enhance Community Participation communication and decision making practices within the school.

| INTENDED OUTCOMES | STRATEGIES | RESPONSIBILITY | RESOURCES | TIME FRAME | INDICATORS |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>To develop community understanding of outcomes based assessment, focusing on English K-6 Syllabus, Literacy and Numeracy.</p> | <p>* Parent inservice.</p> | <p>English Committee. Teaching and Learning Committee</p> | <p>Teacher release 2 x 1/2 day inservice = \$147.30 2 x 1 teacher planning days at \$147.30 = \$294.60. Child minding \$90.40 Refreshments \$250 Stationery \$200.00</p> | <p>Term 2</p> | <p>Number of parents attending. Evaluation by parents . Heightened awareness of outcomes based assessment/students role in decision making.</p> |
| <p>To change reporting to parents to include</p> <ul style="list-style-type: none"> - an active role of parents and staff in the reporting process. - outcomes based assessment focusing on English K-6. | <p>* Review current reporting procedures to include outcomes based assessment in English.</p> <p>* Restructure 1/2 yearly interviews.</p> <p>* Collect student work samples.</p> | <p>Targeted grades. Principal Executive teachers Task Force Classroom teacher, Aide</p> | <p>D.S.C. Program. Teacher release days to compile.</p> | <p>Term 2-4.</p> | <p>Change in the structure of reporting to parents. Change in self esteem and confidence and input into assessment.</p> |

GOAL 4: To further enhance Community Participation, communication and decision making practices within the school.

| INTENDED OUTCOMES | STRATEGIES | RESPONSIBILITY | RESOURCES | TIME FRAME | INDICATORS |
|---------------------------------------------------------------|-------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------|
| <p>To change reporting to parents to include (continued).</p> | <p>Actively involve students in "conference time: in relation to reports.</p> | | <p>Work samples.</p> <p>Conference time with students - 2 days x 28 teachers at \$147.30. Total: \$8,248.80.</p> <p>Teacher aide to support teacher collect work samples. 17 days at \$86.12. Total: \$1464.04</p> <p>Production Aide 13 days at \$86.12. Total: \$1,119.50.</p> <p>Teachers professional library - \$1,500.00.</p> <p>Stationery - \$2,530.00</p> | | <p>Parents better informed of their child's progress.</p> |

GOAL 5: To extend and strengthen administrative and management practices in the school.

| INTENDED OUTCOMES | STRATEGIES | RESPONSIBILITY | RESOURCES | TIME FRAME | INDICATORS |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------|-------------------|--------------------------------------------------|
| Streamlined storeroom management procedures. | * Investigate existing storage and allocation of resources. | Staff (Day 1) | 2 x 1 teacher relief days 2 x \$150.00 Total: \$300.00 | Term 1 Ongoing | Access to and knowledge of store room content. |
| Increased communication between staff and school council and other committees. | * Staff representatives to report back to whole staff. * Procedures to support Industrial Relations practices. | Principal Staff Committee Representatives. Federation Committee | | Ongoing | Staff regularly informed of committees progress. |
| Training of Ancillary staff in ordering procedures. | * Team approach to skill development. | Principal Senior School Assistant. | | Term 1 | |
| Continuation of skill sharing and customer service. | * Monitor: - access for parents who have concerns. - entrance appearance. - relating to parents - phone answering. | Principal Ancillary Staff | | Term 1 Ongoing | Improved customer service. |

GOAL 5: To extend and strengthen Administration and Management in the school:

| INTENDED OUTCOMES | STRATEGIES | RESPONSIBILITY | RESOURCES | TIME FRAME | INDICATORS |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------------------------------------------|
| Recycling of paper commenced. | <ul style="list-style-type: none"> * Purchase of SCRAP storage area. * Procedures established for collecting paper with students and staff. * Semester 2 - investigate collecting white paper from local business. | <p>SCRAP Committee.</p> <p>Staff Representative to organise collection.</p> | <p>\$1,000 for storage bins.</p> | <p>Term 1</p> | <p>Savings in paper consumption.</p> <p>Raised awareness of recycling issues.</p> |
| Improve effectiveness and efficiency of the production of teaching aides/classroom resources. | <ul style="list-style-type: none"> * Investigate/Purchase Lease photocopier with graphic tablet and collator to suit demands of the school. * Relocate the old photocopier to the library for student use. | <p>Principal</p> <p>Technology Committee</p> <p>Teacher/Librarian to co-ordinate.</p> | <p>\$15,000.00 maintenance.</p> <p>Consumables from Library budget.</p> | <p>Term 1-2</p> <p>Term 1 Ongoing</p> | <p>Update equipment.</p> <p>Increase access to technology.</p> |

GOAL 5: To extend and strengthen Administration and Management in the school.

| INTENDED OUTCOMES | STRATEGIES | RESPONSIBILITY | RESOURCES | TIME FRAME | INDICATORS |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Further implementation of OASIS Library & Finance in the school. | <ul style="list-style-type: none"> * Students accessing information using barcodes. * Revise ordering procedures and payments dealing with team/committee procedures. * Multiple order sheet to streamline large orders for committee. | <ul style="list-style-type: none"> Principal Librarian Deputy Principal Ancillary Staff | <ul style="list-style-type: none"> Revised procedure. Documentation Team Meetings. | Term 1 | More efficient use of OASIS Finance and Library. |
| Official School Opening Day. | <ul style="list-style-type: none"> * Contact other schools. * A multicultural theme showing the school composition e.g. Traditional Dress/Music/Food/Classroom Displays. * VIP invitations. * Parent helpers to make school flag. * Plaque for official opening. * Arrange for local and state media coverage. * Photo album of opening for main office. * Time capsule. | <ul style="list-style-type: none"> School Opening Committee School Promotion Committee. | <ul style="list-style-type: none"> Departmental Guidelines. Stationery Display items Parental Support Plaque - \$200.00 Media coverage. Time capsule Total: \$3,000.00 | Term 1 - 8th March. | <ul style="list-style-type: none"> Official Opening of the school. Number of VIPs attending. Response of community (increased involvement) Flying of the school flag. Photo album in front office for visitors. Video of proceedings. |

GOAL 5: To extend and strengthen Administration and Management in the school.

| INTENDED OUTCOMES | STRATEGIES | RESPONSIBILITY | RESOURCES | TIME FRAME | INDICATORS |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------|-------------------|--------------------------------------------|
| Improved security in Library. | * Investigate possibility of securing Library Office. | Principal | | Term 2 | Options investigated. Decision reached. |
| To increase staff morale and create positive attitude towards staff achievement. | * Guidelines discussed and established for meetings. * Voluntary meeting to promote staff achievements and discuss issues (Monday or Friday morning). | Chairperson Staff Welfare Committee | | Term 1 Ongoing | Achievement promoted. Issues resolved. |
| Improved furniture and display allocation. | * Review chairs and display boards across school. | Principal | | Term 1 | |
| Maintenance improved throughout the school. | * Jobskill Trainee. General Assistant. | Principal | \$1,700.00 | | Garden and general maintenance improved. |