

Alexandra Hills State School Action Plan



Action plan details			
Principal	Wayne Fletcher		
Assistant Regional Director	Terry Cornish		
Review report delivered	June 26, 2015		
Action plan commenced	February 2016		
Follow-up meeting (three months)	April 2016	Follow-up meeting (nine months – if required)	November 2016
Follow-up meeting (six months)	August 2016	Follow-up meeting (12 months)	February 2017




Action plan objectives

The Principal is responsible for:

1. Preparing a full and comprehensive planning response for each of the improvement strategies outlined in the review report.
2. Ensuring the planning processes reflect the views, ideas, skills, knowledge and understanding of key stakeholders and take into account the school's vision and strategic and operational priorities.
3. Ensuring a seamless and sequenced implementation of the school's response to the improvement strategies.
4. Ensuring the action plan is delivered on time and is fully costed in terms of financial and human resource implications.
5. Ensuring the action plan is clearly linked to the wider school planning and accountability processes.

Approval and endorsement

	Name	Signature	Date
Principal	Wayne Fletcher		February 14, 2016
Assistant Regional Director (endorse)			
Regional Director (endorse)			
Executive Director, SIU (approval)			

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Improvement strategy 1

A commitment to establish and maintain a positive learning environment

Improvement strategy from report	Actions to address improvement strategy	Resources (Financial, human and physical)	Responsible officer (who will lead the strategy)	Timelines, milestones and targets (Completion date, artefacts, evidence of targets achieved)
<p>Use regional resources to facilitate a culture building Forum to explore all issues from past and present to address the concerns of all staff so that plans can be made to move strategically forward in a consultative and systematic way.</p>	<p>Individual commitment, awareness and ownership</p> <ul style="list-style-type: none"> All staff to participate in <i>Annual Performance Reviews</i> to encourage professional practice and learning self-reflection, goal setting and ongoing feedback. Employ Chris Patty (<i>School Culture Facilitator</i>) to work with the school community to review individual performance and expectations linked to the building of a positive school culture. Establish a LCC to allow all members of the school staff to have a voice in the decision making process. Promote the <i>Alexandra Hills State School Staff Social Club</i> to whole-staff to capitalise on social opportunities and celebrations. Establish a <i>Point of Contact</i> document, which clearly identifies individuals nominated for key operational responsibilities. These will form the basis of weekly meetings with the <i>Administration Team</i> to ensure clearly understood responsibilities and follow-up of set tasks. <p>Alexandra Hills State School Attendance Policy</p> <ul style="list-style-type: none"> Develop and enact the <i>Alexandra Hills State School Attendance Policy</i> in line with departmental policy and school-based issues. 	<ul style="list-style-type: none"> Chris Patty: School Culture Facilitator. Kristy Britton: Principal Human Resources Consultant. 204400 Professional Development: \$6000. 	<p>Principal</p> <p>Julya Richardt Social Club President</p>	<ul style="list-style-type: none"> Whole-staff workshop focusing on building culture. Term 1 PFD, 2016. All staff to have initiated <i>Annual Performance Reviews</i>. Term 1 2016. SOS 2016. S2085. 95% of staff believe that the <i>Developing Performance</i> process is beneficial. Completion of <i>Individual Staff Audit</i> focusing on individual input and involvement. Term 1, 2016. Implementation of the <i>Alexandra Hills State School Point of Contact</i>. Term 1, 2016. Creation and adoption of <i>Alexandra Hills State School Staff Agreement</i>. Term 1, 2016. Implementation of the <i>Alexandra Hills State School Attendance Policy</i>. Term 1, 2016. Student attendance to sit at 93% by the end of 2016. Collaborative development of <i>Alexandra Hills State School Quality Standards in Action</i>. Term 2, 2016. Completion of <i>Alexandra Hills State School Workforce Plan</i>. Term 2, 2016. SOS 2016. S2084 85% of staff feel that moral at <i>Alexandra Hills State School</i> is positive. SOS 2016. S2093 85% of staff feel <i>Alexandra Hills State School</i> has a good team spirit.



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Six-month feedback	Nine-month feedback	12-month feedback
<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •

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Improvement strategy 2

A commitment to improved communication

Improvement strategy from report	Actions to address improvement strategy	Resources (Financial, human and physical)	Responsible officer (who will lead the strategy)	Timelines, milestones and targets (Completion date, artefacts, evidence of targets achieved)
<p>Collaboratively develop and enact a set of communication protocols which facilitate interactions amongst all staff and the broader community</p>	<p>Improved signage</p> <ul style="list-style-type: none"> Install digital sign at the front of the school to deliver up-to-the-minute communication to both the <i>Alexandra Hills State School Community</i> and the wider local community. <p>Utilisation of social media</p> <ul style="list-style-type: none"> Use social media through the use of a school <i>Facebook</i> site and the use of <i>Skool Bag</i> to communicate directly to community members. <p>Community consultation</p> <ul style="list-style-type: none"> Identify and vigorously pursue opportunities to inform parents/caregivers of student learning progress. Information to be shared includes areas of strength, areas requiring attention (and how this will be approached), assessment schedules and the importance of maximising student attendance providing a consistent approach throughout the school community. <p>Community involvement and ownership</p> <ul style="list-style-type: none"> Establishment of a bi-annual <i>Parent Forum</i> strategy as an engagement and PR tool. Initiate a <i>Whole-School Community Forum</i> focusing on communication. This communication will then inform the development of a comprehensive <i>Alexandra Hills State School Community Strategy</i> to ensure the school community is well informed of all school improvement initiatives. <p>Utilisation of OneSchool</p> <ul style="list-style-type: none"> Utilise <i>OnePortal</i> to communicate with all staff, giving a two-way communication tool providing up-to-date information, resources, policies and a calendar of events. 	<ul style="list-style-type: none"> 203600 Marketing and Promotions: \$30 000. 203500 Management: \$4000 Establishment of improved communication tools and procedures. 	<p>Community Liaison Officer</p> <p>Denny Moman P&C President</p> <p>Principal</p>	<ul style="list-style-type: none"> Publication of revised <i>Alexandra Hills State School Prospectus</i> and <i>Alexandra Hills State School Staff Handbook</i>. Term 4, 2015. Installation of digital LED sign in front car park. Term 1, 2016. Redesign <i>Alexandra Hills State School</i> website with links to <i>Skool Bag</i>. Term 1, 2016. <i>OnePortal</i> utilised as primary source of communication for all staff. Term 1, 2016. Whole-staff workshop focusing on effective communication. Term 1, 2016. Collaborative development of <i>Alexandra Hills State School Communication Agreement</i>. Term 2, 2016. SOS 2016. S2025. 80% of parents believe that <i>Alexandra Hills State School</i> keeps them well informed. SOS 2016. S2096. 90% of staff felt that <i>Alexandra Hills State School</i> keeps them well informed about the things that are important to their work.
Three-month feedback		Six-month feedback		12-month feedback

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Improvement strategy 3

Whole school focus on Reading

Improvement strategy from report	Actions to address improvement strategy	Resources (Financial, human and physical)	Responsible officer (who will lead the strategy)	Timelines, milestones and targets (Completion date, artefacts, evidence of targets achieved)
<p><i>Collaboratively narrow and sharpen the school's Improvement agenda reflective of school-based and systemic data.</i></p>	<p>School-wide focus on Reading</p> <ul style="list-style-type: none"> Narrow and sharpen the school improvement agenda to focus on Reading. Focus on improving NAPLAN data in the area of reading. <p>Promotion of improvement agenda</p> <ul style="list-style-type: none"> Communicate the Reading Improvement Agenda and progress to all staff and the school community on a regular basis. Collaboratively develop short-term targets based on school and systemic data. <p>Investing 4 Success</p> <ul style="list-style-type: none"> Whole-school community to undertake training focusing on reading and improved pedagogy. Continuation of <i>Step-Up-Literacy Program in Semester One</i> where students are streamed based on PM data sets, receiving small group instruction focusing on reading for 1 hour/day, 3 days/week. <p>Community partnership</p> <ul style="list-style-type: none"> Maintain the <i>Smith Family Learners Club</i> and the <i>S2S Reading Investment Program</i>. Identified Year 2 and 3 students who are significantly below their cognitive reading age to participate in weekly tuition. <p>School-wide approach to data analysis</p> <ul style="list-style-type: none"> Monitor student progress through operational structures such as <i>Professional Learning Communities, Curriculum Review Meetings, Data Analysis Meetings, Staff Meetings</i> and <i>Cohort Meetings</i> to ensure a consistent school-wide approach across year levels and throughout the school. 	<ul style="list-style-type: none"> <i>Teaching and Learning Team.</i> <i>Investing 4 Success.</i> \$20 000. Curriculum training focusing on explicit teaching practices. <i>Investing 4 Success.</i> \$6500 Employment of English Mentor and data analysis. <i>Investing 4 Success.</i> \$30 000. Employment of additional Teacher Aide hours to facilitate 2 hour Literacy Block and <i>Step-Up Literacy Program</i>. <i>Investing 4 Success.</i> \$20 000. Purchase of additional resources to compliment reading initiatives. Brett Molloy: School Development Officer. 201100 Curriculum \$10 000. To purchase <i>Guided Reading</i> resources for classrooms. 	<p>Jay Diprose: Curriculum Facilitator.</p> <p>Rachel Lake: Smith Family.</p>	<ul style="list-style-type: none"> Review and publication of <i>Alexandra Hills State School English Curriculum</i>. Term 4, 2015. Development and publication of <i>Alexandra Hills State School Intervention and Support Framework</i>. Term 1, 2016. Review and publication of <i>2016-18 School Wide Assessment Schedule</i>. Term 1, 2016. Introduction of monthly data analysis meetings, primarily focusing on English data. Improve Headline Indicator Data for Literacy and Numeracy to orange measures. Maintain 100% of Year 3 students make the NMS for reading. Maintain 100% of Year 5 students make the NMS for reading. Maintain 55% of Year 3 students in the U2B for reading. Maintain 55% of Year 5 students in the U2B for reading. SOS 2016. S2017. 95% of parents believe that their child's English skills.



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