Secret Harbour Primary Independent Public School

Business Plan 2021-2024

Secret Harbour Primary

Is a well-respected and high performing independent primary school.

- Relationships are viewed as the key to our success. The importance of respectful and collaborative connections with students and families defines the school culture. Students, parents and staff are genuinely supported in their care for, and welfare of, others.

- Staff are committed to addressing the social, emotional, artistic, physical and academic needs of each student; developing the 'whole child'. The creation and sustainability of a safe, stimulating, inclusive and progressive learning environment underpins their work.

- Staff help students to develop individually, culturally and developmentally. This is complemented by an obligation to demonstrate a knowledge of the content to teach, and targeted strategies for individual, classroom, phase and school improvement.

Our Vision:

Secret Harbour Primary School is a safe, happy, positive, open and progressive learning environment. Staff, students and the wider community are encouraged to work together to fulfil each child's needs both socially and academically, provide appropriate challenge and allow them to reach their full potential in all respects

Our Beliefs:

- Relationships are the key to our success.
- Knowing our students individually, culturally and developmentally is as important as knowing the content we teach.
- Successful learning caters to 'whole child,' addressing the social, emotional, artistic, physical and academic needs of every student, every day.

Our Motto: Secret Harbour Primary School Leads the Way

As a PBS School, we focus on the development of our five **SPARK** values:

S We are safe

P We persevere

A We act responsibly

R We are respectful

K We are kind

We are... **Safe**

We... **Act Responsibly**

We are... **Kind**

We... **Persevere**

We are... **Respectful**

We are SAFE · We PERSEVERE · We ACT RESPONSIBLY · We are RESPECTFUL · We are KIND

S.P.A.R.K

Secret Harbour
Primary School
Leads the way!

Our Targets:

Target 1:
Improve the behaviour, opportunity to learn and sense of safety of our students, as measured by the National Australian Schools Survey.

Target 2:
Improve the retention and attendance of students.

Target 3:
System Progress data in literacy and numeracy is at or above 'like schools' based on average ICSEA.

Target 4:
Prepare our students for further learning and global citizenship.

Target 5:
Increase our focus on Well-being for students and staff as measured by school survey.

Target 1:
Improve the behaviour, opportunity to learn and sense of safety of our students, as measured by the National Australian Schools Survey.

What we will do:

- Consolidate a consistent whole-school approach to behaviour management, through Positive Behaviour Support (PBS).
- Develop shared, common language across the school community.
- Provide professional learning for staff on Professional Learning Days and at meetings.
- Ensure PBS Committee includes representation from staff, students and community.

What you will see:

- Five core SPARK expectations on display throughout the school community:
  - We are **S**afe
  - We **P**ersevere
  - We **A**ct Responsibly
  - We are **R**espectful
  - We are **K**ind
- Visible reward systems – Faction token tubes, SPARK Award tubs.
- Assemblies – key messages and award presentations.
- Participation requested in surveys, including the next National Australian Schools Survey.

How we will measure our success:

Check Points:
- ✓ Collection of key PBS Data
- ✓ Counting and monitoring of reward systems
- ✓ Surveys of staff, students and school community
- ✓ SIS Data – behaviour trends

Key Measure
- ✓ Improve rating for "Student Behaviour is well-managed at my school" - National Australian Schools Survey

Target 2:
Improve the retention and attendance of students.

- Decrease the number of unexplained absences to less than 10%.
- Increase the number of students who attend school 90% or more of the time.

What we will do:

- Review and renew Whole School Plan for Attendance.
- School will seek explanations for all unexplained absences.
- Develop family partnerships and case manage small number of students with 'at risk' attendance.
- Learn at Home Planning includes replacement strategies for attendance monitoring.
- Encourage return to regular attendance processes and levels.
- Challenge class strategy improves retention of high achieving students at SHPS.

What you will see:

- Families informed promptly by text message when students are absent.
- Follow up processes in place to seek explanations for unexplained absences.
- Learn at Home Planning includes replacement strategies for attendance monitoring.
- Holiday planning that coincides with school holidays is encouraged, (newsletter, website).

How we will measure our success:

Check Points:
- ✓ Fortnightly monitoring of unexplained absences – SIS.
- ✓ As required – attendance check in processes for Covid impacts.
- ✓ Case management records.

Key Measures:
SIS Attendance Reports and SAR Data show:
- ✓ Fewer than 10% of absences unexplained.
- ✓ Increased % of students attending school regularly (90% or more).

(Nautilus Club uniforms)

Target 3 (a):
System Progress data in literacy is at or above 'like schools' based on average ICSEA.

What we will do:

- Literacy Block follows school expectations and supports differentiated learning.
- Ongoing commitment to Kindy Speech and Language Screening.
- Whole school implementation and consolidation of PLD Approach (Diana Rigg) to Phonological Awareness / Spelling P-6. PLD Tracking.
- Continue staff training, experimentation and uptake of the "Talk4Writing" program, prior to whole school implementation in 2022.
- Investigate adaptive assessments in PAT Reading and Vocabulary.
- Challenge classes support explicit teaching of appropriate literacy skills for high achieving students.
- Moderation sessions to support judgments in literacy.
- Align reporting in Literacy K-6.
- This target specifically aligns with all schools in the CBPLC.

What you will see:

- Annual screening of Speech and Language at Kindy.
- On Entry Assessment reports for pre-primary students in early oral language, reading and writing.
- NAPLAN Report outlining results in Reading, Writing and Language Conventions at year three and year five.
- Key words and spelling words sent home to practise.
- Certificates to celebrate passing of PM Benchmark Reading Levels.
- Annual Spelling Bee, writing competition.
- Talk 4 Writing on display in classrooms and at assemblies.
- Kindy student reports align with other year levels and are distributed via CONNECT.

How we will measure our success:

Check Points:
- ✓ On Entry Reading, Writing, Oral Language assessments.
- ✓ PM Benchmark Levels
- ✓ Talk4Writing moderated cold tasks.
- ✓ PAT – annual assessments in Reading and Vocabulary.
- ✓ PLD Tracking Sheets
- ✓ Moderated common tasks in English.

Key Measure:
- ✓ Analysis of Annual NAPLAN Data, comparing SHPS to like schools in Reading, Writing and Numeracy.

Target 3 (b):
System Progress data in numeracy is at or above 'like schools' based on average ICSEA.

What we will do:

- Numeracy Block follows school expectations and supports differentiated learning.
- Focus on developing mathematical fluency and problem solving skills.
- Continue to explore and roll out Big Maths program, with a view to full implementation in 2022.
- Common tasks and moderation sessions support assessment and reporting judgments in numeracy.
- Provide opportunities for development of mathematical excellence and interest.
- Challenge classes support explicit teaching of appropriate numeracy skills for high achieving students.
- Investigate adaptive assessments in PAT Mathematics.
- Align reporting in numeracy K-6.
- This target specifically aligns with all schools in the CBPLC.

What you will see:

- Year level maths texts on book lists to support curriculum coverage.
- Assembly announcements and awards for Maths Olympiad and Australian Maths Competition.
- Big Maths Certificates following CLIC and Learn It Challenges.
- Term 3 Focus on Fluency, culminating in Maths Wizard competition and awards.
- Kindy student reports align with other year levels and are distributed via CONNECT.

How we will measure our success:

Check Points:
- ✓ On Entry Numeracy assessments.
- ✓ PAT – annual assessments in Mathematics.
- ✓ Big Maths Assessments.
- ✓ Moderated common tasks.

Key Measure:
- ✓ Analysis of Annual NAPLAN Data, comparing SHPS to like schools in Numeracy.

Target 4:
Prepare our students for further learning and global citizenship.

What we will do:

- Develop a Secret Harbour Primary Higher Order Thinking (HOT) Leadership Team.
- Focus on Higher Order Thinking (HOT) Skills and development of responsive technological skills.
- Develop shared, common language and approaches to HOT and Project-based learning at SHPS.
- Provide opportunities to develop digital technology and coding skills, year 1-6.
- Promote environmental well-being.
- Collaborate and share planning through CBPLC.

What you will see:

- Classroom Focus on Learning Intentions:
  - What
  - Why
  - How
  - Prove it
- Project-based /STEM learning in action in classrooms.
- Specialist teaching of Digital Technology Skills.
- Extension technology opportunities such as Robotics Club, Lego Challenge.
- Environmental messages and awards at assemblies.
- Containers for Change Initiative.
- Recycling at work in the school community.

How we will measure our success:

Check Points:
- ✓ Staff surveys of use of learning intentions and uptake of key strategies.
- ✓ Student Reporting in Digital Technologies – increased number of students achieving grades in C-A range.
- ✓ Assembly reports on Containers for Change targets and earnings.

Key Measures:
- ✓ Self-assessment - Teachers progress along Mastery Scale for implementation of Higher Order Thinking Skills.

Target 5:
Increase our focus on Well-being for students and staff.

What we will do:

- Review and renew Whole School Well-Being plan.
- Implement initiatives to promote well-being for staff and students including:
  - Life-Ed Van
  - Staff fitness challenges
- Incorporate well-being strategies in special events and Staff-Developments days.
- Implement Mindfulness strategies through the Smiling Minds Curriculum.
- Challenge classes enable access to support for exceptional social-emotional needs for high achieving students.
- Partnership approach to external services in OT, Speech and Specialist areas.
- Encourage safe use of technology, communications and social media.

What you will see:

- Student and family access to a number of additional services offered by the school including:
  - The Listening Program
  - STREAMS
  - School Chaplain
  - School Psychologist
  - Story Dogs
- Increased availability of chaplain – one additional day per fortnight.
- PBS Focus on positive values.
- SPARK Radio – student voice.
- Occupational Therapists, Speech and Language Pathologists and other services provided in school environment.
- Up to date information in Well-being Files in each teaching block and staffroom.
- Kindy Café – welcomes new families and provides well-being information.
- Cyber Safety talks, information and lessons in the school community.

How we will measure our success:

Check Points:
- ✓ Parent, student and staff surveys.
- ✓ Tracking of student access to additional services.
- ✓ PBS monitoring. Kindy Café Feedback.

Key Measures:
- ✓ Follow up survey of school community.

Explanation of terms:

SHPS	Secret Harbour Primary School
CBPLC	Comet Bay Professional Learning Community, a collaborative community involving Comet Bay College and three contributing primary schools.
PBS	Positive Behaviour Support
ICSEA	Index of Community Socio-Educational Advantage
SIS	Student Information System
SPARK	Acronym of SHPS Expectations – We are **S**afe; We **P**ersevere; We **A**ct responsibly; We are **R**espectful, We are **K**ind
SAR	Student Attendance Reporting
PLD	Promoting Literacy Development (Diana Rigg – whole school spelling)
STREAMS	School Program - Support Through Resilience, Emotional Well-being and Mindfulness Strategies
HOT	Higher Order thinking
OT	Occupational Therapy

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Secret Harbour Primary
Independent Public School

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