

# Holy Spirit Catholic Primary School

## Annual School Improvement Plan, 2021



Catholic Identity				
Annual Goal (What are we trying to achieve?)	Actions (What actions will we take to achieve our goals?)	Responsibility (Who will lead this?)	When (Timeline)	Success Indicators (How will we know we have been successful?)
Provide opportunities to support staff in their spiritual wellbeing, deepening appreciation of the Catholic faith and their growing capacity for witness to the Gospel.	Continue to encourage staff involvement in prayer life, attendance at weekend mass and other faith formation opportunities offered by parish, CEO and the Darwin diocese. Provide opportunities for staff led prayer in meetings and spirituality sessions (Advent, Lent prayer sessions, morning prayer and rosary). Continue to provide staff with opportunities to lead whole school masses and liturgies. Religious Education, professional development to be undertaken throughout the year. Staff commissioning mass to be held at Sunday mass.	Religious Education Coordinator  Leadership Team  Catholic Identity Team at CEO	Ongoing throughout the year.	Increased faith formation opportunities for which staff attend. Staff presence at weekend mass.  Staff involvement in prayer preparation and delivery during meetings.  Staff attendance at professional development as offered by CEO.
Nurture the faith encounter of our students through engaging formation, social justice, prayer and liturgical experiences.	To have an active Mini Vinnies who provide students with the opportunity to engage in missionary work and social justice events throughout the year including Project Compassion Refugee week, Catholic Mission Month, Vinnies Christmas Appeal. Provide students the opportunity to immerse themselves in our Catholic Story through the teaching of <i>The New Journey in Faith</i> RE curriculum. Staff to use <i>Making Jesus Real</i> language, books and classroom visual aids to model to our students Jesus' way of life.	Religious Education Coordinator  Mini Vinnies Team  Religious Education Coordinator Classroom Teachers  Classroom Teachers	Ongoing throughout the year   Ongoing throughout the year  Ongoing	Active participation throughout the year which is visible to our school community. Our Mini Vinnies Team to be visible at and during school assemblies and important events. Staff showing full support towards Mini Vinnies initiatives and advertising and encouraging through their classrooms. Review of Religious Education plans once a term, with feedback provided which will assist in future planning and programming. An increase in the positive language (MJR) being used throughout the school. Posters on display around our classrooms and school grounds. Acknowledgement at each morning assembly.
Support students and their families through Holy Spirit Sacramental Programs.	The <i>New Journey in Faith</i> units coincide with the sacramental program taking place.	Religious Education Coordinator	Ongoing	Acknowledgement through whole school assemblies to school community. Inclusion of names and photos in our newsletter, Class Dojo and Facebook Staff presence at Sacramental events. Photos and profiles displayed around classrooms.
For teachers to incorporate Godly Play into their RE planning and programming.	Ensure all new staff are trained in Godly Play Staff have access to all Godly Play resources and are familiar with using them.	Religious Education Coordinator  Classroom teachers	Ongoing	Phots of classes taking part in Godly Play. A Godly Play room/area is set up in the school. PD for new staff has occurred.

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Leadership				
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Provide staff the opportunity to participate in professional learning that will assist them in their planning and programming.	Actively encourage and support strategic professional learning for all educators.	Catholic Education Office Leadership Team Staff	Ongoing throughout the year	An increase in the number of staff obtaining qualifications Evidence within practice/performance Professional sessions shared at staff meeting Evaluation/feedback provided by staff
Use the AITSL Standards as a framework for CENT Partnership check-ins	All staff to work with another colleague to work through this process	Leadership Team All staff	Terms One and Three	Schedule set and all staff to have participated There is strong positional leadership that has been distributed according to the needs and aspirations across the school
Promote student leaders in our community and provide them opportunities to participate in our school and wider community	Introductions and profiles in our newsletter, Class Dojo and Facebook Introductions at weekly school assembly Participation in school and community events, e.g. Bombing of Darwin Ceremony at Cenotaph	Leadership Team Leader of Wellbeing	Ongoing	Active participation throughout the year which is visible to our school community. Our Year 6 Leadership Team to be visible at and during school assemblies and important events. Staff showing full support towards Year 6 initiatives with advertising and encouragement through their classrooms

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Teaching and Learning				
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Planning and programming indicates that student achievement data is used to help determine specific ways to enhance learning for all students.	Staff to monitor and track student data in PLC's held three times per term  Data Informed Practitioner will work alongside staff to monitor, analyse whole school data sets (PAT Maths & Reading, MAI and NAPLAN) to make informed decisions in teaching and learning  Whole school assessments are conducted and recorded accurately in a timely manner  Teachers show evidence/ record targeted areas from PLC Meetings within planning and programming	Curriculum Coordinator Data Informed Practitioner CEO Support Staff – EAL/D and Teaching & Learning	Ongoing	Designated regular Professional Learning Communities meetings are scheduled for the purpose of focusing on student data analysis and forward planning.  NAPLAN results and relevant student data shared with staff and school community through Board Meetings  Active participation of all teachers in data analysis, planning and delivery of lessons. This becomes an embedded practice rather than directed by the Data Informed Practitioner
Planning and programming indicates that identified EAL/D learning needs are catered for.  Targeted intervention programs both within the classroom and small groups to be implemented.	Staff will work closely with CEO staff (Briony Fullbrook) to develop targeted learning programs to support EAL/D students  Create a Map with GradeXpert to report to EAL/D EAL/D student data used to tailor programs and approaches to best suit their needs	CEO Support Staff – EAL/D Curriculum Coordinator Data Informed Practitioner Classroom Teachers Administration Officer	End Semester One	An increase in numbers of EAL/D students identified, planned for and reported on. Effective use of EAL/D map in GradeXpert which will assist in a handover of EAL/D data at the beginning of each year  An improvement in data analysis of EAL/D learners and growth in achievement of EAL/D learners

Instructional Coaching is embedded across the school	Designated regular Instructional Coaching	Principal Data Informed Practitioner Instructional Coaches Inclusion Support Advisor	KPI's to be completed according to schedule	Planning and delivery will evolve according to trends and needs through Instruction Coaching
Develop a consistent approach to planning which implements Age Appropriate Pedagogy and Inquiry	Early childhood staff to implement Age Appropriate Pedagogy through planning in collaboration with COL staff  Further PD in Inquiry for teaching staff  Embed digital technologies into curriculum areas – ensuring year level capabilities have been covered throughout the year.  Ensuring students are prepared for online national assessments. Students should be able to independently navigate online assessments, along with being able to touch type.	Education Consultant, CEO Curriculum Coordinator Holy Spirit, Teaching & Learning Action Team	End of 2021	Evident within programs  Timetabled sessions designated on calendar  Evolving practices developed and implemented through Instructional Coaching evident in planning and delivery
Develop a whole school scope and sequence which caters for composite classes	Liaise with Catholic Education office in the development of the scope and sequence document. Meetings/sessions are scheduled	Education Consultant, CEO Curriculum Coordinator Data Informed Practitioner Holy Spirit, Teaching & Learning Action Team	Ongoing	Evident in planning Teachers participating in Instructional Coaching
			Ongoing	Planning will reflect the use of new scope and sequence. Inquiry template will be used

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Pastoral Care and Wellbeing				
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The implementation of <b>Be You Framework</b>	Staff participate in online modules for <b>Be You</b>	Leader of Wellbeing	Ongoing throughout the year	<b>Be You</b> is seen and presented through our newsletter – it is visible
To implement a <b>Be You Framework</b> for Holy Spirit Catholic Primary School	Information sent home to families of framework and how this is supporting our children in their learning.	Pastoral Care & Wellbeing Team		
		All staff		
	Implementation and Reflection Tool Assessment schedule for wellbeing data	Leader of Wellbeing Leadership Team	Term One	Data which has been collated and analysed and goals set around Be You
	Implement school wide survey seeking feedback from parents, students and staff	Pastoral Care & Wellbeing Team Whole staff	Ongoing throughout the year	
Promote the role of the Child Safeguarding Officers in our school and community	Promote the role of the Child Safeguarding Officers in our school and community	CEO Leadership Team	Ongoing	Regular updates through newsletter
	Introduction and profiles of our officers in our school newsletter	Ongoing		
	Sub-group formed which involves members of our school community			
	Provide staff opportunities to undertake training in accordance with Child Safeguarding			
Work, Health and Safety practices constantly reviewed and improved.	Our school to undertake WHS Audit	All staff	Term Three	Whole school compliance around WHS
	Covid procedures to be adhered to	WHS Committee	Ongoing	

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Community and Culture				
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Increased parent involvement in P&F Committee, with inclusion of profiles provided to school community	Introduction of our current P&F Committee at our Parent Meet and Greet. Profiles and photos of our members through newsletter, Class Dojo and Facebook Through school events, our P&F invited to host BBQ or cake stall for purpose of fundraising	Leadership P&F President School Board Chair	Term One Ongoing	Chair and president of respective committees present at Meet and Greet Increased number of parents assisting as school fundraising events Active participation of our parent body which is visible to school community Increased number of P&F events throughout the year P&F and School Board Members present at special events playing an important role, e.g. World Teacher's Day
Increased parent engagement in the community and culture of the school	Reconciliation Action Plan (RAP) revised Family involvement Acknowledgement of Country	Leadership AIEW Families	Ongoing	Working party who shares the journey of RAP and how it came about Acknowledgement of Country shared at all school events throughout the year
Catholic Education Day, 2021	School Open Day on date identified by CEO	CEO Leadership Staff & working committee	Term Three	Advertising through newsletter, Class Dojo, Facebook and School APP

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Finance, Facilities and Resources				
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Establish a five year Capital Projects Master Plan  Develop a Business Plan to link the school's strategic goals with its budget, people plan and capital plan  Plan to establish a Building Fund that contributes to future capital needs of the school	To engage the services of CEONT for purpose of Master Plan	CEO Leadership School Board	Ongoing	Master Plans with consideration of budget in place