St Stephen’s School
Annual Action Plan
for 2010
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About St Stephen’s

St Stephen’s is a co-educational primary school administered by Brisbane Catholic Education located in the suburb of Algester. St Stephen’s School was opened in 2004 and currently has over 400 students from Prep to Year 7.

Principal: Mr Steve Taylor

Address: St Stephen’s Catholic Primary School
156 Ridgewood Road
PO Box 5158
Algester QLD 4115

Contact Details:
Phone 07 3711 4911
Fax 07 3711 4922
Email palgester@bce.catholic.edu.au

Vision

To empower our students, staff and members of our school community by providing opportunities for them to nurture their educational and spiritual development, so that they may make a life long contribution to the benefit of society.

Mission

At St Stephen’s School, learners are engaged in and empowered by a challenging, relevant and holistic curriculum, within a positive and respectful Catholic environment.

Introduction

The primary objective of St Stephen’s School is to achieve the above Vision and Mission. To achieve our Vision and Mission the school has developed a 5 year Strategic Renewal Plan (2007-2011) that addresses the following 8 key priorities:

1. Religion and Spirituality
2. Student Learning Outcomes
3. Student Support
4. Staff Support
5. Partnerships and Relationships
6. Information, Communication and Learning Technologies
7. Resourcing
8. Renewal and Quality Assurance

The Strategic Plan sets goals and strategies for each priority. Goals and strategies are general statements identifying our intent over a 5 year time span. An Annual Action Plan is prepared at the beginning of each school year to manage the detail. Our Annual Action Plan supports the 5 Year Strategic Plan by providing detailed information on the tasks for that year and at the end of the year the school will review how well it carried out those tasks.

In addition an Annual Report is prepared for the school community to report on school performance and to keep our community informed about the direction we are heading in.
1. Religion and Spirituality

Goals for Religion and Spirituality
1. Provide a Catholic environment that delivers a range of religious experiences within the school
2. Demonstrate Christian Values

1.1 Religious and Spiritual Experiences

Strategies
1. Provide opportunities for liturgies and masses as a whole school or in class groups
2. Provide opportunities to celebrate the seasons of the Church, particularly Christmas and Easter
3. Include prayers as part of daily routines
4. Promote a Christian atmosphere of love and care throughout the school
5. Provide opportunities for students to help plan, prepare and participate in class liturgies
6. Provide appropriate resources that enhance religious celebrations and the teaching of Religious Education

Planned Activities for 2010
- Celebrating liturgies and masses, in accordance with special feast days and events
- Scheduled regular visits by our Assistant Parish Priest to celebrate whole school and class liturgies
- Celebrating the seasons of the Church, particularly Christmas and Easter
- Supporting the Sunnybank Parish Sacramental Program
- Tours of St Stephen’s Cathedral
- Implementing the “You Can Do It!” program to promote emotional resilience
- Provide resources that enhance the meaning and experience of classroom liturgies
- Create a sacred space for whole school and class masses or liturgies

1.2 Demonstrating Christian Values

Strategies
- Undertake a mission project and charitable work
- Enrol in the SpiritFire Program

Planned Activities for 2010
- 2010 Mission Project ....
- Planned charitable work - ....
- Provide support for staff involvement in the SpiritFire Program

2. Student Learning Outcomes

Goals for Student Learning Outcomes
1. Provide students with a relevant and holistic* curriculum
2. Provide an excellent standard of education delivery that is contemporary, professional and effective
3. Develop high quality literacy and numeracy programs that will equip children with the necessary building blocks for their future education
4. Students to successfully transition through their educational growth paths i.e. early years, junior years, middle years and transitioning to secondary school
5. Provide parents and caregivers with high quality assessment reporting on the progress of their child’s educational and personal development

*Holistic meaning academic, spiritual, social, emotional and physical education

2.1 Relevant and Holistic Curriculum

Strategies
- Perform regular reviews and revise curriculum to ensure continuous improvement and refinement
- Utilise the skills, experience and resource of Brisbane Catholic Education (BCE)
- Develop professional relationships with other organisations to enhance the curriculum provided by the school and to provide additional activities that support learning outcomes for children.
- Teachers to begin to explore the new National Curriculum in anticipation of its roll-out for 2011 (English, History, Maths & Science)
- Develop a program for Sheepstation Gully Centre in collaboration with Algester State School
- Develop a belief statement about “Learning”

Planned Activities for 2010
- Employ a dedicated Curriculum Support Officer to manage the introduction of the new national curriculum and to assist teachers refine each grade’s curriculum.
- Continue following partnerships – Creative Kids (music lessons and school band)

2.2 Education Delivery

Strategies
- Targeted and effective staff professional development plans that ensure educating skills are continuously updated.
- Provide a work environment that supports mentoring, collaboration and the sharing of professional skills and experience.

Planned Activities for 2010
- Partnership with Algester State Primary School to deliver a new science centre with science equipment and specialist science teachers providing lessons and hand on science experiments to students.

2.3 Literacy and Numeracy Programs

Strategies
- Develop Literacy Plan for Early, Junior and Middle Years
- Implement the outcomes from the University of Qld and St Stephen’s partnership in exploring the improvement of spelling
- Implement the outcomes from the University of Qld and St Stephen’s partnership in exploring the improvement of digital
- Develop a St Stephen’s Numeracy Plan
- Investigate NAPLAN results and work to improve curriculum delivery

Planned Activities for 2010
- Consolidate Early Years Numeracy Program
- Develop and implement Junior and Middle Years of Schooling Numeracy Program.

2.4 Transitioning through Educational Growth Paths

Strategies
• Integrate Prep into school routines
• Provide staff training that will help students transition through the various grades
• Establish links with local Catholic high schools to promote mutually beneficial partnerships

Planned Activities for 2010
• 2010

2.5 Assessment Reporting

Strategies
1. Comprehensive portfolios and reports for each student
2. Three way interviews between parent/caregiver, student and teacher
3. Communicating mandatory reporting requirements to parents and caregivers via the newsletter, the
   web and parent information nights
4. Continue the monitoring of Prep and Year 1 (MP-1) Project
5. In-service parents on contemporary learning techniques, as well as proven existing methods

Planned Activities for 2010
• 2010

3. Student Support

Goals for Student Support
1. Provide students with life skills that will help their social development;
2. Assist students with diverse needs;
3. Provide a safe place for students to learn and interact; and
4. Support students and their families during times of emotional and financial stress

3.1 Social Development

Strategies
• Implement a personal development program for the upper school
• Continue to implement and promote the “You Can Do It” program
• Maintain a Green Tuckshop policy
• Review and update our Behaviour Management Policy

Planned Activities for 2010
• Continue Year 6 and 7 leadership program

3.2 Assisting Students with Diverse Needs

Strategies
1. Where possible and appropriate additional resources are provided to encourage students with diverse
   needs to participate in school life;
2. Buildings and facilities are designed for children with physical disabilities;
3. Staff are provided with relevant training to assist students with diverse needs; and
4. Tailored plans and programs are developed for students who need specific assistance.

Planned Activities for 2010
3.3 Providing a Safe Place to Learn and Interact

Strategies
1. Implement a successful behaviour management plan
2. Provide professional development for all staff members on Student Protection

Planned Activities for 2010

3.4 Emotional and Financial Support

Strategies
1. Implemented the “Seasons for Growth” program for children who may be suffering grief and loss;
2. Availability of a Guidance Counsellor; and
3. Help for families experiencing financial hardship help is available in special circumstances.

Planned Activities for 2010

4. Staff Support

Goals for Staff Support
1. Provide good leadership and effective management and administration;
2. Staff to work as an effective team; and
3. Encourage and facilitate staff professional development.

4.1 Leadership, Management and Administration

Strategies
1. Involve staff in the development of school plans, policies, guidelines, programs and procedures;
2. Updated policies and procedures that are easily accessible; and
3. Sufficient administrative resources and support to enable the school to run efficiently and effectively.

Planned Activities for 2010
- Regular staff meetings to keep staff informed and that allow staff to share their views and observations.

4.2 Teamwork

Strategies
1. Provide a work environment that supports mentoring, collaboration and the sharing of professional skills and experience.

Planned Activities for 2010
- Staff members’ achievements are formally and informally recognised in the Staff room and at Staff meetings;
- Senior staff to provide new staff with school induction; and
- Promote a socially cohesive work environment.

4.3 Staff Professional Development

Strategies
1. Perform regular performance reviews and identify professional development opportunities
2. Enable staff to participate intra and inter school moderation workshops
3. Implement a Staff Leadership Program where staff members are delegated responsibilities that will develop their own leadership skills.

Planned Activities for 2010
- Perform annual staff performance reviews and professional development plans.

5. Partnerships and Relationships

Goals for Partnerships and Relationships
1. To have an effective partnership and relationship between school and home;
2. To maintain a strong relationship with the local parish and help connect the parish to the community;
3. To develop and maintain professional relationships that improve student learning; and
4. To build other partnerships and relationships that will support the school community.

5.1 Partnerships and Relationships between School and Home

Strategies
1. Supporting and promoting the P&F association;
2. Maintain an effective School Board, made up of staff and school parents, to assist with strategic decision-making;
3. Promote home-school partnerships and opportunities for parents and carers to volunteer; and
4. Develop opportunities for parents to be trained as support personnel in the attainment of curriculum goals.

Planned Activities for 2010
- Principal or Assistant Principal to attend P&F and Board meetings

5.2 Relationship with the Local Parish

Strategies
1. Regular communication with the parish priest and his assistant pastor as well as regular visits from the parish priest or assistant pastor;
2. Support Parish Sacramental Program

Planned Activities for 2010
- Promote Parish Sacramental Program

5.3 Professional Relationships to Improve Student Learning

Strategies
1. Maintain good relationships with professional organisations affiliated with the school and develop new relationships that will help the school meet its goals.

Planned Activities for 2010
- Maintain the following existing relationships

<table>
<thead>
<tr>
<th>Brisbane Catholic Education</th>
<th>Queensland Education Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universities</td>
<td>Creative Kids</td>
</tr>
<tr>
<td>Algester State Primary School</td>
<td>Local Catholic High School</td>
</tr>
</tbody>
</table>
5.4 Partnerships and Relationships that Supports the School Community

Strategies

1. Maintain existing relationships and look for opportunities for new partnerships that may benefit the school.

Planned Activities for 2010

• Maintain the following existing relationships:

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<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Brisbane City Council</td>
<td>Federal, State and locally elected representatives</td>
</tr>
<tr>
<td>Queensland Police (Adopt-a-Cop)</td>
<td>Carrington RSL Retirement Centre</td>
</tr>
<tr>
<td>Little Athletics</td>
<td>Lions Club and other community organisations</td>
</tr>
<tr>
<td>Local residents and businesses</td>
<td></td>
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</tbody>
</table>

6. Information, Communication and Learning Technologies

Goals for Information, Communication and Learning Technologies

1. To provide a network for IC&LT that is accessible throughout the school and that meets school education and administration needs;
2. Teachers and staff to be proficient in knowledge and application of IC&LT;
3. Students to be competent in the use of IC&LT; and
4. A school website that promotes St Stephen’s School and that provides families, students and the broader community with important information and messages.

6.1 ICLT Network

Strategies

1. Maintaining a school ICLT plan for ongoing network maintenance and development;
2. Engaging external expertise to maintain and develop the network;
3. Establishing a wireless network across the school;
4. All teachers to have access to the network in their classroom; and
5. A portable computer network for all classes to utilise.

Planned Activities for 2010

•

6.2 & 6.3 Integrating ICLT in School

Strategies

1. Staff professional development plans include ICLT knowledge and teaching skills;
2. Curriculum plans identify where technologies can be used as a learning tool;
3. Staff are provided opportunities to perform practical ICLT administration;
4. Students have regular access to the ICLT network;
5. Students to use ICLT as part of every day learning;
6. Students are encouraged to use ICLT during homework or assignments; and
7. Students to publish works on the school website.
8. Provide professional development of staff to develop class blogs

6.4 St Stephen’s Website
Strategies
1. Employ an expert Web designer;
2. Publish regular information on the Web for the school community;
3. Regularly update the Web;
4. Obtain feedback on the Web’s design and content.

Planned Activities for 2010
• Publish weekly newsletter

7. Resourcing

Goals for Resourcing
1. Provide effective planning to ensure school resources are sufficient for now and future requirements;
2. Provide a high standard of education with equitable school fees and levies;
3. Ensure sound financial management practices underpin the management of school resources; and
4. Provide a safe environment for all who work, learn and visit at the school.

7.1 Capital and Maintenance Plans
Strategies
1. Maintain a School Master Building Plan, including the oval development;
2. Develop a School Maintenance Program covering buildings, furniture & equipment, amenities and grounds; and
3. Maintain an asset register.

Planned Activities for 2010
• Support the completion of the new school hall
• Support the completion of Sheep Station Environmental Centre
• Develop a whole school plan for the use and management of our school garden

7.2 School Fees and Levies
Strategies
1. Review school fees to ensure the prices are equitable and sustainable;
2. Provide a framework that enables certain places to be offered at a concession.

Planned Activities for 2010
• Prepare a new fee structure for 2011 and obtain Board’s approval.

7.3 Financial Management Practices
Strategies
1. Obtain expert financial advice by appointing a financial advisor and utilizing BCE expertise;
2. Develop sound policies and internal controls to manage monies and other school resources.
3. Develop and publish an annual school budget and report financial performance to the school community each year.
4. Endeavour to access grants through the government and/or other bodies.
Planned Activities for 2010
- Assist the Board in preparing an Annual Report for 2009
- Employ a part time Grants Officer

7.4 Providing a Safe Environment

Strategies
1. Implement an effective workplace health and safety program that involves preventative measures, training and reporting.

Planned Activities for 2010

8. Renewal & Quality Assurance

<table>
<thead>
<tr>
<th>Goals for Renewal and Quality Assurance</th>
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<tbody>
<tr>
<td>1. Develop symbolic messages that define the school;</td>
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<tr>
<td>2. Develop a 5 year Strategic Plan;</td>
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<tr>
<td>3. Establish processes that continually review and improve the school;</td>
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<tr>
<td>4. Maintain a well established Policy Framework;</td>
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<tr>
<td>5. Provide an Annual Report on how the school is being managed to the school community</td>
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</tbody>
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8.1 Defining the School

Strategies
1. Create a Vision, Mission, School Motto, School Values, School Song and a Religious Statement

Planned Activities for 2010
- Establish a school Religious Statement.

8.2 Strategic Planning

Strategies
1. Develop a Strategic Plan and publish on the Intranet.

Planned Activities for 2010
- Finalise the plan and publish on the Web.

8.3 School Reviews

Strategies
- Implement BCE Validation practices which involve the school community assessing the performance of St Stephen’s against the 8 major priorities.

Planned Activities for 2010
- Successfully complete the external validation process
- In 2010 the Board will appraise:

<table>
<thead>
<tr>
<th>Assessment of Student Learning</th>
<th>Assessment Reporting</th>
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</thead>
<tbody>
<tr>
<td>Budgeting and Finance</td>
<td>Planning and Reporting</td>
</tr>
<tr>
<td>Accountability</td>
<td>Monitoring and Self Review</td>
</tr>
</tbody>
</table>
8.4 Policy Framework

Strategies
1. Develop a Policy Framework that is accessible to the school community

Planned Activities for 2010
- Publish the Partnerships and Relationships Community Policy Directive on the Web;

8.5 Annual Reporting

Strategies
1. School Board to write an Annual Report at the end of the year and to present it at the P&F AGM.

Planned Activities for 2010
- Assist the Board in preparing an Annual Report for 2009 and to present it at the P&F AGM.