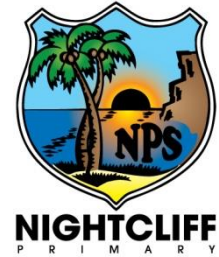


Nightcliff Primary School Annual Operational Plan 2015 Based on Strategic Improvement Plan for 2012 - 2015



Mr. Graham Chadwick

PRINCIPAL

SIGNED

DATE

Mr. Simon Niblock

SCHOOL COUNCIL CHAIRPERSON

SIGNED

DATE

Ms. Aderyn Chatterton

Regional Director Darwin

SIGNED

DATE

How to use the Annual Operational Plan template

This template is to be filled in and submitted annually for each year of your Strategic Improvement Plan's (SIP) four-year cycle. **This page (2) does not need to be submitted with the plan.**

Key Result Area	Identify which KRA the following Goals, Targets and Actions align to. This should align with your SIP.
Goal	What are our Goals? These may have already been identified in the School Improvement Plan, for this Key Results Area. You may find that the identified goals in the SIP may need refining as more information becomes available.
Improvement Targets/Milestone	What are our improvement targets for this Key Results Area? (Align with the relevant four-year targets from your SIP). Ask yourself: <ul style="list-style-type: none"> • What progress towards these four-year targets are we expecting to make this school year?
Action	What are the programs, approaches, activities, projects, tasks, etc. we can undertake to achieve our goals and progress towards our improvement targets and milestones?

Who	When	Funding	Funding Source
Specific group or staff member who has responsibility of ensuring this action is achieved.	Identifying the Actions start time will help assist in the annual planning process in order to achieve all identified actions. E.g. Term 2 or a specific date.	Is funding required to achieve this Action? How much (estimated) funding is required? Nb: if multiple funding sources have been identified then a dollar figure for each funding source would be required.	If funding is required, then how will it be sourced? E.g. Smarter Schools National Partnerships (SSNP), Equity Trust, DoE, School Council etc.

Annual Operational Plan for Nightcliff Primary School for 2014

Key Result Area	<i>Teaching and Learning</i>
Goal	<ul style="list-style-type: none"> Continue to embed the NPS <i>Whole School Approach to Curriculum and Assessment Planning</i> as a key strategy in 2015 Utilise the whole school curriculum and assessment plan to align teacher programming which challenges students learning outcomes within the eight key learning areas.
Improvement Targets/Milestone 1.	All teachers are implementing the Australian Curriculum utilising the NT scope and sequence including unit outlines within the C2C.

Improvement Targets/Milestone 2.	All teachers are adhering to the <i>NPS Curriculum and Assessment Support Document</i> and the <i>Reporting and Assessment Policy</i> .
Action	<ul style="list-style-type: none"> Principal/Assistant Principals in conjunction with Curriculum and Assessment team to monitor processes and align planning, programming, assessment models to ensure there is congruence throughout the school. Curriculum team to investigate and recommend additional resources, including online literacy programs, to support school wide assessments e.g. PM benchmark kits, Soundwaves/Envision work books, Lexile readers etc...

Who	When
Leadership team, Curriculum Team	Initiate Term 1 - End Term 4, 2015

Funding	Funding Source
\$15,000.00	Teaching and Learning budget

Improvement Targets/Milestone 3. (As within the Staff Information Folder)	<p>All classroom teachers are programming and planning from the Nightcliff Primary School</p> <ul style="list-style-type: none"> • Australian Curriculum • NT Doe Learning Area Achievement Standards • NPS Curriculum and Assessment support document • NPS Assessment and reporting policies
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Action	<ul style="list-style-type: none"> • Teachers are to follow the Australian Curriculum, NPS teacher curriculum support documents, including the NPS assessment and reporting documents to develop their class program and planning via the C2C units, NT Scope and sequence to work collaboratively in year level teams. • All teachers to integrate the curriculum guidelines of the Australian Curriculum. • Curriculum team to offer in-house training and support with the Australian Curriculum.
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Who	When
Leadership team, Curriculum team	Term 1 2015/ Ongoing

Funding	Funding Source
As required	Curriculum budget

Progress Note	Expenditure To Date	Note Date

Improvement Targets/Milestone 4.	<ul style="list-style-type: none"> Continue to build the whole school approach to numeracy teaching (Envision Maths) to embed a whole school approach to the teaching of numeracy throughout Nightcliff Primary School. Transition to Year 6 teacher's actioning the Envision Maths Program to support the implementation of the NPS whole school Maths approach further supporting the Australian Curriculum.
Action	<ul style="list-style-type: none"> All teachers to participate in school wide mathematics moderation sessions each term. Curriculum team to mentor teachers in the development of units of work to improve teacher literacy in identified areas of need – problem solving, geometry and measurement. Achieve a 3% improvement in the Year 3 and 5 NAPLAN targets in Numeracy. (2015) Transition/ Year 5/6 to not use the Envision student workbooks – Envision teaching methodology still applies to all classes.

Who	When
Leadership team/ St1's / all staff	Ongoing

Funding	Funding Source
\$2,000.00	Numeracy Budget (Mathematics)

Progress Note	Expenditure To Date	Note Date

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Improvement Targets/Milestone 5.	Continue with the implementation of the whole school approach to spelling/writing that includes grammar and all genre criteria areas.
Action	Seniors to mentor year level teachers to produce writing overviews and units of work. Timetable Year level teachers to collaboratively plan and develop the units of work through the writer's workshop. Continue to review the whole school spelling/writing support resources e.g. Soundwaves.

Who	When
Year level teams/Curriculum team	Each semester

Funding	Funding Source
\$2,000.00	Literacy budget

Progress Note	Expenditure To Date	Note Date
Soundwaves teaching materials and student books have been purchased for distribution.	\$1200.00	

Improvement Targets/Milestone 6.	Refine the whole school approach to the teaching of reading. All classroom teachers to align with the whole school approach. Ongoing improvement in resourcing the school Library reading resources (Non-fiction, Big Book, Guided Reading)	
Action	Curriculum team to review the centralised approach to the home reading program. Provide relevant professional learning around guided reading and comprehension assessment tools. Monitor reading resources and prioritise needs, purchase additional home readers as required.	

Who	When
Assistant Principals and Curriculum team. Gwen Davey to continue purchasing/distributing home readers. Librarian to continue improving Library reading materials and resources	Ongoing

Funding	Funding Source
\$5,000.00 (Library resources)	Library budget

Progress Note	Expenditure To Date	Note Date
Home readers have been purchased to the value of \$2,000.00 for the 2015 school year. Library resources also purchased to the value of \$2,000.00 for the 2015 school year.	\$2,000.00 \$2,000.00	January 2015

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Improvement Targets/Milestone 7.	Achieve a 2% increase in school based Year 3 and 5 NAPLAN targets in reading, writing, and spelling.
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Improvement Targets/Milestone 8.	<ul style="list-style-type: none"> All students participating in school wide moderation of writing. (Once a term) Embed a culture of 'what does differentiation look like' supported through school student literacy data.
Action	<ul style="list-style-type: none"> To acknowledge adjustments and measure English learning outcomes for all students via data snapshots. To improve the quality of feedback written within student work books. (What does quality feedback look like?) All teaching teams to participate in school based literacy standardised assessments. (Once a semester)

Who	When
Leadership team/ ST1's/ teachers	Semester 1 & 2

Funding	Funding Source
Funds derived from the teaching and Learning Budget	Teaching and learning

Progress Note	Expenditure To Date	Note Date

Improvement Targets/Milestone 9.	Continue to embed a whole school approach to modelling Guided Reading classroom strategies and the teaching of oracy.
Action	Early Year's Senior Teacher to align with the Intervention team to develop phonemic awareness strategies supported by the employment of a speech pathologist to support teachers and improved teaching and learning. Initially Transition and year 1 with Danielle Votano.

Who	When
Early Year's Senior Teacher	Ongoing

Funding As required	Funding Source
	Intervention budget

Progress Note	Expenditure To Date	Note Date

Improvement Targets/Milestone 10.	<ul style="list-style-type: none"> All classroom teachers participating in class data and curriculum focus conversations with the leadership team twice a year. All classroom teachers utilising internal monitoring/ standardised assessment database to track and monitor individual student progress each term.
Action	Each classroom teacher required to liaise with Assistant Principals to participate in data coaching conversations. Jo Glennon (AP) to manage student outcomes aligned to student Standardised Assessment data, including the compilation of student data.

Who	When
Assistant Principals	Semester 1 & 2

Funding	Funding Source
Funds derived from the teaching and Learning Budget	Teaching and learning

Progress Note	Expenditure To Date	Note Date

Improvement Targets/Milestone 11.	All teachers to analyse internal monitoring/assessment data to identify students overall improvements and to liaise with the intervention team to focus on improvement strategies for students deemed at risk.
Action	<ul style="list-style-type: none"> • Intervention team including Special Ed and ESL staff co-ordinating roll out of reading intervention program for students in years T - 6. • Curriculum team to identify additional resources to support and improve language conventions outcomes throughout the school. • Intervention team to assess and monitor students deemed at risk, ongoing weekly timetable 40 weeks per year.

Who	When
Leadership team, Intervention team, Teachers	Ongoing

Funding	Funding Source
\$2,000.00	Teaching and Learning budget (Special Ed)

Progress Note	Expenditure To Date	Note Date
Jill Finch to manage SPTP funding and staff administration/employment.		

Improvement Targets/Milestone 12.	<p>Intervention team/ Special Education teacher to work closely with Student Services and the CDT team to improve school operations.</p> <p>Review NPS processes to improve the identification and assessment of students who are not meeting benchmark – achieved by improved data monitoring tools and school wide student assessment.</p>
Action	<ul style="list-style-type: none"> • To improve student outcomes and monitoring of students deemed at risk • Intervention team to mentor Special Education Support Assistants in supporting students with EAP's. • All EAP's developed in collaboration with the Intervention team, classroom teachers and family members.

Who	When
Special Ed teacher /Intervention team / Jill Finch	Ongoing

Funding	Funding Source
\$38,000.00 (Sem 1)	SPTP - Special Base Funds Jill Finch

Progress Note	Expenditure To Date	Note Date

Improvement Targets/Milestone 13.	<ul style="list-style-type: none"> • ICT Project team continue to monitor current licensed programs in use and scrutinise their effectiveness to classroom outcomes. • Improvement in teacher IT skills and a commitment to using the school wide data collection process. • Purchase three new touch screens to support Upper Primary and Science. • Purchase 10 new laptops for Upper primary / desktops to be moved to Early Years classes • Purchase Software Licenses for curriculum programs
Action	<ul style="list-style-type: none"> • All teachers utilising interactive whiteboards/touch screens to enhance Mathematics/English lessons on a weekly basis and incorporate Digital Technologies (Australian Curriculum) • All Early Years teaching teams to develop learning plans utilising ipads. Upper primary teaching teams to develop learning plans utilising ipods. Second set of ipads to be created for student roster throughout primary 3-5.

Who	When
Jo Glennon/ Russell Smith/Graham Chadwick	Term 1 initiate – ongoing.

Funding	Funding Source
\$40,000.00 \$18,000.00	IT Budget Software Licenses

Progress Note	Expenditure To Date	Note Date

<p>Improvement Targets/Milestone 14.</p>	<ul style="list-style-type: none"> • Students to participate (as nominated) in weekly lessons in the extra curricula teaching areas of Visual Art, Physical Education/ Health, Science. • Classroom Music lessons once a week up to year 3 – Instrumental music lessons from Year 4 up – increased to 1 day per week. • Indonesian lessons increased to three days per week 2 days provided by DLC 1 x day paid by school. All students from year 2 onwards to access Indonesian lessons ½ hour per week to Year 3 – 1 hour onwards. • Ongoing links with Tennis Australia and Tennis NT. • Beat
<p>Action</p>	<p>Deliver key strategies and student outcomes within the extra curriculum teaching programs. Purchase resources such as budgeted for each specialist teaching area.</p>

Who	When
<p>Science Julia Huckabone / PE & Health Matthew Ryan / Visual Arts Pozy Dalgleish .6 / Music Gwen Davey / Indonesian – Darwin Language Centre. Specialist funding programs to be administered by appropriate AP's</p>	<p>Ongoing</p>

Funding	Funding Source
<p>Science \$2,000.00 (Jill/Julia) PE & Health \$3,000.00 (Jo/Matt) Visual Art \$2,000.00 (Jill/Pozy) Music \$2,000.00 (Graham/Jo/Gwen) Indonesian - as required (Jo/Jill)</p>	<p>Teaching and Learning Budget</p>

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Progress Note	Expenditure To Date	Note Date

Progress Note	Expenditure To Date	Note Date
Improvement Targets/Milestone 15.	All teachers to incorporate the Geography and History components of the Australian Curriculum in their class programs – Civics and Citizenship, Business and Enterprise (Humanities). This will be monitored in term 1.	
Action	<ul style="list-style-type: none"> The curriculum team will run PD programs to train teachers with the Australian Curriculum History and Geography outlines including support with the C2C units of work. Incorporate Australian Indigenous History, Asian perspectives within units of work via the Visual Arts program. 	

Who	When
Curriculum Team/ All staff / Pozy Dalgleish – Visual Arts	Term 1 implementation /ongoing

Funding	Funding Source
Partially via Visual Arts budget and Teaching and Learning budget as required.	Teaching and Learning

Progress Note	Expenditure To Date	Note Date
Improvement Targets/Milestone 16.	<ul style="list-style-type: none"> • Pre-School team to monitor the audit feedback via the QIP audit in February 2014. • School leadership team to support the Pre-School in transitioning the three morning room model. • Pre -School senior teacher to embed the Early Years Learning Framework. • Monitor and supervise the ongoing universal access support procedures within the Pre-School 	
Action	<p>Pre-School teacher in charge to monitor all procedural processes within the Pre -School approved area. To ensure all processes have been implemented post the QIP audit. Prepare students for the forthcoming school swimming program. To continue to promote the Pre-School as a centre of excellence. To develop a coordinated Early Years team to include the ELC, Pre-School and Transition programs.</p>	

Who	When
Mary Searle/ Jill Finch	Ongoing

Funding	Funding Source
\$1,000.00	Allocated Pre School funds – funds provided on a needs basis.

Progress Note	Expenditure To Date	Note Date
<p>Semester 1 2014 – Pre-School full reaching its capacity of 80 students.</p>		

Key Result Area	Wellbeing
Goal	The NPS school values are embedded across the school with student behaviour, well-being and pastoral care to further support respect for each other as a priority for the day to day interactions between students and staff.
Improvement Targets/Milestone 1.	The NPS school community has a deep understanding of the school values and how this applies to all visitors and members of the Nightcliff School community.

Improvement Targets/Milestone 2.	All NPS staff both teachers and support staff will, on a daily basis promote the values policy of the school and use these statements as the process for conflict resolution or conflict negotiation.
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Improvement Targets/Milestone 3.	To continue with our wellbeing committee to continue to build rigour within our behaviour processes and to also align with the national focus of 'Bullying No Way'. Teaching teams to utilise school wide resource "Bounce back".
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Improvement Targets/Milestone 4.	NPS community members to understand the Nightcliff Primary School Behaviour Management Policy and how this is applicable to the wider community. (Working in partnership)
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Improvement Targets/Milestone 5.	Strive to improve the school average attendance rate of 91.5% for all year levels to 93%.
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Improvement Targets/Milestone 6.	School wellbeing project team to develop an induction program for new arrivals, student leaders, SRC inductees and student visitors.
Action	Wellbeing and sustainability project team to continue to develop and improve the induction template and to house this information on the school website.

Who	When
STI / Wellbeing and sustainability team	Ongoing

Funding	Funding Source
1,500.00	

Progress Note	Expenditure To Date	Note Date

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Key Result Area	<i>Participation, Transitions and Pathways</i>
Goal	As a member of the Nightcliff Hub – to improve student transition to the local Middle School and to continue to improve the data profiles which support student understanding and relationships with their local MS.
Improvement Targets/Milestone 1.	Ongoing partnership with Child Australia, continue to develop the ELC/Pre School 3 room program and investigate a ‘Seamless Schooling ‘ model incorporating Transition in 2016.
Improvement Targets/Milestone 2.	DGR – (Deductable Gift Recipients) – Advertise the School Building and Library funds as an option for parent donations. Support the school council’s energy saving measures and improve infrastructure spaces for student extension programs.
Improvement Targets/Milestone 3.	Develop key learning strategies for the ELC with Child Australia to further improve fine/gross motor skills prior to student’s progressing to Pre-School. Continue to develop this as a part of the NPS Early Years improvement strategy.
Improvement Targets/Milestone 4.	Explore the merit of registering as an Independent Primary School in 2016. Option to travel to Singapore to model same like schools.

Action	Senior staff to monitor transitioning arrangements with NMS as an ongoing process. DGR processes to be monitored by Business Manager. Principal and Business Manager to continue liaison with Child Australia (Monthly meeting s/ to include council rep) Principal and Business Manager to explore options on IPS registration / to then present to school council.
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Who	When

Funding	Funding Source

Progress Note	Expenditure To Date	Note Date

Key Result Area	<i>Partnerships</i>
Goal	Continue to liaise and build relationships with external agencies to further improve the educational outcomes at Nightcliff Primary School. Senior staff to align with a professional educational organisation to improve personal competence and leadership practices.
Improvement Targets/Milestone 1.	Identify and promote the best participants for the school council and promote participation on the council as a key priority in the overall improvement of the school and its succession planning.

Improvement Targets/Milestone 2.	Continue to promote the Outside of School Hours/VAC Care in 2015 as a centre of excellence.
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Action	Principal and school council parent rep to continue to meet with the OSHC director throughout 2015
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Who	When
Graham Chadwick	Weekly meetings with OSHC Director

Funding	Funding Source

Progress Note	Expenditure To Date	Note Date
Improvement Targets/Milestone 3.	The OSHC program to utilise the Active After-school sports program currently being run at NPS each afternoon. To also utilise the Tennis Australia's 'Hot Shots' student after hours program.	

Improvement Targets/Milestone 4.	Principal to continue to participate in Cluster Principal meetings. Principal to commit to the actions of the NPS hub to build relationships with local schools.
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Who	When
(OSHC Director)	

Funding	Funding Source

Budget to be set in Semester 1.

Oshc funding

Progress Note	Expenditure To Date	Note Date

Key Result Area	<i>Leadership</i>
Goal	To continue to mentor and model quality leadership practice via leadership strategic discussions, weekly reflection and leadership materials and periodicals as an ongoing collaborative learning model at NPS.
Improvement Targets/Milestone 1.	To continue to utilise the school meetings schedule as an opportunity to focus on in house professional learning and to utilise the professional skills of individual staff as an ongoing learning/reflection model to promote best practice currently happening in the school.
Action	To continue with the teacher and wider staff, Performance and Enhancement sessions, to further improve and unpack current thinking and to challenge convention on what works today may not be applicable tomorrow. Ongoing goal alignment and de privatizing practice – Whole School Approaches, Visible Leadership, Visible Teaching and Visible Learning.

Improvement Targets/Milestone 2.	<p>School leaders/Teachers participating in project teams to influence school action plans and strategic direction.</p> <ul style="list-style-type: none"> • Curriculum & Assessment (Jill - Literacy) (Mark- Numeracy) • ICT (Jo/Graham) • Wellbeing and sustainability (Nick)
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Improvement Targets/Milestone 3.	Senior staff to develop a personal learning action plan to improve leadership theory and emotional intelligence strategies. Senior staff to engage in professional learning opportunities and to also seek professional learning activities aligned to their PLAP.
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Improvement Targets/Milestone 4.	Develop financial literacy within the leadership team and assign financial responsibility and delegation to each Assistant Principal.
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Improvement Targets/Milestone 5.	Continue to support the Teaching Schools Program with Charles Darwin University. Teachers to nominate at the beginning of the year their commitment to the program and ongoing professional learning dialogue with CDU.
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Who	When
Leadership team	Ongoing

Funding	Funding Source
\$25,000.00	PD Budget

Progress Note	Expenditure To Date	Note Date



<p>Assistant Principals to attend 1 - National Conference per year.</p> <p>Senior Teachers to attend Leadership courses through Centre for School leadership Program CDU/DOE</p>	<p>\$2,000.00</p>	<p>2015 School Year.</p>
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