



Peak School



Annual Implementation Plan 2013-14

Prepared May/June 2013

Endorsement by School Council	NAME: Duncan MacFarlane (temp Chair) DATE - 2 October 2013
Endorsement by Principal, Peak School	NAME: Bill Garnett DATE - 2 October 2013

Annual Implementation Plan

GUIDING STATEMENTS (Philosophy and Objectives)

Key Strategies	Lead	Timeframe	Resourcing	Evidence
International Mindedness	LMT led by BG/AA	Term 1-3	Primary Advisor, School Community Members	Build on definition established in 2012/2013 academic year and continue development of understanding for all stakeholders (common understanding). Continue to develop, foster and encourage the use of Mother Tongue to support and enhance learning.
Mission/Vision of statements	LMT led by BG/AA	Term 1-3	Primary Advisor, School Community Members, ESF Stakeholders survey, School Council self review	Continue to ensure all stakeholders are aware of our mission and vision and ensure school council members measure the school's success in putting its mission and objectives in practice
Environment and sustainable development of framework	BG & TB	Term 1-3	Secondary Advisor, School Community Members including students	The ESF secondary advisor is leading the development of this in the 2013/14 academic year. We will support this initiative by attending development sessions and by ensuring we complete the relevant documentation as set by ESF

CURRICULUM

Key Strategies	Lead	Timeframe	Resourcing	Evidence
Increase understanding of inquiry learning across the school community	LMT led by CC, Curric Coor, All staff	Term 1-3	Staff ESF Advisors	Variety of workshops offered to parents on an ongoing basis throughout the year (with a focus on priority areas). Evaluate the level of understanding & appreciation parents have of inquiry, Maths, English and Chinese (Stakeholders survey).
Assessment review and implementation	LMT led by BG & Ruth M	Term 1-3	Supply cost to release assessment coordinator if necessary	Review reporting to parents timings in line with ESF agreement Update Gateway reports to reflect reporting outcomes developed for Maths/English Develop student tracking processes Develop feedback to students agreement (written feedback in books) All PYP essential elements are assessed across all the year groups
Development and mapping of curriculum and implementation of ESF wide agreements	BG/AA/CC, Curric Coor	Term 1-3	First Steps (Reading), Curriculum advisor, supply costs	Continue development of English curriculum plan (viewing/presenting/oral) Contribute to Chinese Curriculum review and development of Scope and Sequence document across ESF and implement the Foundation essential agreement Review alignment of Soc Stud/Science/Arts/ documents with POI

CURRICULUM (cont)

Key Strategies	Lead	Timeframe	Resourcing	Evidence
Collaborative Planning enhancements	PYPC	Term 1-3	PYP planners, ESF Advisors	Planning at the school makes use of the Primary Years Programme planner and planning process across the curriculum and by all teachers. There is a systematic approach to integration of the subject-specific scope and sequences and the programme of inquiry. There is consistent use of the all the newly developed scope and sequence documents by teachers when planning and reflecting collaboratively.
Cater for the diversity of students language needs and abilities (English as a second language – ESL)	AA	Term 1-3	AA – has completed “train the trainers” program. ESF Advisors	Workshops (including ESL in the mainstream) have been run for staff with a focus on best practice and teaching and learning strategies for ALL students. Awareness has been raised of our students cultural diversity and language needs including an induction for new staff.
Further development of Social/Emotional health and wellbeing for students and staff	BG/AA/JE	Term 1-3	Therapy Services Friends program ST John’s Counsellors	Friends for life program is implemented throughout school including “fun friends” – 5-7 yrs and “Friends for life” – 7-12 yrs.

LEADERSHIP AND GOVERNANCE

Key Strategies	Lead	Timeframe	Resourcing	Evidence
School Council (SC) review its effectiveness and regularly reviews the progress the school is making towards its key priorities	BG/DP	Term 1-3	IB/CIS report Principal Report ESF Stakeholders Survey	IB/CIS report is shared with school council and reflected upon Principal regularly updates the school council on progress made towards key priorities through the SC Principal Report Key findings from ESF stakeholders survey are shared with council SC reviews its own performance via survey
Health and Safety committee to develop PS Health and Safety Manual	BG/HS Committee	End of Term 1	ESF Facilities Department	Health and Safety manual established through an collaborative approach
Policy Review/Development	BG	Term 1-3	ESF Advisors	To update the policy review timetable To update the policy review timeline at school council level ensuring all policies are reviewed in a timely manner To place all policies endorsed by the school council on Gateway (school documents tab) To ensure all staff members know where to access the relevant documents

STAFF

Key Strategies	Lead	Timeframe	Resourcing	Evidence
Implement inquiry groups (professional learning community - PLC) for staff around key priority areas	LMT	Term 2-3	ESF Advisors, IB/CIS report	Evidence of PLC being used and there is an obvious link to school priorities and recommendations from IB/CIS visit.
Further embed Performance Management model to enhance feedback to staff	LMT/Line Managers	Term 1-3	Teaching/Leadership Frameworks, appropriate supply costs, students (student voice)	Use of student voice evident in collecting data (visible learning) Peer observation model reviewed and modified where appropriate Close links made to the teacher and leadership capabilities Review feedback from staff (ESF Stakeholders survey)

ACCESS TO LEARNING (student support)

Key Strategies	Lead	Timeframe	Resourcing	Evidence
Appropriate teaching staff and EAs to attend CPD particularly around assessment, differentiation and inclusion	CPD coordinator	Term 1-3	PD opportunities organised by ESF, First steps training, assessment workshops, IB workshops, in school training	Record of PD attended, opportunities to share new practice and measurement of impact noted. Staff continue to receive support/guidance to analyse standardised data.
The school explores opportunities to promote healthy eating	PS staff	Term 1-3	Blogs, newsletters, email	School actively promotes healthy eating across the school community through a range of initiatives
Collaborative planning and reflection incorporates differentiation for student's learning needs and styles	LMT and Teaching staff	Term 1-3	Planning time with PYPC	IB PYP Planning documentation is completed with reference to learning needs and styles

SCHOOL CULTURE AND PARTNERSHIPS FOR LEARNING

Key Strategies	Lead	Timeframe	Resourcing	Evidence
Enhance levels of communication with parents with a particular focus on inquiry learning, core skills, Chinese and assessment	LMT and curriculum coordinators	Term 1-3	Curriculum Coordinators, LMT, Primary Advisors	Workshops for parents are held, blogs are updated regularly to inform stake holders, Chinese newsletters are sent out regularly
Review/development of behaviour management plan	BG to lead	Term 1-3	Marg Thorsbourne (Restorative Practice)	Fairness in dealing with student concerns is enhanced by clearly written statements of expected behaviour including the consequences of non-compliance School to explore the “Restorative Practice” behaviour management approach and evaluate it’s potential impact and effectiveness at Peak School

OPERATIONAL SYSTEMS (Resources)

Key Strategies	Lead	Timeframe	Resourcing	Evidence
Implementation of IT replacement plan and new E-Safety policy	IT Committee - Craig H, BG and Gaylord	Term 1-3	Budgeted amount to replace capital items	Upgrade/Replace IT equipment as per replacement plan Easier access to apple software with increased number of Apple computers Ensure community members are all aware of the e-safety policy and follow it closely when and where appropriate
Look at potential of facilities rentals income	BG, Anton and Finance Committee	Term 1-3	School Facilities	Review facilities rentals approach and look at strategic ways to increase rental income for the 2014/2015 academic year and beyond