



# San Sisto College

*Women of Integrity Shaping the Future*

## ***ANNUAL OPERATIONAL PLAN***

# **2015**

*Prepared in consultation with College Staff, College Board and P&F and based upon the 5 Year Strategic Renewal Plan 2012 - 2016*

**Prepared:** 10 October 2014      **Updated:**      **Reviewed:**

## College Annual Operational Plan 2015

### PRIORITY 1 (Priorities are the common key areas for action for 2015)

#### *Mission and Religious Education*

BCE STRATEGIC INTENTS		COLLEGE GOALS (Goals are what we decide to do to achieve our aims for 2015. They are established as part of the renewal plan and annual goal setting to focus action around our aims.)	STRATEGIES (Strategies detail how goals will be achieved. They align directly to the goals.)	REVIEW & REPORT
1.1	Policies, programs and practices which explicitly articulate the nature and purpose of Catholic schooling, within the broader evangelising mission of the Church.	<ul style="list-style-type: none"> <li>To have the <i>Living towards Integration</i> policy well known, and staff committed to it</li> <li>To strengthen the use of religious language (Habits of Spirit)</li> <li>To make explicit links between elements of college life and the Church</li> </ul>	<ul style="list-style-type: none"> <li>Explain the Living Towards Integration policy to staff</li> <li>Continue positive psychology training to staff to enhance an inspirational Catholic culture</li> <li>Include charism in induction of new staff program</li> <li>Support participation in pilgrimages</li> <li>Provide broad range of religious/social justice/prayerful activities in which staff and students can participate</li> </ul>	
1.2	A religious education curriculum that promotes knowledge, deep understanding and skills about the Catholic and broader Christian tradition.	<ul style="list-style-type: none"> <li>To review/write all curriculum materials over the next two years</li> </ul>	<ul style="list-style-type: none"> <li>Continue implementation of new RE curriculum 7 – 10 as per BCE guidelines</li> <li>Ensure that all RE units are written in DOL/CITW and new syllabus</li> </ul>	
1.3	A cohesive and integrated approach to nurturing and promoting the religious life of the school, the faith formation of students and participation in the worshipping community.	<ul style="list-style-type: none"> <li>To ensure that the religious life of the school is overt and embedded within the culture of the college</li> </ul>	<ul style="list-style-type: none"> <li>Continue to integrate and make overt the Dominican Gospel values, Habits of Spirit and Faith into classroom, assemblies and school activities and into unit planners as per curriculum plan</li> <li>Explore and participate in student activities (locally and globally) to enhance spirituality of students</li> </ul>	
1.4	A cohesive and integrated approach for the spiritual formation of staff.	<ul style="list-style-type: none"> <li>To develop a consistent and strategic approach to Dominican formation and induction</li> <li>To emphasise staff spiritual formation and provide opportunities for same</li> <li>To provide options for areas of interest for staff re religious and Dominican formation</li> </ul>	<ul style="list-style-type: none"> <li>1 x staff meeting or equivalent per year committed to a Dominican topic</li> <li>Staff Mass and prayer</li> <li>Complete Year 3 of Catching Fire</li> <li>Offer options to staff for completion of RE accreditation/teaching in a Catholic school</li> <li>Staff retreat</li> </ul>	
1.5	A cohesive and integrated approach for the professional learning of staff in religious education and theology.	<ul style="list-style-type: none"> <li>To provide specific PD for RE staff</li> <li>Increase RE qualified staff</li> <li>To have a well-qualified religious education team, and for all staff to be committed to professional learning in relation to religiosity and spirituality</li> </ul>	<ul style="list-style-type: none"> <li>Continue to release RE staff 1 x day per year for RE in-service</li> <li>Continue to release RE staff 1 x day per year for team planning and in-service re: RE and theology</li> <li>Continue to promote scholarships</li> <li>Continue to emphasise and focus on Habits of Spirit</li> <li>Increase sessions related to religiosity and spirituality into the Learning Series</li> <li>To promote study in RE/Theology</li> </ul>	
1.6	A shared understanding of and practical responses to Catholic Social teaching.	<ul style="list-style-type: none"> <li>To highlight Catholic social justice issues</li> <li>To integrate social justice action and school offerings into the curriculum</li> </ul>	<ul style="list-style-type: none"> <li>Provide in-service on Catholic Social Teaching</li> <li>Continue to provide service and justice activities for staff and students</li> <li>Continue to provide of guest speakers involved in Social Justice activities</li> <li>Explore models of service learning</li> <li>East Timor every second year</li> </ul>	

# PRIORITY 2

## Learning and Teaching

BCE STRATEGIC INTENTS		COLLEGE GOALS (Goals are what we decide to do to achieve our aims for 2015. They are established as part of the renewal plan and annual goal setting to focus action around our aims.)	STRATEGIES (Strategies detail how goals will be achieved. They align directly to the goals.)	REVIEW & REPORT
2.1	Enhanced pedagogical practice that is data-informed and evidence-based.	<ul style="list-style-type: none"> <li>To continue D of L and refinement in Classroom Instruction That Works, HOM&amp;S and school-wide pedagogy</li> <li>To continue with a focus of using data to inform judgment and direction</li> <li>To develop leadership skills and define accountabilities of middle leaders within faculties re: curriculum development</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all units 7 – 12 on portal</li> <li>Continue to develop resources in Habits of Spirit</li> <li>Commence Year 3 of Performance, Devt &amp; Goal Setting to be led by college leaders</li> <li>Formulate college calendar of release for subject teachers for planning purposes and publish same</li> <li>Prepare five year strategic plan for implementation of CITW as part of school-wide pedagogy</li> <li>Implement phase 2 CITW 2015</li> </ul>	
2.2	Implementation of the Australian Curriculum within the context of the BCE Learning Framework as a means of realising equity and excellence.	<ul style="list-style-type: none"> <li>To continue with implementation with Australian curriculum</li> </ul>	<ul style="list-style-type: none"> <li>Provide opportunities to review 7 – 12 seamless curriculum</li> <li>Staff visitations to Year 6 classrooms to be explored as necessary</li> </ul>	
2.3	Improved literacy and numeracy standards.	<ul style="list-style-type: none"> <li>To provide learning support and training</li> </ul>	<ul style="list-style-type: none"> <li>Continue to monitor literacy and numeracy strategies to improve NAPLAN</li> <li>Continue to test Year 8 Mathematics/NAPLAN</li> <li>Implement literacy strategy including online support for staff re grammar/punctuation</li> </ul>	
2.4	Learning and teaching environments are adaptive and responsive to the changing structure of schooling e.g. school based kindergarten and year 7 to secondary.	<ul style="list-style-type: none"> <li>To continue with implementation of master building plan: Marian Centre</li> <li>To continue to provide training in the use of IC &amp; LTs in the classroom</li> <li>To review, dialogue about and implement best practice re teaching of Year 7</li> </ul>	<ul style="list-style-type: none"> <li>Continue to ensure best-practice resources in all classrooms and ensure resources for devt of new curriculum</li> <li>Regularly review progress re pedagogy appropriate to Year 7</li> <li>Monitor need for physical locations of year levels during lunch breaks</li> <li>Teachers to review classroom routines with their classes in order to improve cleanliness of rooms</li> </ul>	
2.5	Comprehensive whole-school approaches provide pastoral care, protection of students, student behavior support and foster social and emotional well-being.	<ul style="list-style-type: none"> <li>To Continue to monitor, review and gather data about the operations of the WELL</li> <li>Integrate Spirituality PDE and retreat programs</li> </ul>	<ul style="list-style-type: none"> <li>Provide staff, student and parent training in matters re wellbeing</li> <li>Promote use of the WELL as a place of wellbeing</li> <li>Integrate all PDE, Spirituality, Camp experiences into complete package with age-relevant curriculum</li> <li>WELL data to continue to be presented at all Teachers' meetings</li> </ul>	
2.6	Targeted strategies that ensure the identification, monitoring and improved education outcomes for specific diverse student populations.	<ul style="list-style-type: none"> <li>To continue to explore financial grants</li> <li>Support early verification processes</li> </ul>	<ul style="list-style-type: none"> <li>Continue current support programs</li> </ul>	
2.7	Career education and creative curriculum planning that improves student access to pathways and maximises school and post school options.		<ul style="list-style-type: none"> <li>Continue to offer career education in Year 10 as a component of PDE</li> <li>Add one line of "Career Counselling" to staffing for access</li> <li>Year 10 students to have access to Career Voyage program</li> <li>Review subject selection process</li> </ul>	
2.8	School leadership teams and classroom teachers have well developed capacities to utilise information, communication and learning technologies to improve learning and teaching.	<ul style="list-style-type: none"> <li>To foster a learning community culture</li> </ul>	<ul style="list-style-type: none"> <li>Provide ongoing staff training on Monday afternoons on range of topics eg. Leadership vs management, Dominican philosophy of education in Learning Series</li> <li>Fully implement Learning Management System: LIFE</li> <li>Provide release for a teacher to assist with LIFE</li> </ul>	

# PRIORITY 3

## *Professional Practice and Collaborative Relationships*

<b>BCE STRATEGIC INTENTS</b>		<b>COLLEGE GOALS</b> (Goals are what we decide to do to achieve our aims for 2015. They are established as part of the renewal plan and annual goal setting to focus action around our aims.)	<b>STRATEGIES</b> (Strategies detail how goals will be achieved. They align directly to the goals.)	<b>REVIEW &amp; REPORT</b>
3.1	Structures, processes and collaboration with clergy and parish bodies to strengthen the shared mission of parish and school.	<ul style="list-style-type: none"> <li>To continue the close connection with the Fathers at Our Lady of Grace's</li> <li>To continue with visits to and exchanges with St Martin's</li> </ul>	<ul style="list-style-type: none"> <li>Include Fathers in college functions</li> <li>Actively promoting community Mass</li> <li>Make links wherever possible with the parish</li> </ul>	
3.2	Partnerships that provide for consultation and engagement with parents as the primary educators of their children in the mission of the Catholic school.	<ul style="list-style-type: none"> <li>To support parents in educating students re: PDE topics</li> <li>To foster positive and affirming relationships with parents and members of the community</li> </ul>	<ul style="list-style-type: none"> <li>Continue to invite parents to school Masses, rituals and school liturgies</li> <li>Make greater use of parent portal</li> <li>Conduct parent nights as appropriate e.g. QTAC information</li> <li>Prepare information sheets, update website with relevant information and keep website current</li> <li>Conduct PPP program as soon as Social Worker is trained</li> </ul>	
3.3	A comprehensive approach to staff well-being and development including professional learning, professional standards, performance management and pastoral care.	<ul style="list-style-type: none"> <li>To support and foster well-being of staff</li> <li>To provide learning opportunities for staff</li> </ul>	<ul style="list-style-type: none"> <li>Provide mentoring for younger teachers</li> <li>Continue Performance, Devt and goal setting for all staff</li> <li>Provide all new staff with a buddy</li> <li>Continue with extensive formation, induction process</li> <li>Continue to prepare strategic professional development program each year</li> </ul>	
3.4	Leadership development and succession planning informed by the mission and purpose of Catholic Education.	<ul style="list-style-type: none"> <li>To develop leadership training opportunities for staff</li> </ul>	<ul style="list-style-type: none"> <li>Promote BCEC Leadership programs</li> <li>Offer opportunities for leadership development</li> <li>Foster learning community culture through after school Learning Series of lectures/workshops</li> </ul>	
3.5	Development of effective professional learning communities both within schools and across the wider BCEO community.	<ul style="list-style-type: none"> <li>To develop a learning community of leaders keeping others abreast of current research/information</li> <li>To encourage networking of teachers with teachers in other schools</li> </ul>	<ul style="list-style-type: none"> <li>Rotate middle leaders in a program of sharing best practice at staff meetings</li> <li>Involve Academic Leaders in recruitment and selection and in decision making</li> </ul>	
3.6	Productive links are forged with professional bodies and institutions, the broader community and government agencies.		<ul style="list-style-type: none"> <li>Continue to foster high quality relationships with stakeholders</li> </ul>	
3.7	A safe, healthy and productive school environment for students, staff and community.	<ul style="list-style-type: none"> <li>To maintain physical and healthy well-being of staff</li> </ul>	<ul style="list-style-type: none"> <li>Recruit high quality staff to service needs of college</li> <li>Provide appropriate OH&amp;S training</li> <li>Continue with physical wellbeing program for staff</li> <li>Complete staff well-being policy and promote it</li> </ul>	
3.8	Consultative and collaborative partnerships are evident among schools and between schools and BCEO.	<ul style="list-style-type: none"> <li>To develop stronger links with schools in the Dominican tradition</li> </ul>	<ul style="list-style-type: none"> <li>Attend Dominican Education Network meetings and others as relevant</li> <li>Begin preparation of Common Ground 2016 and DEN Conference 2017</li> <li>Support the DEN conference in New Zealand</li> </ul>	

# PRIORITY 4

## Strategic Resourcing

BCE STRATEGIC INTENTS		COLLEGE GOALS (Goals are what we decide to do to achieve our aims for 2015. They are established as part of the renewal plan and annual goal setting to focus action around our aims.)	STRATEGIES (Strategies detail how goals will be achieved. They align directly to the goals.)	REVIEW & REPORT
4.1	The strategic renewal plan informed by the principle of stewardship directs the allocation of school resources.	<ul style="list-style-type: none"> <li>To be sensitive to Dominican/Catholic/Christian values in resource allocation</li> </ul>	<ul style="list-style-type: none"> <li>Prepare a budget in collaboration with all stakeholders</li> <li>Monitor practice of self-insurance for laptops</li> <li>Maintain/Prepare a 5/10 year financial plan</li> <li>Maintain 5/10 year maintenance and development plan</li> </ul>	
4.2	Collaborative processes are in place to develop the budget and to allocate resources.	<ul style="list-style-type: none"> <li>To foster a shared approach to budget preparation</li> </ul>	<ul style="list-style-type: none"> <li>Increase awareness by staff of budget process and budget consideration</li> </ul>	
4.3	The formation and professional learning of staff is clearly evident in budget priorities.	<ul style="list-style-type: none"> <li>To make provision for team planning in curriculum re school pedagogy (DoL and Classroom Instruction That Works)</li> </ul>	<ul style="list-style-type: none"> <li>Budget appropriately for the provision of Professional Learning</li> </ul>	
4.4	Resourcing decisions and priorities support financial accessibility for families.		<ul style="list-style-type: none"> <li>Monitor finance policies and ensure that all are promoted through <i>Verigram</i></li> </ul>	
4.5	Information and learning management systems enhance student and staff engagement with learning, teaching and school operations.	<ul style="list-style-type: none"> <li>To keep staff abreast of IT initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Continue to develop IT troubleshooter on staff portal</li> <li>Check feasibility of release for one teacher to offer help to others re LIFE</li> <li>Monitor provision of laptops</li> <li>Introduce 2 laptop system: 1 in 7/8/9 and 1 in 10/11/12</li> <li>Roll-out replacement laptops for staff as per 3 year cycle</li> <li>Staff training in IT via IT training portal and to be organized as per needs</li> </ul>	
4.6	Sustainable environmental practices are embedded into the organisational structure and processes of schools.	<ul style="list-style-type: none"> <li>To embrace environmentally sustainable practices</li> </ul>	<ul style="list-style-type: none"> <li>Continue the adoption of sustainable practices such as worm farm and recycling</li> <li>Monitor power usage</li> <li>Adopt ethical practices in relation to environmentally sustainable purchasing</li> </ul>	
4.7	Contemporary learning approaches inform the planning, design and use of facilities.	<ul style="list-style-type: none"> <li>To complete next phase of master plan</li> </ul>	<ul style="list-style-type: none"> <li>Keep abreast of current and emerging pedagogies that inform classroom/learning spaces and resources</li> </ul>	