Action Plan 2015 as at 19.2.2015

Our Lady of Mt Carmel School - Coorparoo
Strategic Renewal Plan 2012-2016

Priority 1: Mission & Religious Education

Belief Statement: Our Lady of Mt Carmel is a parish Catholic school where the faith and spirituality of each person in our community is recognised, nurtured and developed. Prayer, liturgy and celebrations are key elements of our spirituality.

Support the faith and spiritual development of students and staff.

- APRE to actively liaise with Parish Sacramental team in order to nurture strong relationships between our school and Mt Carmel and Regina Caeli Parishes
- Support Sacramental preparations at a school and Parish level between Mt Carmel & Regina Caeli.
- Whole Staff involvement in retreat, prayer and spiritual experiences throughout school year.

Promote witness to Gospel values in our everyday interactions.

- Continue to promote and organize a range of mission activities to support the mission of the Catholic church (e.g. sister parish in Zumalai).
- Implement Pastoral Care program and Pastoral House Groups
- Implement Carmel Awards at the end of each term and the I Spy weekly award.

Provide opportunities for students and staff to prepare for and engage in Catholic rituals and liturgical celebrations, including traditional prayer(s) so that we will maintain and enhance the Catholic ethos of Our Lady of Mt Carmel.

Actions for 2015
- Validate Criteria 1.2- Evangelisation & Faith Formation
- Promote Carmelite charism e.g. celebration of school feast day combined with Mission day activities
- Date - July 16
- Whole school liturgies – Commencement of year Term 1, Pentecost Term 2 celebration, Feast Day Term 3, End of Year mass Term 4
- School involvement in Parish Family masses
- Each year level to celebrate a liturgy per term
- Each class to attend at least 1 parish weekday masses per term
- Each class to present 2 prayer assemblies per year
that focus on class studies and promote prayer.
- APRE & Parish Priest provide support to assist staff to prepare quality liturgical experiences.

Encourage and support student involvement in community service programs and social justice issues.

**Actions for 2015**
- Yr 6 Leadership program — in conjunction with Character Builders.
- Continued support of St V de P, Caritas & Friends of Zumalai

Develop the religious life of the school that recognises the faith background of all students in our community.

**Actions for 2015**
- Celebrate multiculturalism acknowledging range of backgrounds in our school community

Provide a religious education curriculum that promotes knowledge, understanding and skills about Catholic traditions.

**Actions for 2015**
- Monitoring/audit of RE content taught within the school across all year levels
- Focus on planning of high quality RE units complementing RE curriculum and recently validated RE program.
- Develop content within Staff Portal for RE resources

Provide professional learning and spiritual formation opportunities for staff.

**Actions for 2015**
- Provide staff with current PD, resources and planning opportunities to support the implementation of the RE curriculum.
- APRE to oversee implementation of RE program in conjunction with teacher planning each term
Priority 2: Learning & Teaching

Belief Statement: Our Lady of Mt Carmel is a community of lifelong learners committed to quality teaching and learning for all. Curriculum programs respect individual learning differences and focus on developmentally appropriate outcomes for all students.

Provide quality teaching and learning for all students that is relevant, engaging and future focused.

Actions for 2015
- Validate Criteria 2.2 – “Responding to the Diverse needs of Learners” as part of School Internal Review process
- Introduction and implementation of Arts & Health curriculum
- Use the collection of student data to inform teaching across various learning areas and year levels. (eg: Pat M & Pat R)
- Introduce Art Specialist following Raw Art model.
- Promote, coordinate and showcase the 5 areas of the Arts curriculum (eg: Cultural Day, Choirs, Concerts)

Develop inclusive, comprehensive and quality curriculum planning, monitoring, assessment and reporting processes that are inclusive of the implementation of the Australian Curriculum within the context of the Learning Framework.

Actions for 2015
- Engage staff in professional learning to implement Australian Curriculum
- Establish committee to oversee adoption of visible learning concepts into classroom practice
- Provide support for integrated planning of curriculum that provides for holistic learning and covers the academic, social, emotional, physical and spiritual aspects of a student’s development within the context of Brisbane Catholic Education’s Learning Framework/Including the Learning Support Teacher, APRE, Teacher Librarian and Guidance Counsellor

Ensure processes are in place to promptly identify and address students’ needs and thus strengthen our capacity to provide for the diverse needs of students with special needs.

Actions for 2015
- Implement BCE supported enrolment procedures
- Regularly review Educational plans to support students with special needs under the direction of our ST-IE and Guidance Counsellor
- Provide classroom and environmental support for students with special needs via SWD funds
- Continue to offer and provide professional development of staff in areas of special needs e.g. Downs Syndrome
Embed information, communication and learning technologies in learning and teaching processes

**Actions for 2015**
- Provision for ongoing systems maintenance and improvement involving IT technician
- Continue to update ICT equipment to support the teaching & learning process
- Promote staff mentoring with the use of various technology
- Support Staff in the implementation of the 1 to 1 iPad program
- Introduce IT Support Teacher to mentor students and staff within classroom context.
- Ensure that the development of appropriate ICT skills are embedded into Year level planning

Implement a coordinated approach to professional learning. An approach that includes providing teachers with the capacity to utilise information, communication and learning technologies to improve learning and teaching.

**Actions for 2015**
- Validate Criteria 3.2 Work Culture
- Implement whole school coordinated approach to professional learning incorporating the introduction of Visible Learning
- Support BCE Teacher Accreditation and the new Australian Standards
- New ICT Support teacher to mentor staff
- Align iSmart goals with Professional Learning opportunities

Be responsive to the changing structure of schooling

**Actions for 2015**
- Leadership program to move to Year 6
- Consider options for retention of boys and girls beyond Yr.4
- Explore how visible learning concepts can potentially affect school structures.
- Further explore implementation of BCE’s Early Years Policy in line with Achievement standards across P-2.

Develop whole school responses to student protection, personal and social development, and behaviour support requirements.

**Actions for 2015**
- Maintain Volunteer register
- Ensure all staff members complete Compulsory Online Student Protection workshop & new Mandatory reporting legislation.
- Student Protection Contacts (Principal, APRE & Guidance Counsellor) to complete training & implement online reporting.
Priority 3: Professional Practice and Collaborative Relationships

Belief Statement: Our Lady of Mt Carmel is committed to maintaining and further building on our respected and valued position within the community. In so doing we will strive acknowledge and meet the needs of those within the school, parish, local and wider BCE communities.

Build strong partnerships among staff, students, parents and parish that are underpinned by the religious and evangelising mission of the school.

Actions for 2015
- Include parents in collection of data to inform Internal review Process
- Provision for parent education (cyber safety) - e.g. Parent teacher nights, parent teacher interviews
- Maintain and enhance range of community building activities; e.g. Family Masses, Welcoming BBQ, Mt Carmel Fete, Mothers luncheon, Grandparents Day, Cultural Day, Working Bees, etc
- Continuation of class coordinators program to enhance sense of belonging and community at OLMC
- Principal to provide feedback to Parish Finance, P&F and School Board
- Encourage a sense of community involvement amongst staff
- Admin to provide support to all year levels with Behaviour Management as required and review behavior management policy and procedures.

Further develop collaborative partnerships and links with Catholic schools that incorporate professional learning communities within the local area and across the wider BCE community.

Actions for 2015
- Examine establishment of relationships with local catholic schools\colleges in regards to complementing and maintaining enrolments across all year levels and shared wisdom model in terms of curriculum
- Develop collaborative teacher networks with local schools (e.g. combined professional learning in regards to Australian Curriculum) incorporating CTJ

Ensure that all members of the school community

Continue to grow effective partnerships within the local and wider community.

Actions for 2015
- Enhance involvement with local & wider community through Mission and community support initiatives
- Implement community events eg fete.
OLMC staff including professional learning, professional standards, performance management and pastoral care.

**Actions for 2015**
- All Staff to complete their own individual Learning Plans and Learning Goals & work in Mentor groups.
- Implement Wellness Week (9-13 Nov) for staff.
- Make provision for appropriate professional learning opportunities that complement direction and needs of staff.
- Provide genuine support to all staff to aid their general well being by being aware and responsive to needs.
- Develop Staff social calendar to improve staff interactions and relationships.

...are well informed through a variety of effective communication channels.

**Actions for 2015**
- Maintain weekly emailed newsletters.
- Report regularly on use of ICT in classrooms (eg: Newsletter reports, open classroom events).
- Maintain updates on staff portal.
- Maintain and update website including compulsory reporting.
- Develop and encourage use of Parent Portal.
- Migrate information from Website to Parent Portal.
- Maintain weekly Assemblies including class presentations to pray & celebrate achievements and learning.
Strategic Renewal Plan 2014-2016

Priority 4: Strategic Resourcing

Belief Statement: Our Lady of Mt Carmel maintains integrity, respect, responsibility, accountability and excellence through sustainable school management policies and practices.

Ensure that renewal and quality assurance processes are informed by the principle of stewardship and have a clear focus on realising the vision and mission of the school.

Actions for 2015
- Work with school board, staff and community to implement strategic renewal plan 2013 – 16 incorporating BCE Strategic Renewal Framework
- Prepare a School Action Plan drawn from Strategic Renewal plan that is available to all on school website
- Implement Individual Learning Plans combined with a teacher mentoring process
- School Board to review current policies and update to meet changing needs of school
- Complete Internal Review process 2015
- Implementation of parent surveys in relation to inform Internal review process

Promote quality shared leadership and collaboration at all levels of the school community.

Actions for 2015
- Ensure the provision of leadership opportunities for students within the school
- Maintain a school board to support and advise the principal on the provision of high quality inclusive Catholic education at OLMC
- Maintain and enhance collaboration with parents in the life of the school
- Maintain an active Parents & Friends Association that supports the ongoing needs of the school community
- Promote collaboration between Parish Priest, Parish staff, and OLMC staff

Provide appropriate financial and resource management that is aligned to the needs of the school and is respectful of financial accessibility for all families.

Actions for 2015
- Validate Criteria 4.2- Learning Environments
- Prepare and monitor school budget that is respectful and inclusive of all families in OLMC community
- Prepare and monitor school staffing schedule to address needs of school, staff and students
- Ensure resource planning is aligned with the changing teaching and learning needs of the school
- Incorporate Great Teacher funding into the implementation of Visible Learning concepts.
- Liaise with School Board and Parish Finance council to oversee implementation of school budget and staffing
- Strategic resourcing towards the formation and professional learning of staff in Religious Education is clearly evident in budget priorities
- Strategic resourcing of ICT for Staff and students.
  To complement 1 to 1 iPad implementation and use of technology across all year levels.
Provide and maintain a safe and stimulating school environment guided by a master plan for the future that provides for contemporary learning approaches and acknowledges sustainable environmental practices (see Appendix 7: Our Lady of Mt Carmel School Master Plan 2013-2017).

Actions for 2015
- Joint Board and P&F Master Planning process to be further implemented in 2015
- Implementation of plans to develop Friar’s Hub between Hall and Prep.
- Promote Yr. 6 leadership initiatives that address environmental practices
  – Promote use of Nature’s Corner Community Garden