2022 Annual Implementation Plan

for improving student outcomes

Pakenham Secondary College (8223)



Submitted for review by Ray Squires (School Principal) on 08 March, 2022 at 08:55 AM Endorsed by Wayne Chester (Senior Education Improvement Leader) on 08 March, 2022 at 01:29 PM Endorsed by Wayne Hampton (School Council President) on 11 March, 2022 at 09:01 AM

Self-evaluation Summary - 2022

Pakenham Secondary College (8223)

	FISO 2.0 Dimensions	Self-evaluation Level	Evidence and Analysis
Teaching and Learning	Documented teaching and learning program based on the Victorian Curriculum and senior secondary pathways, incorporating extracurricula programs		
	Use of common and subject-specific high impact teaching and learning strategies as part of a shared and responsive teaching and learning model implemented through positive and supportive student-staff relationships	Embedding	
Assessment	Systematic use of assessment strategies and		
Assessment	measurement practices to obtain and provide feedback on student learning growth, attainment and wellbeing capabilities	Evolving	
	Systematic use of data and evidence to drive the prioritisation, development, and implementation of actions in schools and classrooms.	. 3	

	Leadership	The strategic direction and deployment of resources to create and reflect shared goals and values; high expectations; and a positive, safe and orderly learning environment	Evolving	
		Shared development of a culture of respect and collaboration with positive and supportive relationships between students and staff at the core	Lvolving	
Engagement		Activation of student voice and agency, including in leadership and learning, to strengthen students' participation and engagement in school		
		Strong relationships and active partnerships between schools and families/carers, communities, and organisations to strengthen students' participation and engagement in school	Evolving	

Support	Responsive, tiered and contextualised approaches and strong relationships to support student learning, wellbeing and inclusion	Evolving	
	Effective use of resources and active partnerships with families/carers, specialist providers and community organisations to provide responsive support to students		

Enter your reflective comments

There has been a significant focus on the implementation of School Wide Positive Behaviour (SWPB) which has now become a key plank in our student management process. Focussed lessons have supported the implementation of the Behaviour matrix and there is a general feeling that we are starting to see the real benefits of this process.

It is generally accepted that PLCs and the use of a tailored Inquiry Cycle are embedded across the College and that the leadership provided by KLA leaders will ensure that this continues. Significant progress has been made to ensure staff became more open to receiving feedback from students and using the learning data to inform their practice. This has led to a greater understanding of the importance of differentiation and the requirement to extend the learning of all students. Additionally, teachers have become more adept at using a greater variety of assessment strategies to judge student progress.

The school now has a well-developed instructional model that is based on:

- Literacy for Learning the school has continued it focus on literacy with all staff new to the college undertaking 18 hours of Literacy based PD
- The High Impact Teaching Strategies The application of instructional practices such as Learning Intentions, Multiple exposures, plenaries, feedback and differentiated teaching is now more consistent across the school
- The teaching and learning cycle through the application of the cycle staff are able to support students as they shift from being dependent on the teacher to being able to independently demonstrate their understanding of a particular topic. This has provided teachers with an enhanced view of the methodology that sits behind explicit teaching and worked examples.

The enhancing teacher practice workshops allow for staff to be supported in the development of their practice.

Considerations for 2022	The main focus for 2022, is based around routine, implementation of the Instructional Model and supporting students who fell behind in their learning during 2021.
Documents that support this plan	

SSP Goals Targets and KIS

Goal 1	2022 Priorities Goal Some of our students have thrived in the remote learning environment, others have maintained their learning progress, and some need extra learning and wellbeing support despite the best efforts of their teachers and families. In 2022 we will continue to focus on student learning - with an increased focus on numeracy - and student wellbeing through the 2022 Priorities Goal, a learning Key Improvement Strategy and a wellbeing Key Improvement Strategy. We will teach and support each student at their point of need and in line with FISO.	
Target 1.1	Support for the 2022 Priorities	
Key Improvement Strategy 1.a Priority 2022 Dimension	Learning - Support both those who need extra support and those who have thrived to continue to extend their learning, especially in numeracy	
Key Improvement Strategy 1.b Priority 2022 Dimension	Wellbeing - Effectively mobilise available resources to support students' wellbeing and mental health, especially the most vulnerable	
Goal 2	Maximise student learning in literacy and numeracy.	
Target 2.1 NAPLAN Top 2 bands		
	Increase the percentage of students in the top two bands NAPLAN:	
	• numeracy from 12% (2021) to 18% (2025).	
Target 2.2	NAPLAN Bottom 2 bands	
	Decrease the percentage of students in the bottom two bands NAPLAN:	
	• reading from 36% (2021) to 31% (2025)	
	• writing from 52% (2021) to 45% (2025)	

	• numeracy from 34% (2021) to 28% (2025).
Target 2.3	NAPLAN Benchmark growth Increase the percentage of students meeting or above NAPLAN benchmark growth: • reading from 66% (2021) to 72% (2025) • writing from 70% (2021) to 75% (2025) • numeracy from 70% (2021) to 75% (2025).
Target 2.4	VCE subject scores The percentage of VCE subjects with a mean study score greater than the mean score predicted by the GAT (General Achievement Test) increases from 40% (2020) to 60% (2025).
Target 2.5	VCAL completion Increase the VCAL completion rates: • Intermediate from 46% (2020) to 80% (2025) • Senior from 78% (2020) to 90% (2025).
Key Improvement Strategy 2.a Evaluating impact on learning	Develop, implement and embed a whole-school approach to formative and summative assessment.

Key Improvement Strategy 2.b Evaluating impact on learning	Build capability of staff to capture, analyse and utilise assessment and data to evaluate the impact of instructional strategies and determine the next stage of instruction for differentiated student learning.		
Key Improvement Strategy 2.c Curriculum planning and assessment	Build teacher capability to differentiate learning tasks to meet students at point of need.		
Goal 3	Strengthen students' agency, engagement and connectedness to school and peers.		
Target 3.1	Attitudes to School Survey Increase the percentage positive endorsement for the AtoSS factors: • school connectedness from 45% (2019) to 55% (2025) • student voice and agency from 41% (2019) to 51% (2025) • self-regulation and goal setting from 61% (2019) to 70% (2025)		
Target 3.2	School Staff Survey Increase the percentage positive endorsement for the SSS factor: • understand how analyse data from 46% (2020) to 60% (2025).		
Target 3.3	 Student attendance Reduce the proportion of students with absences over 20 days from 38% (2019) to 35% (2025) Reduce average number of days of student absence from 24.92 (2019) to 24 (2025). 		

Key Improvement Strategy 3.a Empowering students and building school pride	Strengthen opportunities for student voice, agency and leadership	
Key Improvement Strategy 3.b Building practice excellence	Develop teacher capability to support students to set goals and monitor own learning progress.	
Key Improvement Strategy 3.c Curriculum planning and assessment	Engage students to support the development of learning opportunities that are engaging and promote curiosity.	
Goal 4	Improve social and emotional wellbeing of all students	
Target 4.1	Parent Opinion Survey Increase the percentage positive endorsement for the POS factors: • general satisfaction from 64% (2020) to 75% (2025). • teacher communication from 46% (2020) to 60% (2025). • school communication from 69% (2020) to 75% (2025).	
Target 4.2	Student Attitudes to School Survey Increase the percentage positive endorsement for the AtoSS factors: • effective classroom behaviour from 48% (2020) to 53% (2025). • sense of connectedness from 34% (2020) to 45% (2025). • perceptions of LGBTIQ phobic discrimination from 23% (2020) to 38% (2025).	

Key Improvement Strategy 4.a Health and wellbeing		Develop and implement a tiered and responsive approach to support student wellbeing and inclusion (SWPB).	
_	ement Strategy 4.b carers as partners	Strengthen the partnership between staff, students, carers and families to create a shared responsibility for student wellbeing	

Select Annual Goals and KIS

Four Year Strategic Goals	Is this selected for focus this year?	Four Year Strategic Targets	12 month target The 12 month target is an incremental step towards meeting the 4-year target, using the same data set.
2022 Priorities Goal Some of our students have thrived in the remote learning environment, others have maintained their learning progress, and some need extra learning and wellbeing support despite the best efforts of their teachers and families. In 2022 we will continue to focus on student learning - with an increased focus on numeracy - and student wellbeing through the 2022 Priorities Goal, a learning Key Improvement Strategy and a wellbeing Key Improvement Strategy. We will teach and support each student at their point of need and in line with FISO.	Yes	Support for the 2022 Priorities	ODT / DAL testing shows that at least 80% of students have demonstrated 12 months of learning growth in both numeracy and literacy. Ensure that Benchmark Growth data (according to Naplan) is similar to or above like schools.
Maximise student learning in literacy and numeracy.	No	NAPLAN Top 2 bands Increase the percentage of students in the top two bands NAPLAN: • numeracy from 12% (2021) to 18% (2025).	

NAPLAN Bottom 2 bands	
Decrease the percentage of students in the bottom two bands NAPLAN: • reading from 36% (2021) to 31% (2025) • writing from 52% (2021) to 45% (2025) • numeracy from 34% (2021) to 28% (2025).	
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VCE subject scores The percentage of VCE subjects with a mean study score greater than the mean score predicted by the GAT (General Achievement Test) increases from 40% (2020) to 60% (2025).	
VCAL completion Increase the VCAL completion rates: • Intermediate from 46% (2020) to 80% (2025)	

		• Senior from 78% (2020) to 90% (2025).	
Strengthen students' agency, engagement and connectedness to school and peers.	No	Attitudes to School Survey Increase the percentage positive endorsement for the AtoSS factors: • school connectedness from 45% (2019) to 55% (2025) • student voice and agency from 41% (2019) to 51% (2025) • self-regulation and goal setting from 61% (2019) to 70% (2025)	
		School Staff Survey Increase the percentage positive endorsement for the SSS factor: • understand how analyse data from 46% (2020) to 60% (2025).	
		 Reduce the proportion of students with absences over 20 days from 38% (2019) to 35% (2025) Reduce average number of days of student absence from 24.92 (2019) to 24 (2025). 	

Improve social and emotional wellbeing of all students		Parent Opinion Survey Increase the percentage positive endorsement for the POS factors: • general satisfaction from 64% (2020) to 75% (2025). • teacher communication from 46% (2020) to 60% (2025). • school communication from 69% (2020) to 75% (2025).	
		Student Attitudes to School Survey Increase the percentage positive endorsement for the AtoSS factors: • effective classroom behaviour from 48% (2020) to 53% (2025). • sense of connectedness from 34% (2020) to 45% (2025). • perceptions of LGBTIQ phobic discrimination from 23% (2020) to 38% (2025).	

Goal 1	2022 Priorities Goal Some of our students have thrived in the remote learning environment, others have maintained their learning progress, and some need extra learning and wellbeing support despite the best efforts of their teachers and families. In 2022 we will continue to focus on student learning - with an increased focus on numeracy - and student wellbeing through the 2022 Priorities Goal, a learning Key Improvement Strategy and a wellbeing Key Improvement Strategy. We will teach and support each student at their point of need and in line with FISO.
12 Month Target 1.1	ODT / DAL testing shows that at least 80% of students have demonstrated 12 months of learning growth in both numeracy and literacy. Ensure that Benchmark Growth data (according to Naplan) is similar to or above like schools.

Key Improvement Strategies		Is this KIS selected for focus this year?
KIS 1 Priority 2022 Dimension	Learning - Support both those who need extra support and those who have thrived to continue to extend their learning, especially in numeracy	Yes
KIS 2 Priority 2022 Dimension	Wellbeing - Effectively mobilise available resources to support students' wellbeing and mental health, especially the most vulnerable	Yes
Explain why the school has selected this KIS as a focus for this year. Please make reference to the self-evaluation, relevant school data, the progress against School Strategic Plan (SSP) goals, targets, and the diagnosis of issues requiring particular attention.	Please leave this field empty. Schools are not required to provide a rationale as this is in lin	e with system priorities for 2022.

Define Actions, Outcomes and Activities

Goal 1	2022 Priorities Goal Some of our students have thrived in the remote learning environment, others have maintained their learning progress, and some need extra learning and wellbeing support despite the best efforts of their teachers and families. In 2022 we will continue to focus on student learning - with an increased focus on numeracy - and student wellbeing through the 2022 Priorities Goal, a learning Key Improvement Strategy and a wellbeing Key Improvement Strategy. We will teach and support each student at their point of need and in line with FISO.
12 Month Target 1.1	ODT / DAL testing shows that at least 80% of students have demonstrated 12 months of learning growth in both numeracy and literacy. Ensure that Benchmark Growth data (according to Naplan) is similar to or above like schools.
KIS 1 Priority 2022 Dimension	Learning - Support both those who need extra support and those who have thrived to continue to extend their learning, especially in numeracy
Actions	 Enhance teacher use of the teaching and learning cycle by focusing on the effective use of model texts and the register continuum. Ensure all rubrics across all faculties include assessment criteria that have a literacy component. Review and embed the use of the College's Math's Pedagogical Plan with a view to supporting the growth of all students. Undertake an assessment audit to ensure that teachers understand the role that "pre-testing" and "mid-unit" assessments have in ensuring that their practice is "at the point of need" of the student. Implement processes that support Year 10 operating as a stand-alone sub-school which better supports students as they transition to Year 11 and 12. Enhance the use of student specific feedback to inform classroom practice and content covered within the curriculum. Utilise numeracy and literacy tutors to support student learning across Year 7 to 11.
Outcomes	Leaders will: Provide ongoing support and Professional Development in the use of Literacy for Learning. Interrogate the efficacy of the Mathematics Pedagogical model and make changes where needed. Lead an assessment audit by setting parameters and sharing outcomes. Attend KLA based PLCs. Align key tasks at Year 10 and 11 to support the early identification of students at risk and better prepare them for the following year.

	Teachers will:
Success Indicators	 Observations of the Leadership / Principal team. Feedback from Enhancing Teacher Practice meetings. Teacher use of LFL and the Math's Pedagogical model.

Activities and Milestones	People Responsible	Is this a PL Priority	When	Funding Streams
Teaching staff begin the year focusing on enhancing their practice through a series of professional learning sessions. Provide support for teachers to better understand what skills need to be emphasised to support students to be successful in their senior years.	☑ Assistant Principal ☑ Literacy Leader	☑ PLP Priority	from: Term 1 to: Term 1	\$0.00 Equity funding will be used Disability Inclusion Tier 2 Funding will be used Schools Mental Health Menu items will be used which may include DET funded or free items
Assessment Audit completed	☑ Curriculum Co-ordinator (s)	☑ PLP Priority	from: Term 1 to: Term 1	\$0.00 Equity funding will be used

				☐ Disability Inclusion Tier 2 Funding will be used ☐ Schools Mental Health Menu items will be used which may include DET funded or free items
The use of the Instructional Model with a focus on Literacy for Learning and the Math's Pedagogical model The use of Pre and Mid cycle assessment tasks to differentiate the teaching Consistent use of Compass and Office 365	✓ Assistant Principal ✓ Leading Teacher(s) ✓ Learning Specialist(s)	☑ PLP Priority	from: Term 2 to: Term 3	\$0.00 Equity funding will be used Disability Inclusion Tier 2 Funding will be used Schools Mental Health Menu items will be used which may include DET funded or free items
Literacy and Numeracy Tutors are activated across the school	☑ Literacy Leader ☑ Numeracy Leader	□ PLP Priority	from: Term 1 to: Term 4	\$100,000.00 Equity funding will be used Disability Inclusion Tier 2 Funding will be used Schools Mental Health Menu items will be used which

	may include DET funded or free items
KIS 2 Priority 2022 Dimension	Wellbeing - Effectively mobilise available resources to support students' wellbeing and mental health, especially the most vulnerable
Actions	 Continue to activate an executive team to support the use of SWPB across the school. Implement an acknowledgement system that is aligned with SWPBS Behaviour Matrix and includes differentiation between sub-schools. Develop and deliver focus lessons across semester 1; include differentiation between sub-schools. Student Profiles Embed the use of student profiles for Tier 3 students to aide internal transitions as students move from one year level to the next. Identify Case leads for tier 3 and designated "at risk" cohorts. Compass Activate team to review and embed the use of Compass and Office 365 as a communication tool between teachers, students and parents. Student Voice and Agency Implement opportunities for increased student leadership across all year levels through a review of the current Student Leadership structure. Allow for broader student participation in decision making within the College through the implementation of a Student Leadership Advisory Team. Develop a buddy system in the junior sub schools whereby Year 9 students support Year 7 students in transitioning to secondary school.
Outcomes	Leaders will: Actively model and arrange for the teaching of expected behaviours. Embed the use of student profiles and designate Case Leads for tier 3 students. Develop and embed an acknowledgement system for expected behaviours. Provide PD on the effective and consistent use of Compass and Office 365. Embed student agency and feedback loops as part of the Instructional model.

	 Review the student Leadership structure to allow for broader student participation in decision making such as the introduction of a Student Leadership Advisory team. 				such as the
	Seek feedback from studShare learning data, prog	VPB framework within the school sents in relation to their teaching angress, and feedback with their studies and Office 365 as per the finding	d allow for studen ents.	•	arn.
	Students will: Be able to articulate expected behaviours. Be rewarded for showing the expected behaviours Be more active in the design of what is happening within classes and the school in general.				
Success Indicators	 Students in Year 7 are allocated a Year 9 Buddy. Findings of the Compass / Office 360 working party are being implemented. SWPB acknowledgement system is being implemented. 				
Activities and Milestones		People Responsible	Is this a PL Priority	When	Funding Streams
SWPB priorities for 2022 finalised	1 .	☑ Assistant Principal	☑ PLP Priority	from: Term 1 to: Term 2	\$0.00 Equity funding will be used Disability Inclusion Tier 2 Funding will be used

☐ Schools Mental Health Menu items will be used which

				may include DET funded or free items
Enhancing Teacher Practice meetings offer focus on use of Compass and Office 365.	☑ Leading Teacher(s)	☑ PLP Priority	from: Term 2 to: Term 3	\$0.00 Equity funding will be used Disability Inclusion Tier 2 Funding will be used Schools Mental Health Menu items will be used which may include DET funded or free items
Outcomes of Compass working party are clarified and Trial undertaken. Whole school PD to align with outcomes	☑ Leading Teacher(s)	☑ PLP Priority	from: Term 1 to: Term 1	\$0.00 Equity funding will be used Disability Inclusion Tier 2 Funding will be used Schools Mental Health Menu items will be used which may include DET funded or free items
Student Leadership profile for the school is confirmed, leaders are in place and the role of the Student Leadership Advisory Team is confirmed and adopted.	☑ Assistant Principal	□ PLP Priority	from: Term 1	\$0.00

	☑ Student Leadership Coordinator		to: Term 1	☐ Equity funding will be used ☐ Disability Inclusion Tier 2 Funding will be used ☐ Schools Mental Health Menu items will be used which may include DET funded or free items
Student Profiles are accessible on Compass.	☑ Sub School Leader/s	□ PLP Priority	from: Term 1 to: Term 1	\$0.00 Equity funding will be used Disability Inclusion Tier 2 Funding will be used Schools Mental Health Menu items will be used which may include DET funded or free items

Funding Planner

Summary of Budget and Allocated Funding

Summary of Budget	School's total funding (\$)	Funding Allocated in activities (\$)	Still available/shortfall
Equity Funding	\$773,891.00	\$773,891.00	\$0.00
Disability Inclusion Tier 2 Funding	\$0.00	\$0.00	\$0.00
Schools Mental Health Fund and Menu	\$0.00	\$0.00	\$0.00
Total	\$773,891.00	\$773,891.00	\$0.00

Activities and Milestones – Total Budget

Activities and Milestones	Budget
Literacy and Numeracy Tutors are activated across the school	\$100,000.00
Totals	\$100,000.00

Activities and Milestones - Equity Funding

Activities and Milestones	When	Funding allocated (\$)	Category
Literacy and Numeracy Tutors are activated across the school	from: Term 1 to: Term 4	\$100,000.00	☑ School-based staffing
Totals		\$100,000.00	

Activities and Milestones - Disability Inclusion Funding

Activ	vities and Milestones	When	Funding allocated (\$)	Category
Tota	ls		\$0.00	

Activities and Milestones - Schools Mental Health Fund and Menu

Activities and Milestones	When	Funding allocated (\$)	Category
Totals		\$0.00	

Additional Funding Planner – Total Budget

Activities and Milestones	Budget
Laptops for students	\$30,000.00
Time Allowances to support student learning and well-being	\$150,000.00
Instrumental Music	\$40,000.00
Extra VCE / VCAL / Pathways classes to support retention	\$200,000.00
No fees for students	\$30,000.00
Staffing to promote inclusion:	\$223,891.00
Third AP Full time Mental Health Practitioner	

Cultural Support Extra Well-being support	
Totals	\$673,891.00

Additional Funding Planner – Equity Funding

Activities and Milestones	When	Funding allocated (\$)	Category
Laptops for students	from: Term 1 to: Term 4	\$30,000.00	☑ Other laptops for students to borrow
Time Allowances to support student learning and well-being	from: Term 1 to: Term 4	\$150,000.00	☑ School-based staffing
Instrumental Music	from: Term 1 to: Term 4	\$40,000.00	☑ School-based staffing
Extra VCE / VCAL / Pathways classes to support retention	from: Term 1 to: Term 4	\$200,000.00	✓ School-based staffing ✓ Teaching and learning programs and resources
No fees for students	from: Term 1 to: Term 4	\$30,000.00	☑ Teaching and learning programs and resources
Staffing to promote inclusion:	from: Term 1	\$223,891.00	☑ School-based staffing
Third AP			

Full time Mental Health Practitioner Cultural Support Extra Well-being support	to: Term 4		
Totals		\$673,891.00	

Additional Funding Planner – Disability Inclusion Funding

Activities and Milestones	When	Funding allocated (\$)	Category
Laptops for students	from: Term 1 to: Term 4		
Time Allowances to support student learning and well-being	from: Term 1 to: Term 4		
Instrumental Music	from: Term 1 to: Term 4		
Extra VCE / VCAL / Pathways classes to support retention	from: Term 1 to: Term 4		
No fees for students	from: Term 1 to: Term 4		
Staffing to promote inclusion:	from: Term 1		

Third AP Full time Mental Health Practitioner Cultural Support Extra Well-being support	to: Term 4		
Totals			

Additional Funding Planner – Schools Mental Health Fund and Menu

Activities and Milestones	When	Funding allocated (\$)	Category
Laptops for students	from: Term 1 to: Term 4	\$0.00	
Time Allowances to support student learning and well-being	from: Term 1 to: Term 4	\$0.00	
Instrumental Music	from: Term 1 to: Term 4	\$0.00	
Extra VCE / VCAL / Pathways classes to support retention	from: Term 1 to: Term 4	\$0.00	
No fees for students	from: Term 1 to: Term 4		

Staffing to promote inclusion:	from:	\$0.00	
	Term 1		
Third AP	to:		
Full time Mental Health Practitioner	Term 4		
Cultural Support			
Extra Well-being support			
Totals			

Professional Learning and Development Plan

Professional Learning Priority	Who	When	Key Professional Learning Strategies	Organisational Structure	Expertise Accessed	Where
Teaching staff begin the year focusing on enhancing their practice through a series of professional learning sessions. Provide support for teachers to better understand what skills need to be emphasised to support students to be successful in their senior years.	✓ Assistant Principal ✓ Literacy Leader	from: Term 1 to: Term 1	☑ Planning ☑ Preparation	☑ Whole School Pupil Free Day	☑ Internal staff ☑ Learning Specialist	☑ On-site
Assessment Audit completed	☑ Curriculum Co-ordinator (s)	from: Term 1 to: Term 1	☑ Planning ☑ Preparation	☑ PLC/PLT Meeting	☑ Learning Specialist	☑ On-site
Enhancing Teacher Practice meetings will focus on: The use of the Instructional Model with a focus on Literacy for Learning and the Math's Pedagogical model The use of Pre and Mid cycle assessment tasks to differentiate the teaching Consistent use of Compass and Office 365	✓ Assistant Principal ✓ Leading Teacher(s) ✓ Learning Specialist(s)	from: Term 2 to: Term 3	☑ Collaborative Inquiry/Action Research team	✓ Formal School Meeting / Internal Professional Learning Sessions	☑ Internal staff ☑ Learning Specialist	☑ On-site

SWPB priorities for 2022 finalised.	☑ Assistant Principal	from: Term 1 to: Term 2	☑ Planning ☑ Preparation	☑ Formal School Meeting / Internal Professional Learning Sessions	☑ Internal staff	☑ On-site
Enhancing Teacher Practice meetings offer focus on use of Compass and Office 365.	☑ Leading Teacher(s)	from: Term 2 to: Term 3	☑ Planning ☑ Preparation	☑ Formal School Meeting / Internal Professional Learning Sessions	☑ Internal staff	☑ On-site
Outcomes of Compass working party are clarified and Trial undertaken. Whole school PD to align with outcomes	☑ Leading Teacher(s)	from: Term 1 to: Term 1	☑ Planning ☑ Preparation	☑ Formal School Meeting / Internal Professional Learning Sessions	☑ Internal staff	☑ On-site