# Strategic Planning User Guide

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# Document Overview

## Target Audience

- Executive staff

## Content

- Strategic Plans
- Management Plans
- Printing Plans

## Overview

Staff will learn how to use the Strategic Planning for planning to fulfill the governance role required by schools to ensure schools planning and practices reflect the departments guidelines and community expectation. Strategic planning is the process of reflecting on past performance, establishing future directions, and deciding what will constitute success.

The Dashboard displays School Plan, Annual Plan and Management Plan or you can use the index on the right-hand side.
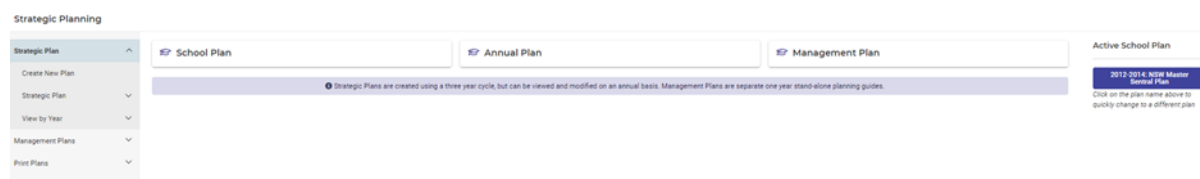


The page also displays the most current School Plan.

### Strategic Plans

Strategic Plans are created using a three-year cycle but can be viewed and modified on an annual basis. Management Plans are separate one-year stand-alone planning guides.

1. Click on Create New Plan and complete all 3 areas (Overview, Priority areas and List and Resources)

2. Click **Create My New School Plan Now**

**School Plan Overview**

**Plan Settings**
Please provide some basic details for your plan. You can change these at any point later under the Plan Setup section of Strategic Planning.

**Plan Name:** 2021 School Plan

**Planning Period:** 3 years | starting from 2021
Your new plan will appear in Strategic Planning as "2021-2023: 2021 School Plan".

**Default Plan Selection**
To automatically select this plan by default when users log into Strategic Planning, tick the box below.

☑ Automatically select this plan when users log into Strategic Planning

**Priority Areas**

Priorty Areas are created in the Strategic Plan and are automatically transferred into the school's Annual Plans.

⦿ **Use Priority Areas from an existing plan**
Your priority areas will be imported from the following plan:
2012-2014: NSW Master Serv ∨

○ **I want to specify my own Priority Areas**
Select this option if you wish to specify your own priority areas.

**Lists and Resources**

Each plan contains a series of Lists and Resources that can be allocated to items such as responsibilities, funding sources and required resources. Please select how you would like to initially populate these lists when your new plan is created.

⦿ **Use default Lists & Resources**
Selecting this will automatically populate your plan with a suggested set of lists and resources. You may then customise these to suit your school's planning requirements by adding, editing and deleting them as appropriate.

○ **Use Lists & Resources from an existing plan**
Your lists and resources will be copied from the following plan:
2012-2014: EduMaP Demo Pl ∨

○ **Use blank Lists & Resources to start with**
Select this option to leave the lists and resources blank to begin with. You can specify new resources and lists later using Strategic Planning's setup section.

**+ Create My New School Plan Now**

**3.** The Plan has been saved and you can **Continue.**

**Tips For Getting Started**

- You can now set your annual targets directly from the School Plan Summary screen
- You can view and edit the outcomes and strategies for a Priority Area by clicking on the *Go to this Priority Area's Plan* link on the *School Plan Summary* screen
- You can modify various properties of your plan, including lists and resources, by going to the **Setup** menu and selecting **Planning Setup**
- You can print a **wallchart** of your *School Plan* by selecting the **Wallchart** item under the **School Plan** menu
- To switch to the **EduMaP Demo Plan** or any of your other plans, click the "Active Plan" box at the top right-hand corner of the application

**School Context**

**1.** Enter the School Context by clicking **Edit**

**2.** This is where you write information about your school.

**Strategic Summary**

**3.** Schools can add priority areas

**4.** Name the Priority Area, selected the Integrated Areas and then your school targets by year and **Save.**



**5.** The abbreviations     AE  CA  EA  LM  **LN**  OE     are the Integrated Areas.

**6.** Click on the hyperlink for the Priority or go to left hand side and click on the **Priority Area** to continue work on **Outcomes** and **Strategies**.



**7.** The school will need to continue to build outcomes and strategies.

**8.** Click on the hyperlinked Strategy to drill down.

Implement the 2008 K-12 Literacy Policy to guide teaching in schools and improve student literacy achievement.

School Plan » Priority: Literacy » Strategy: Implement the 2008 K-12 Literacy Policy to guide teaching in schools and improve student literacy achievement.
Linked to the following outcome: **Increased levels of literacy achievement for every student in line with State Plan targets**

[Edit Strategy] [Remove]

### Indicators

[New Indicator]

| Indicators | 2012 | | | | 2013 | | | | 2014 | | | | Responsibility | Resource Allocation | Funding Areas | Modify |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | | | | |
| Staff in all KLA's understand the importance of reading and comprehension. | | | | | | | | | | | | | All Teachers | • Grade Supervisor<br>• Literacy Committee | Learning Assistance Program $400 | [Edit] [Remove] |
| All faculties have a focus upon improving reading sills. | | | | | | | | | | | | | None | • Consultancy | None | [Edit] [Remove] |
| Improved performance measured in post testing. | | | | | | | | | | | | | Principal | • Deputy Principal<br>• Grade Supervisor | None | [Edit] [Remove] |
| Impact of K-12 Literacy Policy on school teaching programs and student literacy achievement. | | | | | | | | | | | | | None | • None | None | [Edit] [Remove] |

**9.** Indicators can be added, or the strategy can be modified.

## Wallchart
Provides a read only tabulation of the data from your Priority Areas.

Wall chart

| LITERACY | NUMERACY | STUDENT ENGAGEMENT AND RETENTION |
|---|---|---|
| Intended Outcomes<br>• Increased levels of literacy achievement for every student in line with State Plan targets<br>• Diminished gap in literacy achievement between Aboriginal students and all students<br>• Improved state-wide diagnostic assessment of literacy learning in Kindergarten | Intended Outcomes<br>• Increased levels of numeracy achievement for every student in line with State Plan targets<br>• Diminished gap in numeracy achievement between Aboriginal students and all students<br>• Improved state-wide diagnostic assessment of numeracy learning in Kindergarten | Intended Outcomes<br>• School culture and practice that respects and responds to every student's aspirations, culture, gender and learning potential<br>• Quality teaching practices used for every student with particular attention to personalised learning<br>• A rigorous continuum of learning from P – 12 which provides for every student with particular emphasis on transition points<br>• Improved social and emotional wellbeing and skills for life for every student<br>• Increased parental engagement in supporting their child's learning<br>• Increased proportion of students completing Year 12 or recognised vocational training. |
| **ABORIGINAL EDUCATION AND TRAINING** | **TEACHER QUALITY** | **CONNECTED LEARNING** |
| Intended Outcomes<br>• By the year 2012, Aboriginal student outcomes will match or better outcomes of the broader student population<br>• Teaching and learning strategies strengthened through the implementation of quality evidence based programs and initiatives<br>• Increased proportion of Aboriginal students completing Year 12 or recognised vocational training<br>• Increased Aboriginal parental engagement in supporting their child's learning | Intended Outcomes<br>• Strengthened teacher capacity to improve student learning outcomes<br>• Enhanced school leadership capacity for school improvement<br>• Increased number of teachers accredited with the Institute of Teachers | Intended Outcomes<br>• Enhanced state-wide access to digital educational resources for learning and teaching and for teacher professional learning<br>• Innovation in the use of interactive technologies for learning, teaching and for teacher professional learning<br>• Broader curriculum options for every student through information and communication technologies and communities of schools |

## View by Year
Schools can view any Annual Plan by Summary, Priorities and Target Summary.

## Summary

| Priority Area | Intended Outcomes | Annual Targets | Timespan | | | |
|---|---|---|---|---|---|---|
| | | | T1 | T2 | T3 | T4 |
| Literacy | • Increased levels of literacy achievement for every student in line with State Plan targets<br>• Diminished gap in literacy achievement between Aboriginal students and all students<br>• Improved state-wide diagnostic assessment of literacy learning in Kindergarten | To improve student performance in literacy such that 85% of all students are achieving state benchmarks. | | | | |
| Numeracy | • Increased levels of numeracy achievement for every student in line with State Plan targets<br>• Diminished gap in numeracy achievement between Aboriginal students and all students<br>• Improved state-wide diagnostic assessment of numeracy learning in Kindergarten | To raise the numeracy standards of all students in the number and data strands. | | | | |
| Student Engagement and Retention | • School culture and practice that respects and responds to every student's aspirations, culture, gender and learning potential<br>• Quality teaching practices used for every student with particular attention to personalised learning<br>• A rigorous continuum of learning from P – 12 which provides for every student with particular emphasis on transition points<br>• Improved social and emotional wellbeing and skills for life for every student<br>• Increased parental engagement in supporting their child's learning<br>• Increased proportion of students completing Year 12 or recognised vocational training. | To improve engagement and the teaching and learning environment | | | | |
| | • By the year 2012, Aboriginal student outcomes will match or better outcomes of the broader | | | | | |

## Priorities

### Annual Plan

[Edit]

| Annual Targets: | To improve student performance in literacy such that 85% of all students are achieving state benchmarks |
|---|---|
| Intended Outcomes: | 1. Increased levels of literacy achievement for every student in line with State Plan targets<br>2. Diminished gap in literacy achievement between Aboriginal students and all students<br>3. Improved state-wide diagnostic assessment of literacy learning in Kindergarten |

### Planning

| Key Implementation & Evaluation Strategies | Indicators | Actions | Timeframe | | | | Responsibility | Resource Allocations | Options |
|---|---|---|---|---|---|---|---|---|---|
| | | | T1 | T2 | T3 | T4 | | | |
| Use whole school planning processes to identify aspects of literacy underperformance for particular student cohorts and for individual students. | Teachers trained and display confidence in teaching GATS as well as students with learning difficulties | Teachers inserviced using train the trainer model. | | | | | All Teachers | • Consultancy | [Edit Actions] |
| Use whole school planning processes to evaluate the quality of literacy teaching. Implement school-based, regional and state-wide professional learning programs that will increase teachers' capacity to identify and address students' literacy learning needs. | Program written, implemented and ideas shared. | Writing seminars delivered to Stage 6 students. | | | | | Literacy Committee | • Literacy Committee | [Edit Actions] |
| Implement the 2008 K-12 Literacy Policy to guide teaching in schools and improve student literacy achievement. | Staff in all KLA's understand the importance of reading and comprehension. | Staff development undertaken to review understandings of reading strategies. | | | | | All Teachers | • Grade Supervisor<br>• Literacy Committee | [Edit Actions] |
| | All faculties have a focus upon improving reading sills. | SDD used to develop staff skills. | | | | | None | • Consultancy | [Edit Actions] |

On this screen staff can also move between tabs - Planning, Activities, Budget and Evaluation

Planning    Activities    Budget    Evaluation

## Target Summary

The information will reflect the 3 years of a strategic plan.

**Target Summary for 2012**

- **Literacy** - To improve student performance in literacy such that 85% of all students are achieving state benchmarks
- **Numeracy** - To raise the numeracy standards of all students in the number and data strands.
- **Student Engagement and Retention** - To improve engagement and the teaching and learning environment
- **Aboriginal Education and Training** - To increase the percent of ATSI students achieving state benchmarks from 30% to 40%
- **Teacher Quality** - To reduce the number of student referrals from 15% to 8% for all students
- **Connected Learning** - Improved use of technology and IWB's in classrooms

## Management Plans

1. Go to **Create New Plan**
2. Name the Management Area and select the focus area.

### Create New Management Plan

Management Area [                    ]

Focus Areas  ☐ Student Welfare & Equity
             ☐ Parents & Community
             ☐ Literacy
             ☐ Numeracy
             ☐ Technology

3. Create Plan
4. Go to **Summary –** this displays current Management Areas
5. Select the **Area**
6. Staff can **Add New Strand/Area**
7. **Edit** the Action, specific Date/Deadline, Success Indicators, Resource Allocation and Responsibility and tick the timeframes.
8. Schools can **add a New Action/Strategy.**

## Print Plans

Schools have the option to Print the School Plan, Annual and Management Reports.



Schools can print a standard or customised report.

For Annual Reports you can run the plan, the budget or evaluation.



1. Ensure you select the Plan type, the year for reporting and the name.

2. There are premade and advance reports. The difference is with advanced you can define more detail from a selection panel.

3. Click the green **Generate Report** button

# Glossary of Terms

Sentral software contains many drop-down lists and areas to add detail relevant to data entry for Strategic Planning. The list below provides further information on data entry fields. Each school can configure various elements and add to the list of data entry fields, so this is a default list of glossaries of terms.

| Item | Description | Type |
|---|---|---|
| Create New Responsible | To add person/group | radio button |
| Plan Name | Name of Strategic Plan | text |
| Planning Period | Star and end time of a plan | list selection |
| Priority Areas | Areas of priority for your plan | radio button |
| List & Resources | List and resources for allocation | radio button |
| Add New Outcome | intended outcomes | text |
| Add Link to following outcome | linking outcome to strategy | list selection |
| Timeframe | period of time | Tick box |
| Funding Sources | allocation of funds | Tick box |
| Edit Actions | Actions for the plan | text |
| Add activity | for the plan and append to an action | text |
| Focus Area | Focus area for management plan | Tick box |
| Add New Strand | adding a strand/area to plan | text |
| Responsibility | the individual or group | list selection |
| Resource Allocation | Assigning resources to a plan | Tick box |
| Premade Plans | selecting a printable version | radio button |
| Year to report | the year you wish to print | list selection |