



**SENTRAL
EDUCATION**

**Strategic Planning User
Guide**

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Document Overview

Target Audience

- Executive staff

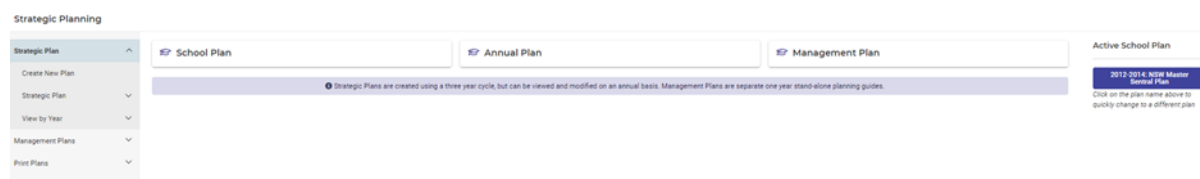
Content

- 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:

Planning Period: starting from

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

Priority 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:

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:

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

Create/Edit Strategic Priority X

Priority Area:

Integrated Areas

- Aboriginal Education
- Curriculum and Assessment
- Engagement and Attainment
- Leadership and Management
- Literacy and Numeracy

2021 Annual Targets | 2022 Annual Targets | 2023 Annual Targets

Put each target on a new line

[Save](#) [Cancel](#)

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

Priority Area: Literacy [Edit](#) [Remove](#)

Intended Outcomes

- Increased levels of literacy achievement for every student in line with State Plan targets
- Diminished gap in literacy achievement between Aboriginal students and all students
- Improved state-wide diagnostic assessment of literacy learning in Kindergarten

Targets

2012	To improve student performance in literacy such that 85% of all students are achieving state benchmarks
2013	No annual targets defined
2014	No annual targets defined

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**.

School Plan - Priority Area: Literacy By the end of 2014

Intended Outcomes [Add New Outcome](#)

1) Increased levels of literacy achievement for every student in line with State Plan targets	Edit Remove
2) Diminished gap in literacy achievement between Aboriginal students and all students	Edit Remove
3) Improved state-wide diagnostic assessment of literacy learning in Kindergarten	Edit Remove

Strategies [Add New Strategy](#)

Strategies	Indicators	2012				2013				2014				Responsibilities	Resources	Funding Sources
		1	2	3	4	1	2	3	4	1	2	3	4			
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	█												All Teachers	• Consultancy	None
	Decreased proportion of lowest performing students not meeting literacy minimum standards in accordance with the State Plan targets.													None	• None	None
	Reduced literacy achievement gap between Aboriginal students and all students.													None	• None	None
Use whole school planning processes to evaluate the quality of literacy teaching. Implement school-based, regional and state-	Program written, implemented and ideas shared.		█											Literacy Committee	• Literacy Committee	None

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

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	<ul style="list-style-type: none"> Grade Supervisor Literacy Committee 	Learning Assistance Program \$400	Edit Remove
All faculties have a focus upon improving reading skills.	█												None	<ul style="list-style-type: none"> Consultancy 	None	Edit Remove
Improved performance measured in post testing.													Principal	<ul style="list-style-type: none"> Deputy Principal Grade Supervisor 	None	Edit Remove
Impact of K-12 Literacy Policy on school teaching programs and student literacy achievement.													None	<ul style="list-style-type: 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 <ul style="list-style-type: none"> Increased levels of literacy achievement for every student in line with State Plan targets Diminished gap in literacy achievement between Aboriginal students and all students Improved state-wide diagnostic assessment of literacy learning in Kindergarten 	Intended Outcomes <ul style="list-style-type: none"> Increased levels of numeracy achievement for every student in line with State Plan targets Diminished gap in numeracy achievement between Aboriginal students and all students Improved state-wide diagnostic assessment of numeracy learning in Kindergarten 	Intended Outcomes <ul style="list-style-type: none"> School culture and practice that respects and responds to every student's aspirations, culture, gender and learning potential Quality teaching practices used for every student with particular attention to personalised learning A rigorous continuum of learning from P – 12 which provides for every student with particular emphasis on transition points Improved social and emotional wellbeing and skills for life for every student Increased parental engagement in supporting their child's learning Increased proportion of students completing Year 12 or recognised vocational training.
ABORIGINAL EDUCATION AND TRAINING	TEACHER QUALITY	CONNECTED LEARNING
Intended Outcomes <ul style="list-style-type: none"> By the year 2012, Aboriginal student outcomes will match or better outcomes of the broader student population Teaching and learning strategies strengthened through the implementation of quality evidence based programs and initiatives Increased proportion of Aboriginal students completing Year 12 or recognised vocational training Increased Aboriginal parental engagement in supporting their child's learning 	Intended Outcomes <ul style="list-style-type: none"> Strengthened teacher capacity to improve student learning outcomes Enhanced school leadership capacity for school improvement Increased number of teachers accredited with the Institute of Teachers 	Intended Outcomes <ul style="list-style-type: none"> Enhanced state-wide access to digital educational resources for learning and teaching and for teacher professional learning Innovation in the use of interactive technologies for learning, teaching and for teacher professional learning 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	<ul style="list-style-type: none"> Increased levels of literacy achievement for every student in line with State Plan targets Diminished gap in literacy achievement between Aboriginal students and all students 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	<ul style="list-style-type: none"> Increased levels of numeracy achievement for every student in line with State Plan targets Diminished gap in numeracy achievement between Aboriginal students and all students 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	<ul style="list-style-type: none"> School culture and practice that respects and responds to every student's aspirations, culture, gender and learning potential Quality teaching practices used for every student with particular attention to personalised learning A rigorous continuum of learning from P – 12 which provides for every student with particular emphasis on transition points Improved social and emotional wellbeing and skills for life for every student Increased parental engagement in supporting their child's learning Increased proportion of students completing Year 12 or recognised vocational training. 	To improve engagement and the teaching and learning environment.	█	█	█	█
	<ul style="list-style-type: none"> 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:	<ol style="list-style-type: none"> Increased levels of literacy achievement for every student in line with State Plan targets Diminished gap in literacy achievement between Aboriginal students and all students Improved state-wide diagnostic assessment of literacy learning in Kindergarten 								
Planning									
Key Implementation & Evaluation Strategies	Indicators	Actions	Timeframe				Responsibility	Resource Allocations	Options
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 in-service using train the trainer model.	█	█	█	█	All Teachers	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Grade Supervisor Literacy Committee 	Edit Actions
	All faculties have a focus upon improving reading skills.	SDO used to develop staff skills.	█	█	█	█	None	<ul style="list-style-type: 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
<ul style="list-style-type: none">• 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**.

Planning Budget Evaluation										
Strands/Areas Add New Strand/Area										
1) Concerts Edit Remove										
2) Art Edit Remove										
3) Dance Edit Remove										
2012 Actions/Strategies Add New 2012 Action/Strategy										
Strand/Area	2012 Action/Strategy	Time				Specific Date/Deadline	Indicators/Activities	Resource Allocations	Responsibilities	Modify
		T1	T2	T3	T4					
Concerts	Plan and coordinate school concert spectacular						Money in / out. Admission to cover costs, Hall booking, Backdrops painted		All Teachers	Edit Remove
Art	Use of Art specialist						Team teaching component using specialist skills of parents	Deputy Principal Parent Meetings	All Teachers	Edit Remove
	Update art supplies						Stocktake current supplies, order specific requirements list by parent support team		Parents and Community Committee	Edit Remove
Dance	Train dance group for Regional festival						Performance at Regional festival		The Others	Edit Remove

Print Plans

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

Central Public School School Plan Report

What will be the title of this report?

Do you want to make a standard report?

Yes, I want to make a standard report
 This report will include a cover page, a summary, and details for all priorities. The report will never split actions across multiple pages.

No, I want to customise the report
 Choose whether you need a cover page, a summary, and select which priorities to report on. You can also choose the field splitting rules.

Report Details

- Title: 2012 - 2014 School Plan
- Cover: Included
- Summary Report: Included
- Headings: Standard
- Years: All
- Priorities: All
- Summary Split*: Never split
- Detail Split*: Never split
- Action: Show in browser

* If a field is not set to split, the report will try to place the entire field on one page. Depending on the amount of data, this may produce unwanted empty space. If this happens, try splitting more fields until you produce the desired report layout.

Schools can print a standard or customised report.

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

School Annual Report

Premade Reports **Advanced Reports**

Year to report: Include year in the Report Name
 Report Name:

Planning Report
 A planning report includes:

- A cover page
- A summary document
- Planning reports for all priorities

Budgeting Report
 A budgeting report includes:

- A cover page
- Budgeting reports for all priorities

Evaluation Report
 An evaluation report includes:

- A cover page
- Evaluation reports for all priorities

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	Start 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