



BALANCED SCORECARD 2015

WHOLE SCHOOL DATA GATHERING SCHEDULE



MSS STUDENT ASSESSMENT MAP (P-12)



Brigance Early Childhood Developmental Inventory (Developmental Skills Checklist) **Physical Development Academic / Cognitive Daily Living Social /Emotional Development** Language Development Communication Matrix -Fine Motor **Gross Motor** Receptive -Expressive Mathematical/ Literacv Self Help -Play Skills Engagement Skills Skills General and and Initiative **Behaviours** Skills Concepts **Team Unit Assessment Tasks** ICPs / PFAPs PATH Students diagnosed with a If the student has mastered ALL students are also assessed Track progress also using: Physical Impairment are also skills to an equivalent age of 5 on: ½ years they are also assessed assessed on: MOVE The Communication Matrix **Book Conventions** Daily Living Skills Checklists Behaviour Plan **Alphabet** -Mealtime Management/ **FIELA Data Capture One School** SWPBS / ISP PM Benchmark **Eating** First Steps Reading/Writing -Personal Hygiene Social skills Checklist First Steps Number -Shopping - Work Studies

Site Based Data

Individual Curriculum Plans, PFAP data sheets, EAP profiles, Observations, Checklists, One School Reports, Behaviour Records, Handover Documents

2015 Curriculum Overview

Learning	Assessment	1	Early	Years			Middle	e Years			Junior S	econdary			Ser	niors			Yea	r 13	
Area	Tool			Year 2/3	3	,		Year 6/	7			7 – 10/1		Yea		1 – Yeai	r 12				
S	emester		1		2		1		2		1		2		1		2		1		2
	Term	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
English	Brigance																				
	Communication Matrix																				
	Sight Words																				
	PM Benchmark																				
	MUTTS																				
	Achievement Standards One School																				
	First Steps Reading																				
	First Steps Writing																				
	C2C Spelling																				
Mathematics	Brigance																				
	First Steps Number																				
	Achievement Standards One School																				
	Naplan																				
Curriculum Intent	ICP																				
Interie	PATH									Yr 10				Yr 10							
	PFAP																				
	GIIL/VET																				
Science	MUTTS																				
History	MUTTS																				
Heath and Physical	MUTTS																				
Education	MOVE																				
Social and Emotional	Checklists																				
Development	PBS																				
	Individual Risk Assessments																				
	One School Behaviour																				
	Last Undated 03 /	02/201																day 0:0			

Analysed										

Term 1 Assessment Overview Early Years

Ongoing assessment	Presenting Data to stakeholders	Due on One School

Learning Area	Assessment					Early	Years					Notes
AlCu	Tool											
	Week	1	2	3	4	5	6	7	8	9	10	
English	Brigance											Baseline data to be recorded on One School Week 5, for students who are new to Mudgeeraba
	Communication Matrix											
	Sight Words											
	PM Benchmark											
	MUTTS											
	Achievement Standards One School											
	First Steps Reading											Students who are working in Foundation/Prep Curriculum
	First Steps Writing											
	C2C Spelling											Teacher to keep a record of spelling words Community sight words
Mathematics	Brigance											
	First Steps Number											
	Achievement Standards One School											

	Naplan						Principal consultation
Science	MUTTS						Ongoing tracking as stated in Assessment Task
History	MUTTS						Ongoing tracking as stated in Assessment Task
Heath and Physical Education	MUTTS						Ongoing tracking as stated in Assessment Task
	MOVE						Coordinate MOVE meeting with DP
Social and Emotional Development	Checklists						
	PBS						
	Individual Risk Assessments						
	One School Behaviour Analysed						Teachers analyse behaviour recorded on One School
	ICP						Week 5 completed for stakeholders and week nine for Administration

Term 2 Assessment Overview Early Years

Oligonia assessment Presenting Data to stakeholders Due on Olie School	Ongoing assessment	Presenting Data to stakeholders		Due on One School
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Learning Area	Assessment					Early	Years					Notes
	Tool											
	Week	1	2	3	4	5	6	7	8	9	10	
English	Brigance											Data is recorded in Tracking Book
	Communication Matrix											Data is recorded in Tracking Book
	Sight Words											
	PM Benchmark											
	MUTTS											
	Achievement Standards One School											
	First Steps Reading											Data is recorded in Tracking Book
	First Steps Writing											Data is recorded in Tracking Book
	C2C Spelling											Teacher to keep a record of spelling words Community sight words
Mathematics	Brigance											
	First Steps Number											
	Achievement Standards One School											
	Naplan											Principal consultation
Science	MUTTS											Ongoing tracking as stated in Assessment Task

I Patana	MUTTC						On a single boarding and stated in Assessment Table
History	MUTTS						Ongoing tracking as stated in Assessment Task
Heath and	MUTTS						Ongoing tracking as stated in Assessment Task
Physical							
Education							
	MOVE						Data is recorded in Tracking Book
							Data is recorded in reading book
Social and	Checklists						
	Checklists						
Emotional							
Development							
	PBS						
	Individual Risk						
	Assessments						
	One School						Teachers analyse behaviour recorded on One School
	Behaviour Analysed						readilets analyse senarious resoluted on one sensor
	Deliavious Analysea						
	ICD						
	ICP		ĺ				

Term 3 Assessment Overview Early Years

Ongoing assessment Presenting Data to stakeholders Due on One School
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Learning Area	Assessment					Early	Years					Notes
7 🤐	Tool											
	Week	1	2	3	4	5	6	7	8	9	10	
English	Brigance											Data is recorded in Tracking Book
	Communication Matrix											
	Sight Words											
	PM Benchmark											
	MUTTS											
	Achievement Standards One School											
	First Steps Reading											Data is recorded in Tracking Book
	First Steps Writing											Data is recorded in Tracking Book
	C2C Spelling											Teacher to keep a record of spelling words Community sight words
Mathematics	Brigance											Data is recorded in Tracking Book
	First Steps Number											Data is recorded in Tracking Book
	Achievement Standards One School											
	Naplan											Principal consultation
Science	MUTTS											Ongoing tracking as stated in Assessment Task

History	MUTTS						Ongoing tracking as stated in Assessment Task
	MUTTO						0
Heath and Physical	MUTTS						Ongoing tracking as stated in Assessment Task
Education							
	MOVE						Coordinate MOVE meeting with DP
Social and	Checklists						
Emotional	Circulists						
Development							
	PBS						
	Individual Risk						
	Assessments						
	One School						Teachers analyse behaviour recorded on One School
	Behaviour Analysed						reachers analyse behaviour recorded on one school
	,						
	ICP						Week 5 completed for stakeholders and week nine for Administration
							Administration

Term 4 Assessment Overview Early Years

Ongoing assessment	Presenting Data to stakeholders	Due on One School

Learning Area	Assessment					Early	Years					Notes
Alou	Tool											
	Week	1	2	3	4	5	6	7	8	9	10	
English	Brigance											Baseline data to be recorded on One School Week 5, for students who are new to Mudgeeraba
	Communication Matrix											
	Sight Words											
	PM Benchmark											
	MUTTS											
	Achievement Standards One School											
	First Steps Reading											
	First Steps Writing											
	C2C Spelling											Teacher to keep a record of spelling words Community sight words
Mathematics	Brigance											
	First Steps Number											
	Achievement Standards One School											
	Naplan											Principal consultation

Science	MUTTS						Ongoing tracking as stated in Assessment Task
Science	110113						Origonia tracking as stated in Assessment Task
History	MUTTS						Ongoing tracking as stated in Assessment Task
,							
Heath and	MUTTS						Ongoing tracking as stated in Assessment Task
Physical							
Education							
	MOVE						Data is recorded in Tracking Book
0 : 1 1							
Social and Emotional	Checklists						
Development							
Development	PBS						
	1 55						
	Individual Risk						
	Assessments						
	One School						Teachers analyse behaviour recorded on One School
	Behaviour Analysed						
	ICP						
			l				

Term 1 Assessment Overview Middle Years

Oligonia assessment Presenting Data to stakeholders Due on Olie School	Ongoing assessment	Presenting Data to stakeholders		Due on One School
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Learning Area	Assessment					Early	Years					Notes
	Tool											
	Week	1	2	3	4	5	6	7	8	9	10	
English	Brigance											Ba Baseline data to be recorded on One School Week 5, for students who are new to Mudgeeraba
	Communication Matrix											
	Sight Words											
	PM Benchmark											
	MUTTS											
	Achievement Standards One School											
	First Steps Reading											Students who are working in Foundation/Prep Curriculum
	First Steps Writing											
	C2C Spelling											Teacher to keep a record of spelling words
Mathematics	Brigance											
	First Steps Number											
	Achievement Standards One School											
	Naplan											Principal consultation
Science	MUTTS											Ongoing tracking as stated in Assessment Task

1 Cataonia	MUTTC						Ou action to add a control to Account Tools
History	MUTTS						Ongoing tracking as stated in Assessment Task
Heath and	MUTTS						Ongoing tracking as stated in Assessment Task
Physical							
Education							
	MOVE						Coordinate MOVE meeting with DP
	MOVE						Coordinate Plove meeting with Di
	GL 111.						
Social and	Checklists						
Emotional							
Development							
	PBS						
	Individual Risk						
	Assessments						
	One School						Teachers analyse behaviour recorded on One School
	Behaviour Analysed						reactions analyse behaviour recorded on one school
	Deliavioui Alialyseu						
		ļ					
	ICP						

Term 2 Assessment Overview Middle Years

Oligonia assessment Presenting Data to stakeholders Due on Olie School	Ongoing assessment	Presenting Data to stakeholders		Due on One School
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Learning Area	Assessment					Early	Years					Notes
	Tool											
	Week	1	2	3	4	5	6	7	8	9	10	
English	Brigance											Data is recorded in Tracking Book
	Communication Matrix											Data is recorded in Tracking Book
	Sight Words											
	PM Benchmark											
	MUTTS											
	Achievement Standards One School											
	First Steps Reading											Data is recorded in Tracking Book
	First Steps Writing											Data is recorded in Tracking Book
	C2C Spelling											Teacher to keep a record of spelling words
Mathematics	Brigance											
	First Steps Number											
	Achievement Standards One School											
	Naplan											Principal consultation
Science	MUTTS											Ongoing tracking as stated in Assessment Task

I Patana	MUTTC						On a single boarding and stated in Assessment Table
History	MUTTS						Ongoing tracking as stated in Assessment Task
Heath and	MUTTS						Ongoing tracking as stated in Assessment Task
Physical							
Education							
	MOVE						Data is recorded in Tracking Book
							Data is recorded in reading book
Social and	Checklists						
	Checklists						
Emotional							
Development							
	PBS						
	Individual Risk						
	Assessments						
	One School						Teachers analyse behaviour recorded on One School
	Behaviour Analysed						readilets analyse senarious resoluted on one sensor
	Deliavious Analysea						
	ICD						
	ICP		ĺ				

Term 3 Assessment Overview Middle Years

Learning Area	Assessment					Early	Years					Notes
7 🕶	Tool											
	Week	1	2	3	4	5	6	7	8	9	10	
English	Brigance											Data is recorded in Tracking Book
	Communication Matrix											
	Sight Words											
	PM Benchmark											
	MUTTS											
	Achievement Standards One School											
	First Steps Reading											Data is recorded in Tracking Book
	First Steps Writing											Data is recorded in Tracking Book
	C2C Spelling											Teacher to keep a record of spelling words
Mathematics	Brigance											Data is recorded in Tracking Book
	First Steps Number											Data is recorded in Tracking Book
	Achievement Standards One School											
	Naplan											Principal consultation
Science	MUTTS											Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data

1							
History	MUTTS						Ongoing tracking as stated in Assessment Task, please check your
							individual units to identify the week you will formalise your data
Heath and	MUTTS						Ongoing typeling as stated in Assessment Took, planes shock value
Heath and	MUTIS						Ongoing tracking as stated in Assessment Task, please check your
Physical							individual units to identify the week you will formalise your data
Education							
	MOVE						Coordinate MOVE meeting with DP
	1						
Social and	Checklists						
Emotional							
Development							
	PBS						
	1 65						
	Individual Risk						
	Assessments						
	One School						Tanahara analysa hahayisayu rasaydad an Ona Cahaal
							Teachers analyse behaviour recorded on One School
	Behaviour Analysed						
	ICP						

Term 4 Assessment Overview Middle Years

Ongoing assessment	Presenting Data to stakeholders	Due on One School

Learning Area	Assessment Tool					Early	Years					Notes
	Week	1	2	3	4	5	6	7	8	9	10	
English	Brigance											
	Communication Matrix											
	Sight Words											
	PM Benchmark											
	MUTTS											Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	Achievement Standards One School											
	First Steps Reading											
	First Steps Writing											
	C2C Spelling											
Mathematics	Brigance											
	First Steps Number											
	Achievement Standards One School											
	Naplan											Principal consultation

Science	MUTTS						Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
History	MUTTS						Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
Heath and Physical Education	MUTTS						Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	MOVE						Data is recorded in Tracking Book
Social and Emotional Development	Checklists						
	PBS						
	Individual Risk Assessments						
	One School Behaviour Analysed						Teachers analyse behaviour recorded on One School
	ICP						

Term 1 Assessment Overview Junior Secondary Years

	Ongoing assessment	Presenting Data to stakeholders	Due on One School
	Ongoing assessment	Tresenting Data to stakenorders	Due on one benoor

Learning Area	Assessment Tool					Early	Years					Notes
	Week	1	2	3	4	5	6	7	8	9	10	
English	Brigance											Baseline data to be recorded on One School Week 5, for students who are new to Mudgeeraba
	Communication Matrix											
	Sight Words											
	PM Benchmark											
	MUTTS											Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	Achievement Standards One School											
	First Steps Reading											Students who are working in Foundation/Prep Curriculum
	First Steps Writing											
	C2C Spelling											Teacher to keep a record of spelling words
Mathematics	Brigance											
	First Steps Number											

			•	_	•	1	1	ı	
	Achievement Standards One								
	School								
	Naplan								Principal consultation
Science	MUTTS								Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
History	MUTTS								Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
Heath and Physical Education	MUTTS								Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	MOVE								Coordinate MOVE meeting with DP
Social and Emotional Development	Checklists								
·	PBS								
	Individual Risk Assessments								
	One School Behaviour Analysed								Teachers analyse behaviour recorded on One School
	ICP								Week 5 completed for stakeholders and week nine for Administration. All Students up to Year 11.
	PATH								Year 10 Students will complete a PATH
	PFAP								Year 11/12 and 13 Students complete a PFAP
	GIL/VET								???? Look up dates Students in Year 11/12 and 13

Term 2 Assessment Overview Junior Secondary

	Ongoing assessment		Presenting Data to stakeholders		Due on One School
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Learning Area	Assessment					Early	Years					Notes
Alou	Tool											
	Week	1	2	3	4	5	6	7	8	9	10	
English	Brigance											Data is recorded in Tracking Book
	Communication Matrix											Data is recorded in Tracking Book
	Sight Words											
	PM Benchmark											
	MUTTS											Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	Achievement Standards One School											
	First Steps Reading											Data is recorded in Tracking Book
	First Steps Writing											Data is recorded in Tracking Book
	C2C Spelling											Teacher to keep a record of spelling words
Mathematics	Brigance											
	First Steps Number											
	Achievement Standards One School											
	Naplan											Principal consultation
Science	MUTTS											Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data

History	MUTTS						Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
Heath and Physical Education	MUTTS						Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	MOVE						Data is recorded in Tracking Book
Social and Emotional Development	Checklists						
	PBS						
	Individual Risk Assessments						
	One School Behaviour Analysed						Teachers analyse behaviour recorded on One School
	ICP						
	PATH						
	PFAP						
	GIL/VET						???? Look up dates Students in Year 11/12 and 13

Term 3 Assessment Overview Junior Secondary

	Ongoing assessment		Presenting Data to stakeholders		Due on One School
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Learning Area	Assessment					Early	Years					Notes
Aicu	Tool											
	Week	1	2	3	4	5	6	7	8	9	10	
English	Brigance											Data is recorded in Tracking Book
	Communication Matrix											
	Sight Words											
	PM Benchmark											
	MUTTS											Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	Achievement Standards One School											
	First Steps Reading											Data is recorded in Tracking Book
	First Steps Writing											Data is recorded in Tracking Book
	C2C Spelling											Teacher to keep a record of spelling words
Mathematics	Brigance											Data is recorded in Tracking Book
	First Steps Number											Data is recorded in Tracking Book
	Achievement Standards One School											
	Naplan											Principal consultation
Science	MUTTS											Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data

History	MUTTS						Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
Heath and Physical Education	MUTTS						Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	MOVE						Coordinate MOVE meeting with DP
Social and Emotional Development	Checklists						
	PBS						
	Individual Risk Assessments						
	One School Behaviour Analysed						Teachers analyse behaviour recorded on One School
	ICP						Week 5 completed for stakeholders and week nine for Administration
	PATH						Year 10 Students will complete a PATH
	PFAP						Year 11/12 and 13 Students complete a PFAP
	GIL/VET						???? Look up dates Students in Year 11/12 and 13

Term 4 Assessment Overview Junior Secondary

	Ongoing assessment		Presenting Data to stakeholders		Due on One School
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Learning Area	Assessment					Early	Years					Notes
	Tool											
	Week	1	2	3	4	5	6	7	8	9	10	
English	Brigance											
	Communication Matrix											
	Sight Words											
	PM Benchmark											
	MUTTS											Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	Achievement Standards One School											
	First Steps Reading											
	First Steps Writing											
	C2C Spelling											
Mathematics	Brigance											
	First Steps Number											
	Achievement Standards One School											
	Naplan											Principal consultation
Science	MUTTS											Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data

History	MUTTS						Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
Heath and Physical Education	MUTTS						Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	MOVE						Data is recorded in Tracking Book
Social and Emotional Development	Checklists						
	PBS						
	Individual Risk Assessments						
	One School Behaviour Analysed						Teachers analyse behaviour recorded on One School
	ICP						
	PATH						Year 10 Students will complete a PATH
	PFAP						Year 11/12 and 13 Students complete a PFAP
	GIL/VET						???? Look up dates Students in Year 11/12 and 13

Term 1 Assessment Overview Seniors

Learning Area	Assessment					Early	Years					Notes
7 👊	Tool											
	Week	1	2	3	4	5	6	7	8	9	10	
English	Brigance											Baseline data to be recorded on One School Week 5, for students who are new to Mudgeeraba
	Communication Matrix											
	Sight Words											
	PM Benchmark											
	MUTTS											Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	Achievement Standards One School											
	First Steps Reading											Students who are working in Foundation/Prep Curriculum
	First Steps Writing											
	C2C Spelling											Teacher to keep a record of spelling words
Mathematics	Brigance											
	First Steps Number											
	Achievement Standards One School											
	Naplan											Principal consultation
Science	MUTTS											Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data

History	MUTTS						Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
Heath and Physical Education	MUTTS						Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	MOVE						Coordinate MOVE meeting with DP
Social and Emotional Development	Checklists						To capture what has been recorded in PFAP's and GIL/VET
	PBS						
	Individual Risk Assessments						
	One School Behaviour Analysed						Teachers analyse behaviour recorded on One School
	ICP						Week 5 completed for stakeholders and week nine for Administration. P-10 Students
	PATH						Year 10 Students will complete a PATH
	PFAP						Year 11/12 and 13 Students complete a PFAP
	GIL/VET						???? Look up dates Students in Year 11/12 and 13 Curriculum Plans

Term 2 Assessment Overview Seniors

	Ongoing assessment		Presenting Data to stakeholders		Due on One School
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Learning Area	Assessment					Early	Years					Notes
Arcu	Tool											
	Week	1	2	3	4	5	6	7	8	9	10	
English	Brigance											Data is recorded in Tracking Book
	Communication Matrix											Data is recorded in Tracking Book
	Sight Words											
	PM Benchmark											
	MUTTS											Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	Achievement Standards One School											
	First Steps Reading											Data is recorded in Tracking Book
	First Steps Writing											Data is recorded in Tracking Book
	C2C Spelling											Teacher to keep a record of spelling words
Mathematics	Brigance											
	First Steps Number											
	Achievement Standards One School											
	Naplan											Principal consultation
Science	MUTTS											Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data

History	MUTTS						Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
Heath and Physical Education	MUTTS						Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	MOVE						Data is recorded in Tracking Book
Social and Emotional Development	Checklists						
	PBS						
	Individual Risk Assessments						
	One School Behaviour Analysed						Teachers analyse behaviour recorded on One School
	ICP						
	PATH						
	PFAP						
	GIL/VET						???? Look up dates Students in Year 11/12 and 13

Term 3 Assessment Overview Seniors

Learning Area	Assessment					Early	Years					Notes
Alou	Tool											
	Week	1	2	3	4	5	6	7	8	9	10	
English	Brigance											Data is recorded in Tracking Book
	Communication Matrix											
	Sight Words											
	PM Benchmark											
	MUTTS											Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	Achievement Standards One School											
	First Steps Reading											Data is recorded in Tracking Book
	First Steps Writing											Data is recorded in Tracking Book
	C2C Spelling											Teacher to keep a record of spelling words
Mathematics	Brigance											Data is recorded in Tracking Book
	First Steps Number											Data is recorded in Tracking Book
	Achievement Standards One School											
	Naplan											Principal consultation
Science	MUTTS											Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data

History	MUTTS						Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
Heath and Physical Education	MUTTS						Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	MOVE						Coordinate MOVE meeting with DP
Social and Emotional Development	Checklists						
	PBS						
	Individual Risk Assessments						
	One School Behaviour Analysed						Teachers analyse behaviour recorded on One School
	ICP						Week 5 completed for stakeholders and week nine for Administration
	PATH						Year 10 Students will complete a PATH
	PFAP						Year 11/12 and 13 Students complete a PFAP
	GIL/VET						???? Look up dates Students in Year 11/12 and 13

Term 4 Assessment Overview Seniors

Ongoing assessment	Presenting Data to stakeholders	Due on One School

Learning Area	Assessment					Early	Years					Notes
	Tool											
	Week	1	2	3	4	5	6	7	8	9	10	
English	Brigance											
	Communication Matrix											
	Sight Words											
	PM Benchmark											
	MUTTS											Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	Achievement Standards One School											
	First Steps Reading											
	First Steps Writing											
	C2C Spelling											
Mathematics	Brigance											
	First Steps Number											
	Achievement Standards One School											
	Naplan											Principal consultation

Science	MUTTS						Ongoing tracking as stated in Assessment Task, please check your
							individual units to identify the week you will formalise your data
History	MUTTS						Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
Heath and Physical Education	MUTTS						Ongoing tracking as stated in Assessment Task, please check your individual units to identify the week you will formalise your data
	MOVE						Data is recorded in Tracking Book
Social and Emotional Development	Checklists						
	PBS						
	Individual Risk Assessments						
	One School Behaviour Analysed						Teachers analyse behaviour recorded on One School
	ICP						
	PATH						Year 10 Students will complete a PATH
	PFAP						Year 11/12 and 13 Students complete a PFAP
	GIL/VET						???? Look up dates Students in Year 11/12 and 13

Term 1 2015 Management Overview

Due On a continuous basis

Area	Management					Whole	School					Notes
	Week	1	2	3	4	5	6	7	8	9	10	
	Medical Folder											
	Relief Folder											
	Units of Work											Placed on your desk with feedback notes for DOTL and relief staff. Walk around identifying DOTL. Year 11, 12 and 13 units written to meet GIIL standards using
	Hand Over Document											DoTL Includes communication handover
	Moderation											
	Report Cards											
	Class Timetables											Submit to DP week 1 for Term 1 Submit to DP week 10 for Term 2
	Payment Planner											Submit to DP week 1 for Term 1 Submit to DP week 10 for Term 2
	Excursion Planner											Excursion Planner checklist submitted to DP week 1 for Term 1 Excursion Planner checklist submitted to DP week 10 for Term 2
	Digital Portfolios											
	Photo page											A template will be provided to capture each student's year. This will stay confidential and at school as this will form the basis of their graduation folder

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Y	Year Book Page						Each class will design a double page spread to capture their year which will form the basis of our Year Book
	Student Payments to Office						No money is to be kept in your classroom
N T	Non-Teaching Timebooks						Every fortnight on pay week
	Developing Performance Plan						Term 1 set goals Term 2 and 3 Term 4 Review goals
	New Teacher Induction						
	School Charter Reviews						To be completed with Principal
С	Collegial Coaching						Teachers can select additional CC times outside week 5
	Instructional Feedback						Teachers reflect on planning and student outcomes (DoTL)
	New Staff Teacher Observations						
N	Master Teacher						Feedback to staff and Administration
	One School Behaviour Analysed						SWPBBS team analyse behaviour recorded on One School
S	SWPBS Set Survey						
S	SWPBS EBS Survey						
	Work Place Health and Safety Audit						
В	Budget Reviews						BSM and Principal to lead
	Board of Teacher Reports						

DETE Probation						Completed eight months after appointment
Teacher Reports						

Term 2 2015 Management Overview

Due	On a continuous basis

Area	Management					Whole	School					Notes
	Week	1	2	3	4	5	6	7	8	9	10	
	Medical Folder											
	Relief Folder											
	Units of Work											Placed on your desk with feedback notes for DOTL and relief staff. Walk around identifying DOTL. Year 11, 12 and 13 units written to meet GIIL standards using DoTL
	Hand Over Document											Includes communication handover
	Moderation											Moderation Due Friday Week 7
	Report Cards											Week 7 Due to report card buddy Week 8 to Executive Team
	Class Timetables											Submit to DP week 10 for Term 3
	Payment Planner											Submit to DP week 10 for Term 3
	Excursion Planner											Excursion Planner checklist submitted to DP week 10 for Term 3

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Digital Portfolios						
Photo page						A template will be provided to capture each student's year. This will stay confidential and at school as this will form the basis of their graduation folder
Year Book Page						Each class will design a double page spread to capture their year which will form the basis of our Year Book
Student Payments to Office						No money is to be kept in your classroom
Non-Teaching Timebooks						Every fortnight on pay week
Developing Performance Plan						Term 1 set goals Term 2 and 3 Term 4 Review goals
New Teacher Induction						
School Charter Reviews						To be completed with Principal
Collegial Coaching						Teachers can select additional CC times outside week 5
Instructional Feedback						Teachers reflect on planning and student outcomes (DoTL)
New Staff Teacher Observations						
Master Teacher						Feedback to staff and Administration
One School Behaviour Analysed						SWPBBS team analyse behaviour recorded on One School
SWPBS Set Survey						
SWPBS EBS Survey						
Work Place Health and Safety Audit						
				U		

Budget Reviews						BSM and Principal to lead
Board of Teacher Reports						
DETE Probation Teacher Reports						Completed eight months after appointment

Term 3 2015 Management Overview

Due	On a continuous basis
Duc	On a continuous basis

Area	Management					Whole	School				Notes	Notes
	Week	1	2	3	4	5	6	7	8	9	10	
	Medical Folder											
	Relief Folder											
	Units of Work											Placed on your desk with feedback notes for DOTL and relief staff. Walk around identifying DOTL. Year 11, 12 and 13 units written to meet GIIL standards using
	Hand Over Document											DoTL Includes communication handover
	Moderation											
	Report Cards											
	Class Timetables											Submit to DP week 1 for Term 1 Submit to DP week 10 for Term 2

			T	I	I	I	I		Submit to DP week 1 for Term 1
Payment Planner									Submit to DP week 10 for Term 1 Submit to DP week 10 for Term 2
Excursion Planner									Excursion Planner checklist submitted to DP week 1 for Term 1 Excursion Planner checklist submitted to DP week 10 for Term 2
Digital Portfolios									
Photo page									A template will be provided to capture each student's year. This will stay confidential and at school as this will form the basis of their graduation folder
Year Book Page									Each class will design a double page spread to capture their year which will form the basis of our Year Book
Student Payments to Office									No money is to be kept in your classroom
Non-Teaching Timebooks									Every fortnight on pay week
Developing Performance Plan									Term 1 set goals Term 2 and 3 Term 4 Review goals
New Teacher Induction									
School Charter Reviews									To be completed with Principal
Collegial Coaching									Teachers can select additional CC times outside week 5
Instructional Feedback									Teachers reflect on planning and student outcomes (DoTL)
New Staff Teacher Observations									
Master Teacher									Feedback to staff and Administration
One School Behaviour Analysed									SWPBBS team analyse behaviour recorded on One School
SWPBS Set Survey									
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SWPBS EBS Survey						
World Place Health and						
Work Place Health and Safety Audit						
Budget Reviews						BSM and Principal to lead
Board of Teacher Reports						
DETE Probation Teacher Reports						Completed eight months after appointment

Term 4 2015 Management Overview

Dua	On a continuous basis
Due	On a continuous basis

Area	Management				Notes							
	Week	1	2	3	4	5	6	7	8	9	10	
	Curriculum Box											Due Monday morning, a scheduled time will be allocated. Each box needs to be returned how it was signed out.
	Mathematics Box											Due Monday morning, a scheduled time will be allocated. Each box needs to be returned how it was signed out.
	Medical Folder											
	Relief Folder											
	Units of Work											Placed on your desk with feedback notes for DOTL and relief staff. Walk around identifying DOTL. Year 11, 12 and 13 units written to meet GIIL standards using DoTL

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Hand Over Document						Submit to DP
						Includes communication handover
Moderation						Moderation Due Friday Week 7
Report Cards						Week 7 Due to report card buddy
,						Week 8 to Executive Team
Class Timetables						
Daywaant Dlannan						
Payment Planner						
Excursion Planner						
						Please save in students file in SDRIVE under Digital Portffolio
Digital Portfolios						riedse save in stadents me in SDRLVE under Digital Fortholio
_						
Photo page						
Prioto page						
						Each class will design a double page spread to capture their year
Year Book Page						which will form the basis of our Year Book
						No money is to be kept in your classroom
Student Payments to						
Office						
						From fortwinks on morrounds
Non-Teaching						Every fortnight on pay week
Timebooks						
Dovoloning						Term 1 set goals
Developing Performance Plan						Term 2 and 3
Performance Plan						Term 4 Review goals
New Teacher						
Induction						
						To be completed with Principal
School Charter						To be completed with Fillicipal
Reviews						
Collegial Coaching						Teachers can select additional CC times outside week 5
Conegiai Coacining						
						Teachers reflect on planning and student outcomes (DoTL)
Instructional						
Feedback						
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	lew Staff Teacher Observations							
Ma	Naster Teacher							Feedback to staff and Administration
	ne School Behaviour nalysed							SWPBBS team analyse behaviour recorded on One School
SW	WPBS Set Survey							
SW	WPBS EBS Survey							
Wo Sat	/ork Place Health and afety Audit							
Bu	udget Reviews							BSM and Principal to lead
	oard of Teacher eports							
	ETE Probation eacher Reports							Completed eight months after appointment