



BALANCED SCORECARD 2015

WHOLE SCHOOL DATA GATHERING SCHEDULE



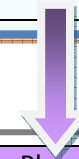
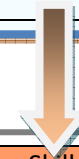
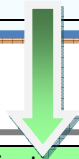
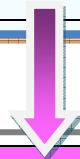
MSS STUDENT ASSESSMENT MAP (P-12)



Brigance Early Childhood Developmental Inventory

(Developmental Skills Checklist)

Physical Development		Language Development		Academic / Cognitive		Daily Living	Social /Emotional Development	
-Fine Motor Skills	Gross Motor Skills	Receptive	-Expressive	Mathematical/ General Concepts	Literacy	Self Help	-Play Skills and Behaviours	Engagement and Initiative Skills
Team Unit Assessment Tasks			ICPs / PFAPs			PATH		
Students diagnosed with a Physical Impairment are also assessed on:		ALL students are also assessed on:		If the student has mastered skills to an equivalent age of 5 ½ years they are also assessed on:		Track progress also using:		



MOVE FIELA	The Communication Matrix	Book Conventions Alphabet PM Benchmark First Steps Reading/Writing First Steps Number	Daily Living Skills Checklists -Mealtime Management/ Eating -Personal Hygiene -Shopping - Work Studies	Behaviour Plan Data Capture One School SWPBS / ISP Social skills Checklist
---------------	--------------------------	---	---	---

Site Based Data

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

Communication Matrix

2015 Curriculum Overview

Learning Area	Assessment Tool	Early Years				Middle Years				Junior Secondary				Seniors				Year 13			
		Prep – Year 2/3				Year 3 – Year 6/7				Year 6/7 – 10/11				Year 10/11 – Year 12							
Semester		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																				
	PATH									Yr 10				Yr 10							
	PFAP																				
	GIIL/VET																				
Science	MUTTS																				
History	MUTTS																				
Health and Physical Education	MUTTS																				
	MOVE																				
Social and Emotional Development	Checklists																				
	PBS																				
	Individual Risk Assessments																				
	One School Behaviour																				

Analysed

Term 1 Assessment Overview Early Years

Ongoing assessment

Presenting Data to stakeholders

Due on One School

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

	Naplan											Principal consultation
Science	MUTTS											Ongoing tracking as stated in Assessment Task
History	MUTTS											Ongoing tracking as stated in Assessment Task
Health 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

	Ongoing assessment		Presenting Data to stakeholders		Due on One School
--	--------------------	--	---------------------------------	--	-------------------

Learning Area	Assessment Tool	Early Years										Notes
		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

History	MUTTS											Ongoing tracking as stated in Assessment Task
Heath and Physical Education	MUTTS											Ongoing tracking as stated in Assessment Task
	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 3 Assessment Overview Early Years

	Ongoing assessment	Presenting Data to stakeholders	Due on One School
--	--------------------	---------------------------------	-------------------

Learning Area	Assessment Tool	Early Years										Notes
		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											
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
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 4 Assessment Overview Early Years

	Ongoing assessment		Presenting Data to stakeholders		Due on One School
--	--------------------	--	---------------------------------	--	-------------------

Learning Area	Assessment Tool	Early Years										Notes
		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
History	MUTTS											Ongoing tracking as stated in Assessment Task
Heath and Physical Education	MUTTS											Ongoing tracking as stated in Assessment Task
	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 Middle Years

	Ongoing assessment		Presenting Data to stakeholders		Due on One School
--	--------------------	--	---------------------------------	--	-------------------

Learning Area	Assessment Tool	Early Years										Notes	
		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												
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											

Term 2 Assessment Overview Middle Years

	Ongoing assessment		Presenting Data to stakeholders		Due on One School
--	--------------------	--	---------------------------------	--	-------------------

Learning Area	Assessment Tool	Early Years										Notes
		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

History	MUTTS											Ongoing tracking as stated in Assessment Task
Heath and Physical Education	MUTTS											Ongoing tracking as stated in Assessment Task
	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 3 Assessment Overview Middle Years

	Ongoing assessment		Presenting Data to stakeholders		Due on One School
--	--------------------	--	---------------------------------	--	-------------------

Learning Area	Assessment Tool	Early Years										Notes
		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

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											

Term 4 Assessment Overview Middle Years

	Ongoing assessment		Presenting Data to stakeholders		Due on One School
--	--------------------	--	---------------------------------	--	-------------------

Learning Area	Assessment Tool	Early Years										Notes
		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
--	--------------------	--	---------------------------------	--	-------------------

Learning Area	Assessment Tool	Early Years										Notes	
		1	2	3	4	5	6	7	8	9	10		
	Week												
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											
	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
--	--------------------	--	---------------------------------	--	-------------------

Learning Area	Assessment Tool	Early Years										Notes
		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
--	--------------------	--	---------------------------------	--	-------------------

Learning Area	Assessment Tool	Early Years										Notes	
		1	2	3	4	5	6	7	8	9	10		
English	Week												
	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
--	--------------------	--	---------------------------------	--	-------------------

Learning Area	Assessment Tool	Early Years										Notes	
		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

	Ongoing assessment		Presenting Data to stakeholders		Due on One School
--	--------------------	--	---------------------------------	--	-------------------

Learning Area	Assessment Tool	Early Years										Notes	
		1	2	3	4	5	6	7	8	9	10		
	Week												
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
--	--------------------	--	---------------------------------	--	-------------------

Learning Area	Assessment Tool	Early Years										Notes
		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

	Ongoing assessment		Presenting Data to stakeholders		Due on One School
--	--------------------	--	---------------------------------	--	-------------------

Learning Area	Assessment Tool	Early Years										Notes	
		1	2	3	4	5	6	7	8	9	10		
English	Week												
	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 Tool	Early Years										Notes
		1	2	3	4	5	6	7	8	9	10	
	Week											
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 DoTL
	Hand Over Document											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

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												
Budget Reviews												BSM and Principal to lead
Board of Teacher Reports												

DETE Probation Teacher Reports												Completed eight months after appointment
-----------------------------------	--	--	--	--	--	--	--	--	--	--	--	--

Term 2 2015 Management Overview

	Due		On a continuous basis
--	-----	--	-----------------------

Area	Management	Whole School										Notes	
		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

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												

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
--	-----	--	-----------------------

Area	Management	Whole School										Notes
		1	2	3	4	5	6	7	8	9	10	
	Week											
	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 GIL standards using DoTL
	Hand Over Document											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
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											
	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

	Due		On a continuous basis
--	-----	--	-----------------------

Area	Management	Whole School										Notes
		1	2	3	4	5	6	7	8	9	10	
	Week											
	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

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											
Payment Planner											
Excursion Planner											
Digital Portfolios											Please save in students file in SDRIVE under Digital Portfolio
Photo page											
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											
Budget Reviews											BSM and Principal to lead
Board of Teacher Reports											
DETE Probation Teacher Reports											Completed eight months after appointment