

BrisbaneSDE Data plan and calendar

BrisbaneSDE takes a whole school approach to collecting, discussing and analysing data to ensure each student is succeeding. The school purposefully and systematically collects data to monitor student progress, identify gaps in learning, strengthen differentiation practices, inform the next steps for teaching and learning, reflect on the effectiveness of teaching and to ensure the effective use of resources. This data plan provides a consistent framework, timelines and common language for the school.

The driving questions behind the use of student data at the school are:

How are your students going in their learning? How do we know? What are we doing to improve students' learning? How do we know it is working?

DATA ENTRY AND ANALYSIS

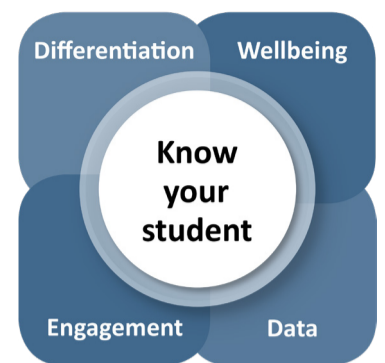
Data entry procedures at the school are designed to produce timely and accurate data to inform decision making. Teaching staff at the school complete the following steps to record student data: Conduct assessment, receive drafts, record the receipt of drafts, receive final submission, record final submission, mark work, record results and conduct medium term data cycles. Diagnostic data is collected as outlined in the Literacy Action Plan.

DATA PROCESSES

	Start of year	Throughout year	End of year
School Planning Executive Principal, Heads of School, Business Manager, HoD Performance	<ul style="list-style-type: none"> Communicate AIP. Set school targets based on AIP in the areas of Attendance, NROW and QCE Attainment. Develop action plans. 	<ul style="list-style-type: none"> Conduct regular Data Team meetings. Analyse whole school data. Identify developing issues. Communicate progress towards goals. 	<ul style="list-style-type: none"> Update AIP. Communicate status of goals. Review faculty action plans.
Faculty Planning In consultation with HoS, Heads of Department and faculty	<ul style="list-style-type: none"> Review department relevant data. Develop faculty goals based on AIP and school goals. Develop action plans. Communicate goals to department. 	<ul style="list-style-type: none"> Review and respond to new data (NAPLAN, diagnostic, results). Enact action plans. Monitor progress towards goals (data walls, faculty meetings and TCT). Quality assure data collection. Present actions and goal status to SLT each term. 	<ul style="list-style-type: none"> Review action plans. Communicate status of goals to department.
Faculty and Subject Data Analysis Heads of Department and collaborative Teaching Teams	<p>Cycle of planning: Implementing and reflecting should be continuously visited throughout the year.</p> <ul style="list-style-type: none"> Respond to previous year's data through planning documents (Term 1) and plan and implement strategies in response to previous term's data (Terms 2, 3 and 4). Identify at risk students for tracking (Term 1) and monitor at risk students (Terms 2, 3 and 4). Begin preparation for department data tracking. <p>Tools</p> <ul style="list-style-type: none"> OneSchool OneSchool class dashboard School Academic Recording System Reports 	<ul style="list-style-type: none"> Track subject and task data as well as teacher data entry. Facilitate medium-term data cycle meetings. Work with teams on short-term data cycles. Manage moderation, reflection and unit development/improvement. Implement strategies within departments in response to whole-school data as it is released. Manage the implementation of student improvement strategies identified by teachers. Ensure formative assessment and engagement intervention strategies are occurring. Engage teachers in reflection of results as part of the Annual Performance Development Plan (APDP). 	<ul style="list-style-type: none"> Review and analyse class and subject results. Supervise accurate updating of School Academic Recording System (end of semester for one semester courses). Supervise accurate updating of OneSchool reporting (end of each semester). Review AIP faculty performance against AIP goals and targets.
Class Data Cycle Collaborative Teams and individual teachers	<p>Getting to know your students: Should be started at the beginning of the semester/year.</p> <p>Use data on your class to identify:</p> <ul style="list-style-type: none"> students at risk of failing/disengaging indigenous students students with a medical condition which may affect their learning high achieving students 	<ul style="list-style-type: none"> threshold students (students who results indicate that they are close to moving up a band or slip down a band). <p>Based on the data collected, teachers develop general improvement/intervention strategies for each of these groups of students. Teachers also set growth goals with students.</p>	<p>Teachers identify three who they will target with specific improvement/intervention strategies which are recorded.</p> <p>Tools</p> <ul style="list-style-type: none"> OneSchool class dashboard School Academic Recording System results history report
	Start of year	Throughout year	End of year
	<p>Cycle of planning: Implementing and reflecting should be repeated for each unit of work.</p>		
	<ul style="list-style-type: none"> Use data to determine student starting position and identify at risk students (during first term) and to review, update and monitor risk students (for the remainder of the course). Plan with Teaching Team for the collection of formative data and devise appropriate interventions. Review growth goals with students. Engage in the data cycle planning process and create a class level action plan. <p>Tools</p> <ul style="list-style-type: none"> School Academic Recording System OneSchool class dashboard 	<ul style="list-style-type: none"> Collaboratively collect and analyse individual formative data about student learning to inform deliberate practice and student feedback. Use OneSchool and School Academic Recording System, as well as anecdotal data, to investigate the learning needs of individual students as required and implement strategies to meet these needs. Use strategies to track student progress in the areas of attendance and performance. These strategies can include targeted questioning and regular check in points. Use whole school data as it is released to inform deliberate practice. Reflect on results as a part of the APDP. <p>Tools</p> <ul style="list-style-type: none"> School Academic Recording System — data dashboards (live and semester) 	<ul style="list-style-type: none"> Accurately update School Academic Recording System at the end of each assessment and at the end of each semester. Report on student progress against the relevant achievement standard/syllabus. Provide feedback to students based on their summative assessment. Reflect on student performance (using School Academic Recording System and the OneSchool class dashboard). Engage in department moderation processes. Engage students in reflection on their progress towards goals. Engage in department data cycle meetings and reflect on success of action plans. <p><i>Refer to the Data Entry and Analysis procedure in Appendix 1.</i></p>

Data calendar

Below are significant events within the school calendar which use or generate data. For events which use data, the data source and analysis and response actions are listed below. Analysis and response actions identify who is responsible for the action.



ONGOING COLLECTION/ANALYSIS

- Literacy data collection — the schedule, data sources and analysis for literacy data is outlined in the BrisbaneSDE Literacy Action Plan 2019–2020 in the **Literacy Data Schedule** section.
- Data cycle meetings are run during Terms 2, 3 and 4. The timing of these meetings is at the discretion of Heads of Department.

SEMESTER 1											
Term 1											
		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Whole school data analysis and school improvement Executive and Leadership Team	Testing/collecting/inputting	Welcome phone calls		Goal setting	Getting to know your students		Data Team pre-meeting			Data Team meeting	
	Data source	Enrolments spreadsheets		School Academic Recording System	OneSchool dashboard		OneSchool Attendance System School Academic Recording System			OneSchool Attendance System School Academic Recording System	
	Analysis and response	Welcome call script and OneSchool contact notes		Term 2 – Week 10	Teacher-developed improvement strategies		Agenda: N ratings			Agenda: N ratings	
Term 2											
		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Whole school data analysis and school improvement Executive and Leadership Team	Testing/collecting/inputting	Data Team pre-meeting		Data Team meeting	NAPLAN paper tests NAPLAN online tests	NAPLAN online tests				HoD data presentations	Goal review
	Data source	OneSchool Attendance System School Academic Recording System		OneSchool Attendance System School Academic Recording System						OneSchool Attendance System School Academic Recording System	School Academic Recording System
	Analysis and response	Agenda: Attendance Live Data Wall		Agenda: Attendance Live Data Wall	Data Team meeting will convene to analyse results					Presentation: performance plans and improvement	Improvement strategies discussed and reviewed

SEMESTER 2

Term 3

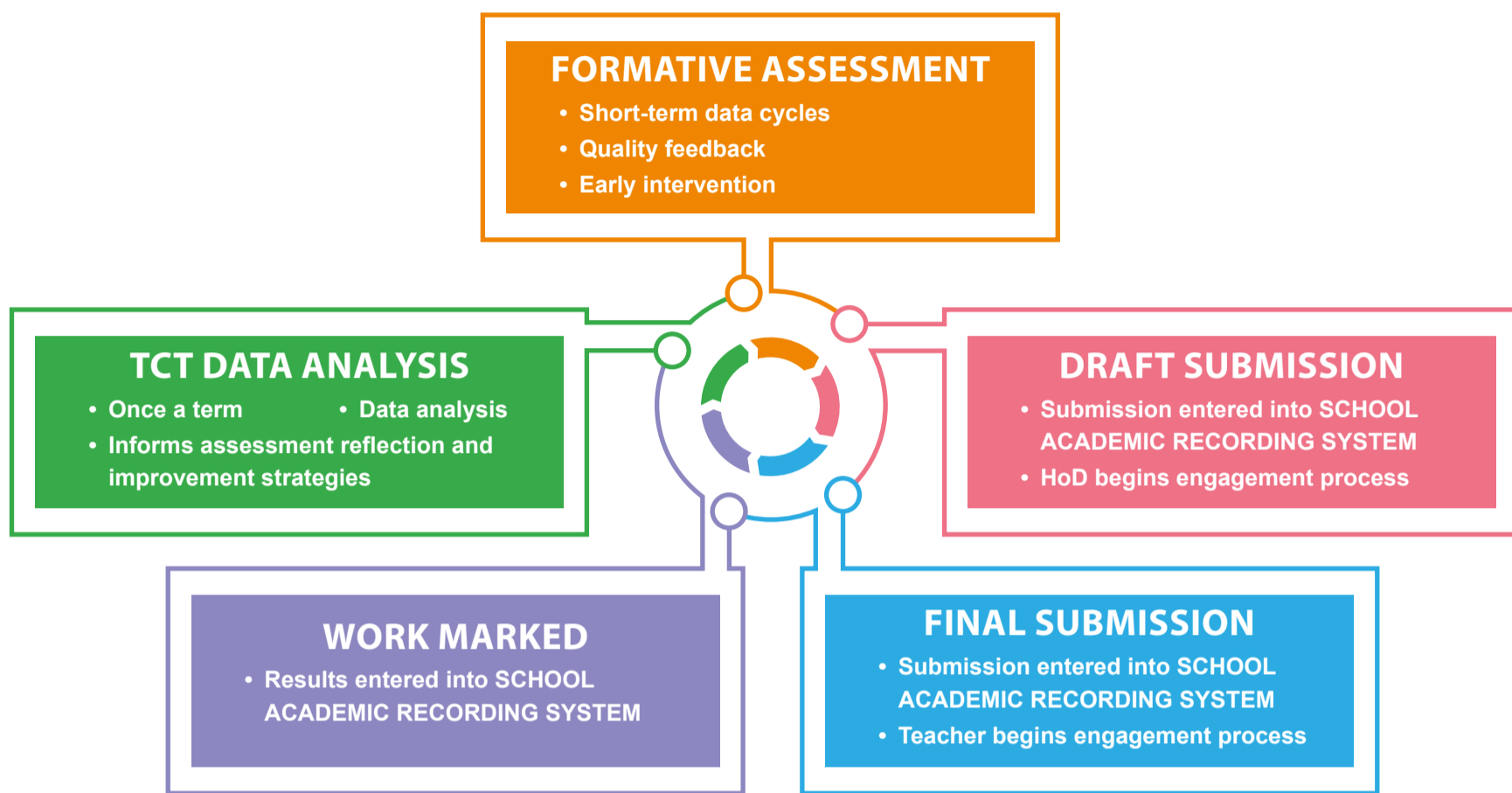
		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Whole school data analysis and school improvement Executive and Leadership Team	Testing/collecting/inputting	Data Team pre-meeting	Goal setting	Data Team meeting					QCS tests	HoD data presentations	
	Data source	OneSchool Attendance System School Academic Recording System	School Academic Recording System	OneSchool Attendance System School Academic Recording System						OneSchool Attendance System School Academic Recording System	
	Analysis and response	Agenda: Semester reporting attendance	Term 4 – Week 8	Agenda: Semester reporting attendance						Presentation: performance plans and improvement	

Term 4

		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Whole school data analysis and school improvement Executive and Leadership Team	Testing/collecting/inputting	Data Team pre-meeting		Data Team meeting					Goal review	HoD data presentations	
	Data source	OneSchool Attendance System School Academic Recording System		OneSchool Attendance System School Academic Recording System					School Academic Recording System	OneSchool Attendance System School Academic Recording System	
	Analysis and response	Agenda: NAPLAN data		Agenda: NAPLAN data					Improvement strategies discussed and reviewed	Presentation: performance plans and improvement	

Appendix 1

DATA ENTRY AND ANALYSIS CYCLE



MEDIUM TERM DATA INQUIRY CYCLE

