

# Trinity Bay State High School Annual Operational Plan 2007

## Vision and Purpose

Trinity Bay State High School is a major Queensland Government High School, located in the Tropical Far North City of Cairns.

It offers a comprehensive curriculum and a range of extra curricula activities catering for the educational needs of students twelve to eighteen years of age.

Increasingly, the school is a destination of choice for both domestic and international students.



Education Queensland provides high quality education that assists all Queenslanders to love learning, develop judgment and a sense of responsibility, understand the past and prepare to embrace the future. We equip young people for the future to enable them to contribute to a socially, economically and culturally vibrant society.



The Department of Education, Training and the Arts is committed to:

- Excellence — setting standards and delivering high quality educational services.
- Inclusiveness — recognising diversity and treating all people with respect and dignity.
- Participation — encouraging community participation and involvement of parents/carers in partnership in schools and supporting young people's access to diverse learning pathways.
- Safety — creating safe and tolerant learning environments for all students, teachers and staff.
- Accountability — upholding the standards community, parents/carers and government set for effective performance of educational and professional services.

At Trinity Bay High School we ASPIRE to: "Provide Excellence in Teaching Learning in a Caring Environment"

### STRATEGIC DIRECTIONS (2005-2007)

- § Provide a relevant and challenging curriculum;
- § Maintain and develop an attractive, safe and comfortable school environment;
- § Care for students promoting positive interpersonal relationships and self image;
- § Maintain a skilled and confident workforce;
- § Embrace the challenges of technology.

### 2007 PRIORITIES:

- § As a review year, the school will reassess the context of its community and examine all of its plans to develop new directions taking it towards 2010;
- § Develop a new curriculum plan addressing the emerging Queensland Curriculum, Assessment and Reporting (QCAR) initiatives;
- § Further address the imperatives of the Federal Education Agenda relating to testing and Reporting;
- § Extend the school's prominence as a school of choice for both domestic and international students;
- § Maintain school plant and facility, while completely refurbishing of the School Hall and Resource Centre;
- § Continue to enhance student and staff access and use of ICT technology;
- § In line with the school's motto of "Success through Endeavour", achieve success for both students and staff;

### APPROVAL

This Annual Operational Plan was developed in consultation with the school community.

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Stephen Savvakis  
Principal  
/ /2007

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Sharon Geck  
P&C President/School Council Chair  
/ /2007

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Sue Darby  
Acting / Executive Director Schools  
/ /2007



<p><b>LE2</b> Improved integration of curriculum, teaching, assessment and reporting through a learning framework that engages our diverse range of students.</p>	<p><b>Curriculum, Teaching, Assessment &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>§ The school curriculum will be reviewed as a whole to examine the connectedness between Junior and Senior Courses.</li> <li>§ A new curriculum plan will be drafted along with revised curriculum offerings.</li> <li>§ The school will respond to emerging initiatives from QCAR and the Federal Government relating to both reporting and assessment.</li> <li>§ Two parent teacher interviews sessions will be conducted in 2007 in line with the new reporting guidelines.</li> <li>§ The school's annual report and other planning documents will be published on the school's internet web site.</li> </ul>	<p>Sylvia Hayes (Deputy Principal)</p>
<p><b>LE2 - Continued</b></p>	<p><b>Phases of Learning: Early &amp; Middle Years</b></p> <ul style="list-style-type: none"> <li>§ The school will continue to develop its Junior Curriculum to offer motivating and engaging programs for students in Years 8-10.</li> <li>§ During the review the structure of timetabled offerings will be examined as to the progression from 8-10 and how Year 10 relates to the Senior program.</li> <li>§ Possible non progression options for students entering Year 10 will be examined.</li> <li>§ The Year 9 Camp will continue in 2007.</li> <li>§ Year co-ordinators will engage with students regarding their attendance and application to work (completion of assignments).</li> <li>§ The school's Literacy Committee will target Year 8 students in 2007.</li> </ul>	<p>Year Co-ordinators  HPE Department  Literacy Committee</p>
<p><b>LE3</b> An increased number of students completing the compulsory participation phase of learning</p>	<p><b>Phases of Learning: Senior Years</b></p> <ul style="list-style-type: none"> <li>§ The senior school curriculum will be reviewed as part of an overall look at the school's curriculum structures and offerings.</li> <li>§ Curriculum opportunities for students will be evaluated against the specific needs of our student ie. An additional Science subject, possible introduction of QSA's new ESL English.</li> <li>§ Timetable structures will be examined in relation to: <ul style="list-style-type: none"> <li>○ the usage of DFL and sports time</li> <li>○ release time for VET courses</li> <li>○ tutorial time</li> <li>○ time for excellence programs</li> </ul> </li> <li>§ The Year 10 curriculum will be restructured to transition students into an authentic career pathway. This will involve the review of structures within the school relating to: <ul style="list-style-type: none"> <li>○ the development of and maintenance of SET plans</li> <li>○ possible non progression if minimum literacy levels have not been reached</li> <li>○ the nature of subjects and their relationship with senior school curriculum</li> </ul> </li> </ul>	<p>Martin Woodcock (Deputy Principal)  Christine Bland (Senior Schooling HOD)  Curriculum Committee</p>
<p><b>LE4</b> ICT Index: Enabling Teaching and Learning (ICTs for Learning: Learning, Teaching and the Curriculum)</p>	<p><b>Currently Rated A</b> Teachers use new technologies to create flexible, innovative and intellectually challenging learning experiences for students.</p> <p><b>Students:</b></p> <ul style="list-style-type: none"> <li>§ Increased integration of ICT in learning and assessment in all KLA and senior programs through peer coaching program.</li> <li>§ Learning Technology committee will seek new ways to increase student access to ICT resources</li> </ul> <p><b>Teachers/administrators:</b></p> <ul style="list-style-type: none"> <li>§ The Learning Technology Committee will continue to manage teaching and learning across the school</li> <li>§ Peer Coaching program established to train specialist teachers who will then coach other teachers within their departments towards gaining ICT accreditation (ICT Certificate) and increase their own knowledge and skills in using ICT.</li> </ul> <p><b>Curriculum:</b></p> <ul style="list-style-type: none"> <li>§ Professional Development of staff using Peer coaching program;</li> </ul>	<p>Rohan Dean (ICT HOD)  Technology Committee</p>

	§ Allocation of appropriate software related to the learning needs of students; § The Library will be upgraded to become an ICT learning hub within the school. This will be achieved by: <ul style="list-style-type: none"> <li>○ Upgrading Library Management System</li> <li>○ Introducing the Clickview system for broadcasting video, podcasts and Learning objects over the school network</li> <li>○ Establishing a Mac lab that can be booked by teachers.</li> </ul>	
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**LEARNING PERFORMANCE INDICATORS AND TARGETS**

Performance Indicator		2006 Result	School Target	EQ Target	Data Source
<b>LEARNING</b>	Number of students with a disability who have achieved a certificate of Post-compulsory School Education	<b>N/A</b>	<b>N/A</b>	540	QSA
	Percentage of OP-eligible students with OP 1-15	<b>69%</b>	--	60%	QSA
	Percentage of students awarded a Senior Certificate and awarded a VET qualification	<b>33%</b>	--	50%	QSA
	Percentage of students awarded a Senior Certificate with OP eligibility or awarded a VET qualification	<b>80%</b>	--	92%	QSA
	Percentage of QTAC applicants receiving an offer	<b>96%</b>	--	95%	QSA
	<b>ICT Index: Enabling Teaching and Learning (ICTs for Learning: Learning, Teaching and the Curriculum)</b>				
<b>A Rating</b>	Percentage of teachers satisfied with their own knowledge and skills using ICT	<b>50%</b>	<b>60%</b>	75%	ICT Index Report
	Percentage of students are satisfied with the way they use new technologies for learning at school	<b>60%</b>	<b>60%</b>	75%	

**TOTAL LEARNING OBJECTIVE: \$ 1 486 808**

Outcome	Strategies	Program Manager
<p><b>SC1</b> Schools have innovative and distinctive strategies responsive to community and student needs.</p>	<p><b>Schools &amp; Community</b></p> <ul style="list-style-type: none"> <li>§ The school will continue to differentiate itself as a school of excellence in a number of areas including, Science, Performing and Visual Arts and Integrated technology.</li> <li>§ The school will consolidate its participation in the EQI network of schools catering for international students with the appointment of a co-ordinator position. This person will also act as the marketing manager for the school.</li> <li>§ The school will respond to rising populations of students entering Year 8 with high literacy needs. It will build upon its curriculum initiatives in 2004/5 in the Middle school.</li> <li>§ Retention rates and other school, data will be used to gauge the success of these initiatives.</li> <li>§ The school will continue to pursue other strategies (including National Initiatives) in order to engage students at school.</li> </ul> <p><b>Schools &amp; Clusters</b></p> <ul style="list-style-type: none"> <li>§ School staff will maintain strong links with professional networks including the QSA, professional associations, local Secondary network groups.</li> <li>§ The pupil free day in July will be a whole school release day so that professional networks can meet and provide for their professional growth and development.</li> <li>§ The school will liaise with its primary feeder schools in providing for the transition of students to high school and opportunities to work in primary schools to provide extension programs for students. ie. Dance, Science and Visual Arts.</li> </ul>	<p>HODs – Subect Areas</p>
<p><b>SC2</b> Schools have productive partnerships with their community and with business, industry and other government agencies.</p>	<p><b>Community Engagement</b></p> <ul style="list-style-type: none"> <li>§ The school will conduct it biennial Science EXPO in 2007. This event will not only be partly sponsored by local businesses it will draw on many organisations from the police service, JCU, to wildlife organisations and local high tech industry.</li> <li>§ The school will complete its last two projects on the current Property Development Plan in particular the School Hall and Resource Centre. These projects will be done with the support of the school’s P&amp;C and state government funds.</li> <li>§ Although community use of facilities will be reduced in 2007 due to construction projects it is hoped that this will be renewed in 2008.</li> <li>§ Community partnerships with local professionals with be continued eg. Lawyers supporting debating groups to LEAPS mentoring programs for students at risk.</li> </ul> <p><b>School &amp; Industry Partnerships</b></p> <ul style="list-style-type: none"> <li>§ Through the Business Liaison Association the school will provide opportunities for students to work with industry to develop high standards of performance in a variety of settings. These include; office professional and business planning, through to hospitality, fashion and furnishing competitions</li> <li>§ Ongoing relationships with VPG, CRGT, TAFE, My Other Mum and JCU will be strengthened and will respond to student needs.</li> </ul>	<p>HODs – Subect Areas</p> <p>Stephen Savvakis (Principal)</p> <p>Christine Bland (HOD Senior Schooling)</p>
<p><b>SC3</b> Schools provide safe, supportive and disciplined learning environments.</p>	<p><b>Supportive Learning Environments</b></p> <ul style="list-style-type: none"> <li>§ In this review year the school will engage with parents, students and staff in developing a renewed understanding of the school’s underpinning values and mission. This will be a consultative process that engages with the school’s community in significant decision making processes.</li> <li>§ Speakup Speakout will continue to remain as a significant program in providing a supportive and positive school environment.</li> <li>§ We will maintain high standards for student behaviour based around the key value of respect.</li> </ul>	<p>Stephen Savvakis (Principal)</p>

	<p>§ Refurbishment of classrooms will continue with the Resource centre being the focus in 2007.</p> <p>§ WPHS Committee will identify risk factors within the school and plan to make the school environment safe.</p>	
<p><b>SC4</b></p> <p>Schools have effective school planning and reporting processes</p>	<p><b>School Planning &amp; Reporting</b></p> <p>§ In 2007 the school will finalise the previous Triennial Review priorities and commence planning for the period 2008-2010.</p> <p>§ Complete reviews of all school plans will be undertaken and commence with the Property Plan, Curriculum Plan, Literacy Plan, ICT Plan, Welfare Plan and Workforce Plan.</p> <p>§ Clear direction for the school will be examined by the School Council in consultation with the school community in a variety of ways. These will include; surveys, P&amp;C, focus groups, meetings with staff etc.</p>	<p>Stephen Savvakis (Principal) School Council SMC</p>
<p><b>SC5:</b></p> <p>ICT Index: Supporting Learners (ICTs for Learning: ICT Support)</p>	<p><b>Currently Rated A</b></p> <p>§ Teachers support each other in making ICT integral to learning</p> <p>§ The school uses efficient support mechanisms that maintain continuity of ICT services and minimise the risk of down time.</p> <p><b>Curriculum Support:</b></p> <p>§ Increase access to ICT resources through computer lab booking system</p> <p>§ Increase access to ICT resources through curriculum reform in year 8</p> <p><b>Technical Support:</b></p> <p>§ Employment of technical assistants to support curriculum and administration networks.</p> <p>§ Increase access to ICT resources through computer lab booking system</p> <p>§ Increase access to ICT resources through curriculum reform in year 8</p> <ul style="list-style-type: none"> <li>○ Upgrading Library Management System</li> <li>○ Introducing the Clickview system for broadcasting video, podcasts and Learning objects over the school network</li> <li>○ Establishing a Mac lab that can be booked by teachers</li> </ul>	<p>Rohan Dean (ICT HOD) Technology Committee</p>
<p><b>SC5:</b></p> <p>ICT Index: Building Infrastructure (ICTs for Learning – ICT Infrastructure and Connectivity)</p>	<p><b>Currently Rated AA</b></p> <p>§ The school has attained the current ratio of student to internet-enabled-device (IED) with network connectivity</p> <p>§ Curriculum IEDs operate with the department's MOE.</p> <p><b>Infrastructure:</b></p> <p>§ Maintain all existing machines.</p> <p>§ Upgrade network switches to replace all greater than 5 years.</p> <p>§ Upgrade all existing machines to a 4 year warrantee.</p> <p>§ Install new Mac machines in D-block.</p> <p>§ Install wireless network infrastructure.</p> <p>§ Schedule of replacement maintained and updated.</p> <p>§ Develop an operational extranet.</p>	<p>Rohan Dean (ICT HOD) Technology Committee</p>

## SCHOOLS PERFORMANCE INDICATORS AND TARGETS

Performance Indicator		2006 Result	School Target	EQ Target	Data Source	
<b>SCHOOLS</b>	Percentage of students and parents/caregivers satisfied that they are getting a good education at school	Students: 80%	<b>Students: 80%</b>	Students:80%	School Opinion Survey	
		Parents: 94%	<b>Parents: 80%</b>	Parents: 80%		
	Percentage of parents/caregivers satisfied that the school is a good school	100%	<b>88%</b>	88%	School Opinion Survey	
	Apparent retention of students from Yrs 8-12	72%	<b>80%</b>	72%	Enrolment data	
	<b>ICT Index: Supporting Learners (ICTs for Learning: ICT Support)</b>					
	<b>A Rating</b>	Percentage of teachers agree they can access appropriate ICT to do their job well	60%	<b>60%</b>	75	ICT Index Report
		Percentage of teachers are satisfied that ICT devices are well maintained	50%	<b>60%</b>	75	
		Percentage of teachers are satisfied that ICT devices are well maintained	50%	<b>60%</b>	75	
	<b>ICT Index: Building Infrastructure (ICTs for Learning: ICT Infrastructure and Connectivity)</b>					
	<b>AA Rating</b>	Percentage of curriculum IEDs are connected to the school LAN and the internet	100%	<b>100%</b>	100%	ICT Index Report
The school has an operational MOE		MOE	<b>MOE</b>	operational MOE		
An operational extranet is maintained by the school		No	<b>Extranet</b>	operational extranet	ICT Index Report	

Number  
students  
Internet  
Device (

**TOTAL SCHOOLS OBJECTIVE: \$ 1 179 005**

# Workforce Objective *Ensure the school workforce has the capability and flexibility to deliver the objectives of QSE-2010*

Outcome	Strategies	Program Manager
<p><b>WO1</b> A workforce that has the capability and flexibility to deliver the strategic objectives of the department through ongoing learning and development opportunities.</p>	<p><b>Teacher Professionalism</b></p> <ul style="list-style-type: none"> <li>§ Professional Networks will be fostered and supported.</li> <li>§ Pupil free days will concentrate on skills development of staff.</li> <li>§ Staff will have a say in their professional learning opportunities.</li> <li>§ HODs to provide development opportunities for staff.</li> <li>§ Acting officers to be offered support and mentored.</li> <li>§ Pre service teachers will continue to be trained by the school.</li> <li>§ One staff member to travel to Japan and teach abroad to improve her language skills.</li> <li>§ QSA training will be attended by staff</li> <li>§ All staff will receive training in literacy techniques and knowledge of how to implement in their subject areas.</li> <li>§ The Literacy Committee will receive training on critical elements of the school's approach to literacy development.</li> <li>§ ICT laptop mentors will be identified and will form a core of staff skilled to train other staff.</li> </ul>	<p>Brett Wilson (Maths HOD)</p> <p>Subject HODs</p> <p>Allstaff</p>
<p><b>WO2</b> Leadership that drives educational reform, supports productive relationships and promotes innovation</p>	<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>§ Various committee structures will be used to co-ordinate the school's activities. These committees will empower staff at all levels within the organisation to participate and provide leadership in moving the school forward towards its goals. These will include: <ul style="list-style-type: none"> <li>○ The Executive Management Team EMT (DPs and Principal)</li> <li>○ The School Management Committee (DPs, Principal, HODs, GO, EQI Co-ordinator, Registrar)</li> <li>○ The Literacy Committee (interested staff, led by HOD Social Sciences)</li> <li>○ The Curriculum Committee (Interested staff, led by DP)</li> <li>○ Technology Committee (Interested staff, led by HOD ICT Technology)</li> </ul> </li> <li>§ The Principal along with the School Council will review the school's performance over the past years and co-ordinate efforts to develop future directions.</li> <li>§ School performance data and opinion survey results will inform the school's planning processes</li> <li>§ DETA policy documents, QSA requirements, QCAR and federal initiatives will be drivers when developing the school's response to student's learning.</li> </ul>	<p>Stephen Savvakis (Principal)</p> <p>DPs</p> <p>HODs</p> <p>All staff</p>
<p><b>WO3</b> A healthy workforce engaged in safe and supportive work environment</p>	<p><b>Employee Health and Wellbeing</b></p> <ul style="list-style-type: none"> <li>§ The WPHS committee will meet and determine priority safety concerns and processes within the school.</li> <li>§ The school will continue its health promoting school program of providing opportunities for staff to manage their personal health. This will be made available during PFD activities.</li> <li>§ Clear expectations of staff relating to the Code of Conduct and Workplace Health and Safety will be developed in consultation with staff. These expectations will be communicated to all staff including visiting staff.</li> <li>§ All staff will be encouraged to accept ownership of wellbeing and safety issues.</li> </ul>	<p>WPHS Committee</p> <p>All staff</p>

<b>WO4:</b> ICT Index: Developing Professionals (ICTs for Learning: Learning and Development)	<b>Currently Rated A</b> § Teachers extend their knowledge, skills and abilities in making ICT integral to learning.	Rohan Dean (HOD ICT Technology) Technology Committee
	<b>Teachers:</b> § Peer coaching program established to train ICT specialist teachers. These Coaches will gain ICT accreditation at Level 2 and go on to coach other collaborating teachers through the certification process.  <b>School leaders/administrators:</b> § The Learning Technology Committee will provide professional development opportunities for staff and monitor school performance in ICT implementation and use.  § Peer coaching program established to train ICT specialist teachers. These coaches will gain ICT accreditation at Level2	

### WORKFORCE PERFORMANCE INDICATORS AND TARGETS

Performance Indicator		2006 Result	School Target	EQ Target	Data Source
<b>WORKFORCE</b>	Percentage of workforce engaged in professional development opportunities	<b>73%</b>	<b>83%</b>	83%	School Opinion Survey
	Percentage of school workforce satisfied with access to professional development opportunities that relate to school and systemic initiatives	<b>59%</b>	<b>80%</b>	75%	School Opinion Survey
	Percentage of staff members satisfied with morale in the school	<b>80%</b>	<b>85%</b>	80%	School Opinion Survey
	Percentage of general component of school grants budget or equivalent expended on professional development for school staff	<b>10%</b>	<b>10%</b>	10%	School/ HR Information
	Staff Attendance - average attendance rate based on unplanned absences of sick and emergent leave for periods of up to 5 days	<b>95%</b>	--	-	School/ HR Information
	Staff Retention - proportion of teaching staff (as a percentage) retained in a program year from the previous year	<b>95%</b>	--	-	School/ HR Information
	<b>ICT Index: Developing Professionals (ICTs for Learning: Learning and Development)</b>				
<b>A Rating</b>	Percentage of teachers satisfied with the opportunities to develop their knowledge and skills in making ICT integral to learning	<b>35%</b>	<b>50%</b>	50%	ICT Index Report
	Percentage of teachers have the Step 1 Smart Classrooms Professional Development Framework	nil	<b>50%</b>	50%	
	Percentage of teachers have the Step 2 Smart Classrooms Professional Development Framework	nil	<b>20%</b>	20%	
	Percentage of teachers have the Step 3 Smart Classrooms Professional Development Framework	nil	<b>10%</b>	10%	

**TOTAL WORKFORCE OBJECTIVE: \$ 222 071**