

Action Planning : A Guide

The actions below are suggestions only. You may wish to insert other actions, or leave some out.

Action	Broad timeline	Who?	Additional ideas and comments
Introduce the Student Mapping Tool to others <ul style="list-style-type: none"> - which staff? - once for everyone or tailored to key groups? - school council? - community partners? - in how much detail? - when? 			
Establish small implementation team <ul style="list-style-type: none"> - who's on it? - who's driving it? - who's doing all the legwork? 			
Appoint data guardian <ul style="list-style-type: none"> - who has the required clout? - who will do the data entry, data analysis, etc.? - attend Excel training? 			
Decide when your school will refresh and consider the data? <ul style="list-style-type: none"> - Recommendation is end of Term 1, end of Term 2, late December. Would you vary this at your school? If yes, why?			
Conduct trial run of the Tool to evaluate data quality			

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<p>Address data issues, e.g.</p> <ul style="list-style-type: none"> - when is attendance data entered onto CASES21? - when are assessment results entered onto CASES21? - how are office staff informed of who is on work experience/SBA placement etc.? - how often is destination data entered onto CASES21? Process for doing this? - are there a lot of 'Unknowns' in the Occupation Code and Koorie data? Process for addressing this? 			
<p>Gather data on current support programs (internal and external)</p> <ul style="list-style-type: none"> - request sent to all staff - follow up - enter data 			
<p>Analyse data</p> <ul style="list-style-type: none"> - individual level data (e.g. focus on specific students) - school level data (e.g. focus on patterns and trends) 			
<p>Convene planning meeting to consider results of analysis</p> <ul style="list-style-type: none"> - who should convene and chair? - who should attend? - one meeting or several, e.g. junior school, middle school, etc.? - set targets for improvement over time? 			

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Share results with <ul style="list-style-type: none"> - all staff? - school council? - community - good news, summary data and planning responses in school newsletter? - the people who write funding submissions? - external agencies and support services? 			
Implement case management approach to supporting the <i>most at risk</i> students <ul style="list-style-type: none"> - who could be case managers? - how many students could reasonably be case managed? - how would success be measured? 			
Analyse trend data over time (snapshots) <ul style="list-style-type: none"> - monitor the outcomes of intervention and support programs - monitor trends in literacy and numeracy - identify the key risk factors that lead to early school leaving <i>at your school</i> 			