



**Saltus Grammar School**  
**Strategic Plan**  
**2007 – 2010**

## **Policy, Process and Procedure**

We must ensure that our admissions standards are appropriate and are clearly expressed; that information flows seamlessly through the school in order that we may better support our students and that school policies and processes are appropriate, clear and are well understood by all members of the school's community.

*We will seek to realize this goal by:*

- Reviewing the school's admissions criteria
- Standardizing entry testing at all levels
- Ensuring that information relative to student needs is centrally recorded and that an appropriate mechanism for sharing such information is established for staff reference
- Drawing together and reviewing school policy documentation to ensure that it is consistent and appropriate
- Publishing and supporting policy statements and expectations by using a clearly understood and agreed process for recording, tracking and action

## **Diversity, Equity and Gender**

Our goal must be to foster a community where all are welcome and all are valued, it is essential that we seek and support students of diverse backgrounds and experiences and that we consciously create avenues to all students to contribute meaningfully to the life of the school.

*We will seek to realize this goal by:*

- Adopting a written Diversity Mission Statement
- Creating and implementing an action plan to address identified issues surrounding diversity and gender
- Seeking opportunities to develop individual student provisions in support and extension activities managed by our Centre for Learning
- Monitoring the provision of financial aid and seek to increase such provision to meet parental need

## Culture of Innovation

Within the past ten years, the school has undertaken a number of significant initiatives that have placed it at the forefront of the local educational community. This has been a period of significant change for Saltus and our initiatives have strengthened our school. To ensure that our initiatives are responsive to changing internal needs and those in the wider community, we must establish a programme of internal review and commentary.

*We will sustain and support our recent initiatives by:*

- Publicizing and thereby clarifying the role of the Centre for Learning. We shall establish clear guidelines for teaching staff and for parents to assist in their understanding of the scope of support or extension that the Centre may offer to individual students
- Developing and implementing a technology strategy which is clearly understood and which is subscribed to by all members of the teaching staff
- Conducting a review of the Graduate Years programme to clarify expectations, standards, graduation criteria
- Conducting a review of the Foundation Year programme

## Programme & Curriculum Development

- Review our curriculum plan to ensure consistency between year groups, within year groups and within subject departments
- Research and implement a whole school writing programme
- Constitute an Examinations working party at Senior Secondary level to review standards and appropriateness in order to meet future student needs both locally and internationally
- Ensure that option counseling is appropriate
- Review the reporting system and to standardize the school's reporting and assessment processes to:
  - reflect Foundation, Lower Primary, Upper Primary and Secondary level needt
  - ensure an appropriate balance between reporting and parent conferencing
  - ensure clarity and consistency in attainment and assessment criteria
- Establish a process for student target setting and data tracking
- Establish a culture of effort and commitment to work through the use of effort criteria and regular review. Use the school motto "Labor Omnia Vincit" as the keynote expression of this intent
- Research best practice for the provision of career information and develop a career outreach programme
- Establish an alumni career database for student reference.

## Community, Environment & Global Awareness

We must seek to address those areas of the life of our school that are most adequately embraced by the term 'community'. Our communications processes, both internal and with the wider parent community must be appropriate and efficient and we must seek to develop a sense of shared responsibility for the management of our campus environments. From such a local perspective arises an awareness of the global challenges which we confront.

Acknowledging that our parents and our alumni are significant contributors to the life of our school, we must ensure that they are engaged and supportive of what we do and that we must seek still further opportunities to develop and define such engagement

*We will seek ways to develop a genuine sense of community, environment and global awareness within our school by:*

- Reviewing the communications media currently employed in the school to assess and improve its efficiency
- Creating and maintaining a clean and healthy school environment by addressing matters relating to the daily maintenance of facilities in a timely manner and establishing clear expectations to foster behaviours which support the facilities personnel in their work
- Researching and developing opportunities for 'green school initiatives', and for civic awareness and through school environment management
- Reviewing our curriculum with global perspectives in mind while considering changes in courses and/or graduation requirements
- Pursuing international exchanges and other off-campus opportunities for students and teachers
- Developing a policy which clarifies the school's expectation in relation to parents, to parenting issues and to parent involvement in support of extra-curricular undertakings etc..
- Creating a mechanism for tracking students post Saltus

## Professional Excellence & Personal Growth

The school's capacity to provide its students with a high quality educational experience is founded upon the professional expertise, talent and diversity of the faculty and support staff and the resources that are available to them in their work.

*We will focus on cultivating and supporting the professional excellence and personal growth of the faculty and staff by:*

- Encouraging and seeking opportunities for CPD through collegial observation and discussion and through engagement in activities expressed within the scope of this Development Plan
- Clarifying and publishing agreed benchmark standards for staff professional behaviors
- Improving our staff induction process and continuing faculty training
- Creating a plan to address issues of faculty and staff:
  - Time for planning and discussion
  - Consistency in personal accommodations and leave provision
  - Review of the Staff Handbooks and Terms and Conditions of Employment 2003
- Reviewing the substitute teacher provision and the possible need for additional specialist staff in the Primary Years programme
- Establishing a regular meeting schedule within school re. calendar event planning, use of facilities
- Improving the ordering and procurement process to ensure timely submission of order data and delivery