

CONSISTENT ROUTINES



EVERY LESSON

FIRST FIVE:

- Students line up outside classroom prepared with equipment and ready to work, enter on instruction and stand behind desk.
- Learning Goals and Success Criteria visible to students each lesson and can be articulated by students when asked
- Rolls marked (in first 10 mins)

FINAL FIVE:

- Reflect on Learning Goals and Success Criteria
- Checking for Understanding (through formative assessment eg Flipbooks)
- Stand behind desks before exiting.
- Students in practical classes follow subject specific routines
- Rooms left neat and tidy



EVERY UNIT

- Learning Goal Tracking Sheet used to reflect on progress at multiple intervals (7-10)
- Formative Assessment outlined – both formal and on-the-go
- ACSHS Curriculum Unit Planner format used across 7-10
- TLAPs/Study Plans used 11-12
- Moderation Processes observed
- Feedback given - students can articulate how they have acted on this
- Students give feedback to teachers



EVERY WEEK

- Quick Writes - Minimum once a week - Content specific to curriculum, pedagogy driven by teacher - Concentrating on handwritten sentence and paragraph construction (handwritten except for Digital Technology, ITD, Engineering, Furnishings, Industrial Skills), eg. lesson starter, reflection.
- Writers Toolbox



EVERY ASSESSMENT TASK

- Students deconstruct A and C samples - informs pedagogy, both students and teachers can explain differences
- Common cover sheets in all subjects
- In every faculty, all task cognitions are highlighted and there are feedback routines



CRITICAL THINKING TOOLKIT

- Paragraph Structure - Writer's Toolbox
- 3-Tier Vocabulary Model
- 12 Sentences for Writing - Writer's Toolbox
- Write That Essay Strategies
- Notice and Wonder
- Literacy and Numeracy Plan
 - Enhance reading comprehension
 - Articulate learning and understanding
 - Respond to texts using a coherent structure
 - Broaden vocabulary and sentence types
 - Analyse and use data



CLASS ANALYSIS PLACEMENTS

- Populate and update key student information
- Uploaded by Week 3 each semester/term and updated accordingly
- Staff can articulate strategies for marker students in PLCs
- Contact parents if students are not passing early in term to put support plan in place



COLLEGIAL ENGAGEMENT

- PLCs two per term
- Pedagogy Scan one per year
- Leadership Support one per year
- Two further rounds of collegial engagement chosen from all options
- Mentoring offered throughout the year
- Annual Performance Review conducted Terms 1, 3 and 4
- Does not have to be an observation but must be linked to improved pedagogy

Critical Incident Plan-Lockdown

Teacher Instructions for Lockdown:

Lockdown Bell Pattern: Short repeating monophones

In Class Lockdown

- All students are to remain in the classroom, out of view if possible
- Under the teacher's supervision all windows and doors are to be closed and locked
- Air conditioners are to be switched to recycle or off
- The supervising teacher is to record the names of students in the room
- All occupants of the room are to remain inside and await further instruction.

Students on The Oval During Class Time

- Students are to proceed to the nearest class - unless that will place them in obvious danger
- All students are to remain in the classroom out of view if possible
- Air conditioners are to be switched to recycle or off
- Under the teacher's supervision all windows and doors are to be closed and locked
- The supervising teacher is to record the names of students in the room
- All occupants of the room are to remain inside and await further instruction
- Visiting schools are to accompany an Albany Creek staff member to a classroom.

Lockdown Procedure During Breaks or Outside of School Hours

- A message is to be sent to the nearest staffroom and relayed to the office
- Teachers are to gather students from outside of buildings and direct them into classrooms. Students are to proceed to the nearest classroom and stay out of view if possible
- All students are to remain in the classroom
- Under the teacher's supervision all windows and doors are to be closed and locked
- Air conditioners are to be switched to recycle or off
- The supervising teacher in that classroom is to note the names of the students in the room
- All occupants of the room are to remain inside and await further instruction

Critical Incident Plan-Evacuation

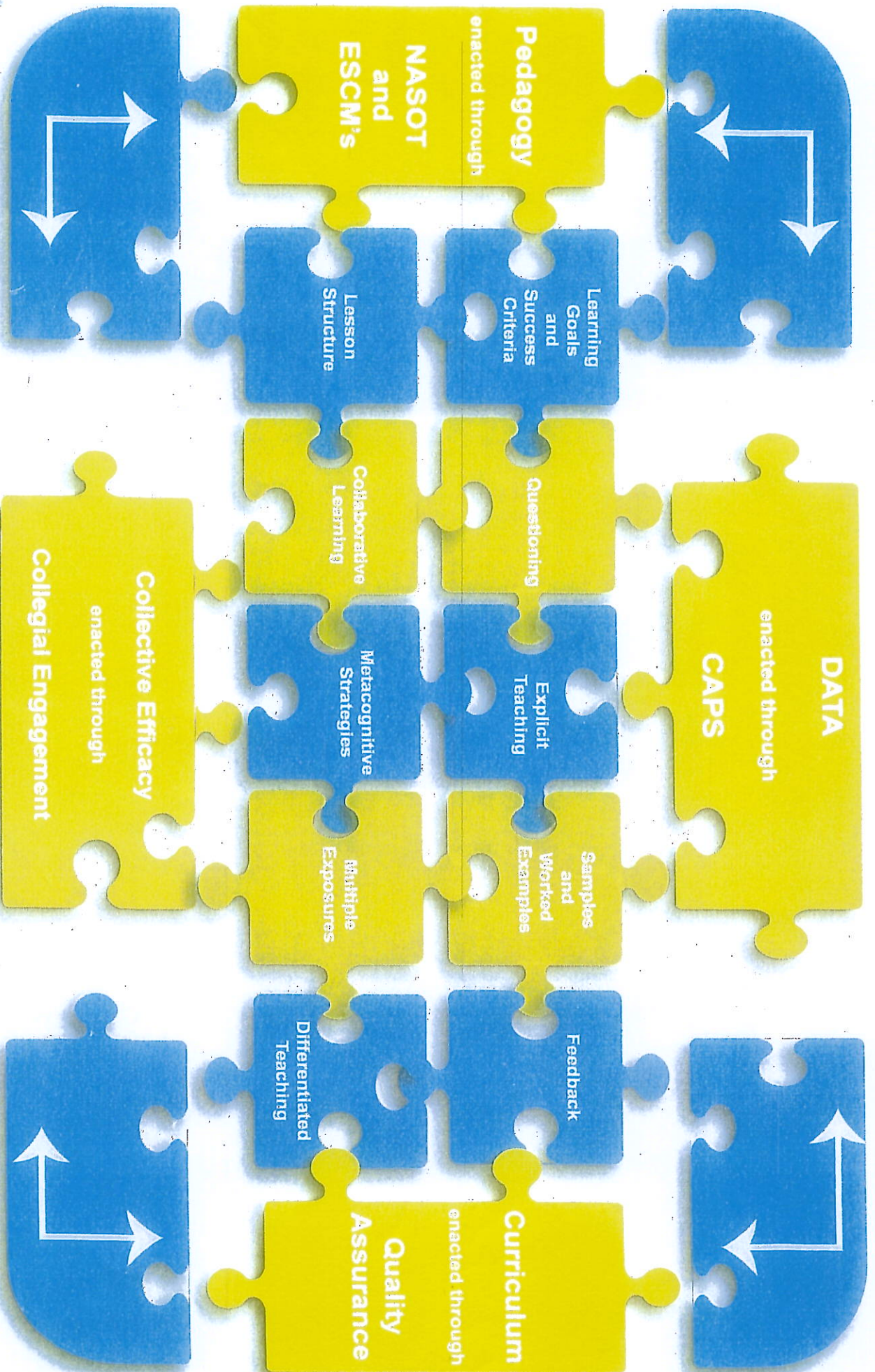
Teacher Instructions for Evacuation:

Evacuation Alarm Pattern: (Whoop, Whoop, Whoop – rising tone)

1. On hearing the Evacuation Alarm, you are to:
 - Assemble all students in the class ready for evacuation
 - Check to ensure all students are present
 - Check the room for unusual objects
 - Evacuate the classroom using the safest planned route
 - Proceed to the Holding Area
 - Organise students into a line for roll checking and preparation for possible further evacuation
 - Check attendance of students from class rolls and report absences to Assembly Area Warden
 - Await instructions from Chief Warden.
2. If necessary (i.e., an instruction from the Chief Warden, issued through the Assembly Area Wardens), students should proceed from Holding Areas, under the direction of staff, to the Assembly Area on the Oval/Park behind Woolworths. Here students assemble in Roll Classes and Roll Class Teachers will mark rolls.
3. If you are not committed to a class at the time, and do not have a specific duty under this plan, you are to report to the Assembly Wardens for special duties.
4. If the emergency takes place in your classroom or affects your classroom you are to:
 - Evacuate the classroom using the safest planned route
 - Notify the rest of your block as you evacuate
 - Ensure admin is informed (e.g. send two students to the office).

TEACHING AND LEARNING MODEL

H₁ - Impact





ALBANY CREEK STATE HIGH SCHOOL

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|----|----------------------------------|----|--------------------------|
| A | Administration - Main office | O | General Classroom |
| B | Business and IT | O4 | General Classroom |
| C | Textile and Food Technologies | P | Science |
| D | Food Technologies | Q | Mathematics |
| E | Visual Arts | R | Mathematics and Business |
| F | Design and Technology | S | Year 7 Classrooms |
| GG | Tuckshop / Amenities / HPE | T | Japanese and Year 7 |
| H | Innovation Classrooms & Robotics | U | Maths / LOTE - Staffroom |
| I | MPC - Multi-purpose Centre | V | Year 7 Classrooms |
| J | English | W | Learning Connections |
| K | Library - Resource Centre | X | Performing Arts Centre |
| L | Humanities | Y | Music Centre |

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|----|------------------------------|----|---------------------------------|
| 1 | Main Entrance - Admin | 13 | Arts Staffroom |
| 2 | Pedestrian Entrance | 14 | Grounds Shed |
| 3 | School Bus Shelter | 15 | Sport Shed |
| 4 | Drop off (2 min.) / Bus Stop | 16 | Netball / Basketball Courts |
| 5 | Staff access only | 17 | Main Oval / Football Excellence |
| 6 | Translink Bus Stop | 18 | Emergency Vehicle Access Only |
| 7 | Uniform Shop | 19 | Tuckshop / Canteen |
| 8 | Book Resource Hire | 20 | Sandstone Amphitheatre / Oval 2 |
| 9 | Student / Payments Counter | 21 | Robotics Laboratory |
| 10 | Learning Engagement Centre | 22 | Construction Workshop |
| 11 | Staff Only Car Park | 23 | Conference Room and Lanai |
| 12 | Visitor Car Park | 24 | S Block Shelter |

SCHOOL MAP



GENERAL INFORMATION:

Main gate is closed for student safety from 2:50 to 3:15 pm.

All gates are closed at 5:45 pm.

ALL VISITORS MUST REPORT TO THE MAIN OFFICE.