

Cape York Aboriginal Australian Academy: Data and reporting requirements

The table is a list of data required by Good to Great Schools Australia (GGSA) and the Department of Education (DoE) to operate the CYAAA education program. The CYAAA database refers to the customised database that GGSA built for CYAAA to manage their program data used to deliver their program and so GGSA can provide specialist advice on the program.

Data	Purpose	Delivery	Source
8 Cycles of School Practice			
Cycle 1 – School Professional Learning			
Professional Learning Plan	Used by instructional leaders to plan and monitor professional learning of school team and implementation of what they learn into practice. It lists all leaders and teaching team associated with effective teaching in the school, the professional learning modules and practice lessons to be completed, and when they are to be completed.	Term	School completes and enters into database
Effective Teaching Pathway	Used by instructional leaders to track professional learning progress the team makes, and to have professional learning conversations with teaching team so they continually develop their effective teaching.	Weekly	
Assessment videos	Used by leader or teaching team member to demonstrate delivery of an effective teaching technique or practice to mastery and used by assessors to assess and certify if a technique or practice has been mastered for their professional learning practice and certification.	Weekly	School completes and enters into database
Cycle 2 - Classroom Coaching			
Coaching schedule	Used by instructional leaders to plan the coaching activities they will undertake. This includes observations of the teaching team delivering instruction, coaching conversations, peer lesson observations and demonstration of mastery.	Weekly	School completes and enters into database
Effective Teaching Techniques Observation Feedback Form	Used by instruction coach to assist constructive effective teaching feedback, focusing on what was observed that worked well, what are the areas for development and what actions need to be taken.	Weekly	
Effective Teaching Techniques Observation Form	Used by instruction coach to track effective teaching and a positive classroom climate. Covers things like the percentage of student unison responses, use of whiteboards, pace and delivery, percentage of students at mastery during class practice and percentage of student individual turn answers.	Weekly	
Student Engagement and Classroom Organisation Observation Form	Used by principal during student engagement and classroom organisation observations. Records percentage of students actively engaged in the lesson during observation and if the teacher, Teaching Assistant or students are on task.	Weekly	
Cycle 3- School Data Review			
School Improvement Plan	Used by school leadership as part of their commitment to continuous improvement in delivery of effective teaching.	Term	School completes and enters into database
School Improvement Presentation	Used by school leadership to share with their peers on their school improvement implementation. Covers how the school is delivering the practices, successes and challenges, what it has meant to their leadership, how they developed as a result, how they communicate with their teaching team around instructional improvement, student achievement and their future plans. Also how they use resources, data collection and analysis, and parent and community involvement.	Term	
School Improvement Report	Used by principal to provide an analysis of the implementation of the school improvement plan. Covers overview on progress regarding students' academic achievement, behaviours, challenges and new actions for term.	Term	
Weekly Data Review Report	Used by school leadership to record targets and achievement standards, student mastery and lesson progress. Sets student interventions for classes or students and notes missing data or activity and required teacher support.	Weekly	

Data	Purpose	Delivery	Source
School Data Wall	Used by school leadership to presents information about weekly parade, school events, team meetings, achievements, and other learning results to school team and parents.	Weekly	
Cycle 4 - Classroom Data Review			
Data conversation form	Used by instruction coach to assist and direct weekly data conversations with school team members.	Weekly	School completes and enters into database
School timetable	Used by instruction coach to timetable subjects, programs and learning support to ensure all students meet achievement standards. It lists out adequate time for teaching each subject per week, prioritising English, Maths and Science, parade, events, excursions, and standardised testing outside prioritised instruction time.	Term	
Classroom Data Wall	Used by teacher to displays information about programs, lesson progression, successes and sample independent work that is at or above standard.	Weekly	
Student placement test results	Used by instruction coach and teacher to determine each student’s program level and learning needs. It contains placement test results, test scoring and student name.	As needed	
SPT (Student Progress Tool)	Used by teachers to record student data and track student progress in classroom every day.	Weekly	
SPT Music for Learning activities	Used by teachers to record Music for Learning program data and track student progress.	Weekly	
Cycle 5 - School Professional Conversations			
Weekly team meeting/ Professional Conversation summary	Used by school leadership to routinely schedule and hold School Professional conversations and professional peer networks to problem-solve issues and scale improvement through best practice.	Weekly	School completes and enters into database
Self-Assessment Form	Used by teachers as directed by instruction coach to reflect on and examine their practices during Self-Check-out.	Weekly	
Cycle 6 - Classroom Collaboration			
Lesson Practise Form	Used by school leaders and team to records practise sessions that enables teaching team to practise upcoming lessons to confidently deliver them. Used to develo or refining school team’s ability to deliver lessons to mastery.	Weekly	
Cycle 7 - Community School Improvement Partnership			
Community Compact	Used by principal to document agreement between the school and the community. Covers community vision for their children, school’s proposal for provision of schooling and what each party commits to doing to support students.	Term	School completes and enters into database
Cycle 8 - Parent Classroom Engagement			
Student Profile	Used by teachers to record student profile, including information such as student attendance averages, absence patterns and target attendance rate.	As needed	
Parent detail export	Used by school leaders and team to record information about students’ parents, such as name, relationship with student, work/ personal contact number, email, SMS indicator.	Term	School exports and shares OneSchool data with GGSA
Parent contact export	Used by school leaders and team to record information under Cycle 8: Parent Classroom Engagement and implemented across all programs to monitor parent and family engagement practice. It contains information such as contact data, create date, timetable code, ID, student name, year level, contact type, reason, initiated by.	Weekly	
Programs			
Early childhood (Pre-literacy)			

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SPT (Student Progress Tool)	Used by teachers to record student data and track student progress in classroom every day.	Weekly	School completes and enters into database
Primary school – core subject (English, Maths and Science)			
SPT (Student Progress Tool)	Used by teachers to record student data and track student progress in classroom every day.	Weekly	School exports and shares OneSchool data with GGSA
Student enrolment summary	Used by school team to summarise information about student cohort in reporting period (enrolment by demographics).	Weekly	
Student details export	Used by school team to record student detailed information. Covers student names, date of birth, gender student, ID, year level, enrolment status, date of enrolment, exit date, roll class, etc.	Weekly	
Student report card export	Used by school team to record student behaviour, effort and achievement in all subjects under educational programs.	Semester	
School data profile	Used by school leaders to summarise and analyse school profiles, NAPLAN, academic performance and other data highlighted by Department.	Semester	
Individual student NAPLAN data	Used by school leadership to track and report on student level NAPLAN data in Literacy and Numeracy tests of all students in Year 3 and Year 5.	Annually	
Year 3-5 NAPLAN relative gain		Annually	
Arts, History, Language, HPE and Performance			
SPT (Student Progress Tool)	Used by teachers to record student data and track student progress in classroom every day.	Weekly	School completes and enters into database
SPT Music for Learning	Used by teachers to record Music for Learning program data and track student progress.	Weekly	
GGSA Curriculum review evidence			
Weekly curriculum teacher feedback survey	Used by teachers to record and provide review evidence for GGSA curriculum, such as Oz-e-science (Biology, Chemistry, Earth and Space Science, Physics), Oz-e-English (Language, Literacy), Oz-e-maths, Maths of Science, Lightning Maths, Music for Learning and Guugu Yimithirr.	Weekly	School completes and enters into database
Annotated teaching guide		As needed	
Scans of three student workbooks of lower, middle and upper ability		Term	
Scans of marked final assessments		Term	
Community			
Student case management			
Student case management information collection form	Used by school leadership to report on attendance activities, meeting between Governance committee or related committee and other community stakeholders, number of families visited with non-attending students and discussions, community meetings held, issues that affect attendance, top challenge of the month and strategy to address them.	Monthly	School completes and enters into database
Social and emotional learning			
SPT (PATHS lessons)	Used by teachers to record student data and track student progress in classroom every day.	Weekly	

Data	Purpose	Delivery	Source
Strengths and Difficulties Questionnaire (SDQ)	Used by teachers to deliver emotional and behavioural screening questionnaire and measure student behaviour over the last six months or current school year on 25 attributes divided between five subscales: Emotional symptoms, conduct problems, hyperactivity-inattention, peer problems, prosocial behaviour.	Semester	School completes and enters into database
Attendance			
Student official absence report export	Used by teachers to record daily absences under Attendance program. Covers student names, ID, year level, roll class, absence data, part day absent, time, absence reason and comment if any.	Weekly	School exports and shares
Attendance % by student (cumulative for term) export	Used by school team to record and track student attendance. Covers information about student name, ID, year level, sex, indigenous status, out of home care, DDA disability, attendance figure.	Weekly	OneSchool data with GGSA
Roll class export	Used by school team to mark attendance, teacher name, students, year level, date, attendance.	Weekly	
Honours board data	Used by school team to honour teachers with classes achieving attendance aspiration rate of 100 per cent.	Weekly	School completes and enters into database
School attendance strategy	Used by school leaders and teaching team to improve student attendance so every child is attends every day. Covers targets, improvement strategy, additional support to students, parents and community engagement.	Term	
Readiness			
Readiness strategy	Used by school leaders and teaching team to improve student readiness. Covers things such as targets, improvement strategy, additional support to students, parents and community engagement.	Term	School completes and enters into database
Student readiness tracker	Used by teachers to record and follow up with student readiness issues. Covers individual student name, readiness incident details, date, if incident was resolved and followed up, and actions agreed with parents.	Weekly	
Wellbeing			
Wellbeing strategy	Used by school leaders and teaching team so that every child is getting their unique needs addressed. Covers targets, support to students with special needs, parents and community engagement.	Term	School completes and enters into database
NCCD export (former AIMS export)	Used by teachers to record details on students assigned to verifiers under Wellbeing programs for identifying and responding to students with disability who require significant education adjustments related to their specific impairment areas. It contains information such as ID, student name, year level, centre, enrolment status, disability category, verification request type, date submitted, data assigned, verifying officer.	Term	Schools exports and shares OneSchool data with GGSA
Money			
Money strategy	Used by school leaders and teaching team so that every child has a Student Education Trust (SET) and parents regularly contribute. Covers things such as targets, additional support, parent engagement, Family Education Day plan.		
Family Education Day	Used by school team to record information about Family Education Day. Covers activities where teachers encourage parents to participate in activities, and get engaged int heir child’s education and school life.	Semester	School completes and enters into database
SET Balance Status Report	Used by teachers to record and track SET account, status, contributions, payments, and balance for each students.	Semester	
High school			
Student Profile, assessment and ABCD	Used by teachers to record student’s academic and development profile, support plan, follow-up actions, teacher’s assessment and ABCD (Where are we now, Where do we want to be, How do we get there, How it will happen).	Semester	

Data	Purpose	Delivery	Source
Year 5 Student Development Retreat/ Year 6 High School Excursion information	Used by teachers to record Year 5 Student Development Retreat/ Year 6 High School Excursion. Covers student participation, purpose, highlight and achievement.	Semester	School completes and enters into database
High school strategy (Year 5-6)	Used by school leaders and teaching team to get students high school ready when they graduate from primary school. Covers targets, improvement strategy, additional support to students, parents and community engagement.	Semester	
Student high school information: MYAT test results, scholarship, admission, alumni	Used by teachers to track student MYAT test results, scholarship application and status, high school admission, alumni follow-up information.	Semester	
Positive high expectations schools			
Behaviour data export	Used by teachers to report student behaviour reported under Behaviour programs, used for student mastery and lesson progression mapped against behaviour to demonstrate improving education outcomes.	Weekly	School exports and shares
Behaviour positive data export	Used by teachers to record and report on student positive behaviour awards reported for Behaviour programs.	Weekly	OneSchool data with GGSA
School-wide behaviour management plan	Used by school leaders and teaching team so all students are supported at their level. Covers vision, value and shared behaviours, expected behaviours in class and around the school, Positive Behaviour Interventions and Support (PBIS) / Behaviour Management, team roles and responsibilities, support to students, parents and community engagement.	Term	School completes and enters into database
Individual Student Support Plan/ Individual Behaviour Plan	Used by teachers to record and follow up with individual student behaviour data, decisions informed by students' behaviour and learning outcome data.	Term	
Weekly meeting summary/ agenda	Used by school leadership to routinely schedule meetings on positive high expectation schools to manage the school behaviour model, review behaviour incidents and set actions for improvement.	Weekly	