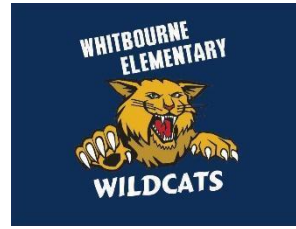


**Whitbourne Elementary
400-446**



**Annual School Development Report
2017-2018**





A Message From
TONY STACK
CEO / DIRECTOR OF EDUCATION (Interim)



The school development report for the 2016-17 school year outlines your school's successes in areas such as student achievement and professional development.

School development plans align with and support the Strategic Plan of the Newfoundland and Labrador English School District, and also give guidance to individual staff growth and development plans. Producing this report is not done to simply satisfy an administrative requirement, but rather it is an important exercise that captures what has been achieved in order to frame the next steps that schools must take to continually ensure the safety, security, and success of our students so that they may have all the tools needed to realize their full potential.

Our schools are full of passionate educators and staff who give of themselves every day to see a child realize their potential. Our teachers, support staff, administrators, school councils, parents, guardians, and students are truly invaluable as we set collective goals to take us into the future. Each and every member of our school communities has a role in creating an accomplished education system and please know we appreciate your support, feedback, and continued efforts as evidenced in this report.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Tony Stack'.

Tony Stack
CEO/Director of Education (Interim)



Message from Principal and School Council

Dear Parents and Members of the School Community,

The annual School Development Plan outlines our student's achievements, programs and services, and our 1-year School Development Plan.

Goal one is to improve student achievement within an inclusive and collaborative environment. Goal two is to create a safe, caring, and healthy learning environment for all students, staff, and members within the school community. These goals ultimately aim to improve the teaching and learning environment of the school to enhance student achievement.

We are extremely pleased with the support and direction that we received from our school community. I am particularly grateful to the members of the School Council for their work. With the support of the school community we will continue to create a positive, healthy learning environment for our students.

Heidi Williams
Principal

School Council Membership 2017-2018

Heidi Williams, Principal

Patti Kennedy, Community Rep (Chairperson)

Debbie Gilbert, Community Rep

Whitbourne Elementary School's Annual School Development Report 2017-2018

Stephanie Phillips, Parent Rep
Wade Smith, Community Rep (Vice-Chairperson)
Rudy Mercer, Community Rep
Niki Slaney, Teacher Rep
Tammy Hickey, Teacher Rep
Jennifer Reid, Teacher Rep
Tony Young, Parent Rep (Secretary)
Kristi Sooley, Parent Rep

Message from Whitbourne Elementary School Council

The school council of Whitbourne Elementary has worked very hard this past year to ensure that our existing mandate of providing the necessary supports to our staff and students has been accomplished in the following areas:

- Advising the school administration and the district of matters of concern, especially in areas of accessibility and inclusion;
- Providing the necessary supports to staff in academics and the promotion of our safe and caring school policy;
- Providing supports and encouragement in the promotion of any new programs that enhance our lunch time and after school activities;
- Providing extra financial resources through various fundraising activities;
- Actively pursuing different avenues to maintain that our school is a viable and contributing part of the Newfoundland and Labrador English School District.

We have worked with our staff and administration to provide additional supports by:

Promoting the importance of literacy through book fairs, visits by local artists and authors, various community members

- reading groups within the school's regular programming to enhance the view that a creative mind is something to be nurtured and cherished.

Whitbourne Elementary School's Annual School Development Report 2017-2018


- Events like school bazaars and fun days, Red Cross awareness day, Fire prevention week activities, Walk To Breakfast.
- We as a school community continue to partner with other organizations, businesses and groups in the area to promote and maintain programs and events to further support the viability of this school. Groups included the Town of Whitbourne, Whitbourne Sports and Recreation, St. John The Baptist ACW, 55+ club, Whitbourne Fire and Rescue, Whitbourne Firettes, LOBA, Whitbourne Army Cadets, Whitbourne Lions Club just to name a few.

We will continue to work hard to ensure another successful year of progressive learning and growing in an educational facility that has established it's sustainability with the support of our staff and the district.

Respectfully submitted by Patti Barron Kennedy, Chairperson.

Overview of School

Overview of Our School Community

Whitbourne Elementary is part of the Newfoundland English School District, Eastern Region. In the 2017-2018  school year, we had a student population of 88 students from K – 6. Whitbourne Elementary serves mainly the communities of Whitbourne and Markland and we welcome several students from the nearby communities of Blaketown and Ocean Pond.

In 2017-2018, we had a teaching staff of 11.00 units. We had three student assistant positions (12.25 hours). We had the services of a secretary for 30 hours per week and a caretaker for 40 hours per week. A Speech Language Pathologist worked regularly in our school as did an Educational Psychologist and a Guidance Counselor. The prescribed

Provincial curriculum was offered to our students including Core French at the Elementary Level. Extracurricular healthy living activities supported our active living goals. A daily breakfast program was offered with the significant and generous assistance of the Kids Eat Smart Foundation.

Key Highlights/Special Projects

During the 2017-2018 school year students had the opportunity to participate in many curricular and non-curricular programs, initiatives and contests. Here are just some of the many things our students and staff enjoyed!

- ❖ Lunch time Music Program
- ❖ Breakfast Program
- ❖ Student Council- Student council activities (themed days, activities)
- ❖ Hot Lunch Parent Run Program
- ❖ Recycling Program
- ❖ Terry Fox School Run
- ❖ Mummers Parade
- ❖ Vegetable Hampers for Thanksgiving
- ❖ Thanksgiving Assembly
- ❖ Fire Prevention Week activities and Regular Fire Drills
- ❖ Provincial “Walk to Breakfast”
- ❖ Wellness Day
- ❖ District-wide “Healthy Commotion Day!”
- ❖ Remembrance Day Assembly
- ❖ Annual School Council Christmas Bazaar
- ❖ Scholastic Book Fairs
- ❖ School Skating
- ❖ Elementary Ski Trip
- ❖ Community Partnerships with 2584 Whitbourne Army Cadet Corps, Memorial University, CONA and the 55 Plus Club
- ❖ Primary and Elementary Christmas Concerts

- ❖ Skating Party
- ❖ “Literacy Day”
- ❖ “Janeway Day in Schools”
- ❖ “Stand up to Bullying” Day
- ❖ Participants in Friendship Poster Contest
- ❖ Class, School and Regional Elementary Speak offs
- ❖ Volunteer Week Celebrations and Luncheon
- ❖ Rotary Music Festival
- ❖ Grade 6 Farewell
- ❖ Spring Concert
- ❖ Year-end field trips
- ❖ Kindergarten Graduation
- ❖ Harvest Run
- ❖ 10 Days of Christmas Events
- ❖ Year End Yearbook
- ❖ Green Thumbs Program

Partnerships

We have the support of the Town of Whitbourne, the Whitbourne Volunteer Fire Department and Firettes, Kids Eat Smart Foundation, local businesses, Placentia –Whitbourne RCMP, local clergy, Royal Canadian Legion, Eastern Health, Newfoundland Labrador English School District, Whitbourne Sports and Recreation Commission, Whitbourne Lions Club, Lodge Heart’s Content, and many more! Parents and volunteers are the heart of the school and have made many of the projects come to life. A sincere thank you everyone that has supported us over the past school year!

Internal Assessment Data

What do these results tell us?

Our primary students scored above the provincial average on the creative and persuasive demand writing pieces. We were on par with the multiple choice section for reading, we were slightly below on the closed responses for reading. Our elementary students scored below the provincial average on the creative and persuasive demand writing pieces and below on the multiple choice reading section but on par with the closed response reading section. We will work on those areas and implement instructional strategies to increase student understanding and skills in these areas. Strategies include: guided reading and writing programs, key word approach; think aloud; use graphic organizers, schematics and visual imagery; explicit direct instruction accompanied by modeling, self-monitoring and self-checks. We will continue to build our reading and writing resources for the school.

Intervention strategies would be used to work on skill development in the areas of writing and reading comprehension skills, vocabulary, providing various hands on learning activities, tutoring, small group activities, providing time management cues. We are developing a primary and elementary school wide guided reading as well as buddy reading opportunities.

Strategies will also include modeling with exemplars, providing guided practice and peer evaluations and editing. Also, work on the strategies listed above to increase performance levels in the other core subjects. We continue to share reading and writing activities among grade levels.

Addressing The Trends Via The School Development Plan

The actions and strategies listed below have been identified as having an intense focus on increased student achievement overall and on improved numeracy and literacy skills. It is through an inclusive and supportive approach that the staff at Whitbourne Elementary intends to optimize the learning and learning environment of all our students:

- Analyze external and internal data on Strategic Planning day in October.
- Analyze internal data after reporting times at scheduled divisional meetings through the collation of assessment data gathered in the K-6 Reading Writing Framework.
- Develop a Google Form for the collection and collation of the internal data at reporting periods.
- Ensure the continued use of our region's K-6 Reading and Writing Framework.
- Enhance the use of formative and summative assessment to inform teaching and learning.
- Continue using Synervoice and paper memos to distribute information from the school newsletter or other important memos.
- Continue communicating daily using agendas and communication logs.
- Regular and ongoing consultation with student assistants regarding behavioral programming for the students they support.
- Establish a safe and caring schools committee.
- Enhance and continue to follow the Positive Behavior Supports model.
- Engage in staff professional development that will increase the practice of mindfulness to foster a culture of respect and wellness in staff and students.
- Continue to provide all students opportunities to participate in curriculum related events.

Report on School Development Plan for 2016-2017

Goal 1: To improve student achievement through the use of effective teaching and assessment strategies within an inclusive environment.		
Objective 1.1: Continue to enhance instructional and assessment practices.	Objective 1.2: Integrate and/or increase technology use for instruction and collaboration.	Objective 1.3: Increase utilization of internal and external assessment data analysis to inform instructional practices.
<p>Evaluation:</p> <ul style="list-style-type: none"> • Voluntary sharing of best practices to staff (Google Drive, divisional and staff meetings) • Created year long plans • Developed a bank of math mental activities • Implemented cueing systems in reading 	<p>Evaluation:</p> <ul style="list-style-type: none"> • Weekly newsletter sent home electronically to parents and guardians. • Synervoice to have phone messages, information from the newsletter or other important memos sent home. • Continued subscription to RazKids for reading support. • Continued use of Smartboard/Teamboard in the classroom. • PD bulletin through google drive sharing information to staff about upcoming professional Development opportunities. • Providing staff driven professional development sessions: technology integration, introduction to Ipads, google docs, smartboard training 	<p>Evaluation:</p> <ul style="list-style-type: none"> • Analyzed external data on Strategic Planning day in October • Analyzed internal data after reporting times • Prepared and shared grade level math walls of pertinent vocabulary. • Acquired exemplars of open constructed responses based on curriculum outcomes at each grade level • Regularly referenced the rubric when discussing student responses • Incorporated K-6 Reading and Writing Framework • Identified students following each reporting period, via student at risk forms submitted to Principal, and follow up with identified interventions.

Goal 2: To create a safe, caring, and healthy learning environment for all students, staff, and members within the school community.		
Objective 2.1: Increase implementation of the Safe and Caring Schools Policy.	Objective 2.2: Develop healthy and active lifestyles promoting school spirit within the school community.	
Evaluation: <ul style="list-style-type: none"> • Communication with parents and community partners regarding school safety issues (Synervoice, memos, student agenda, weekly newsletter, curriculum night, kinder start program, parent teacher conferences). • Followed the PBS Plan: School wide instruction of expected behaviors completed first few weeks of school, Review 360 incident reports and stats reviewed, Good Deeds draw and assembly once a month (recognition and prizes for modelling code of conduct). • Followed the bullying intervention protocol including presentations to students on awareness and importance of friendship and modelling good behavior. 	Evaluation: <ul style="list-style-type: none"> • Organized and participated in active lifestyle events including skating, skiing, sliding, • School wide assemblies celebrating events such as Remembrance Day, Thanksgiving, Fire Safety, 911, Good Deeds Assembly, Donna and Andy Show, Earth Rangers, Christmas concert, Spring concert, friendship week, grandparents day, stand up to bullying day, harvest run, healthy commotion day, 	

Operational Issues for 2016-2017

Year 2016- 2017	Operational Issues	Intended Action	Evaluation
1.	Parking lot needs to be repaired.	A work order to be submitted to the operations manager with follow up.	Parking lot still needs to be repaired.
2.	Playground needs upgrade to support special needs.	A work order to be submitted to the operations manager with follow up.	New equipment has been ordered and we are waiting on delivery.
3.	Needs repair to exterior of the building---window frames, remove old fuel storage tank in back.	A work order to be submitted to the operations manager with follow up.	Still exist in current condition. No progress made on request even with follow up.

Actions for Change

Goal 1: To improve student achievement through the use of effective teaching and assessment strategies within an inclusive environment.		
Objective 1.1: Continue to enhance instructional and assessment practices.	Objective 1.2: Integrate and/or increase technology use for instruction and collaboration.	Objective 1.3: Increase utilization of internal and external assessment data analysis to inform instructional practices.
Actions for Change 1.1 Adopt the K-6 literacy plan as regular practice.	Actions for Change 1.2 Increase technology integration across all curriculum areas.	Actions for Change 1.3 Collaborative periods with other teachers from neighboring schools and scheduled internal assessments at

Frequent modeling of exemplar responses in numeracy and literacy.	Teacher networking with other teachers and board specialist through google, Lync, blackboard, Skype.	regular intervals assist us with reflections and changes as appropriate. Use staff meetings as an opportunity to look at internal assessment data (develop action plans for at risk students).
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Goal 2: To create a safe, caring, and healthy learning environment for all students, staff, and members within the school community.		
Objective 2.1: Increase implementation of the Safe and Caring Schools Policy.	Objective 2.2: Develop healthy and active lifestyles promoting school spirit within the school community.	
Actions for Change 2.1	Actions for Change 2.2	
Develop a Safe and Caring School Team	Remembrance Day Events	
Guidance Plans	Education Week Activities	
Practice regular Lock Down procedures	Terry Fox Annual Event	
	Random Acts of Kindness	
	Give your Classmate a Compliment Day	
	Spirit Days	

School Development Plan for 2017-2018

***Whitbourne Elementary
2018-2023
5 Year School Development Plan***

Goal 1: To improve student achievement through the use of effective teaching and assessment strategies within an inclusive and collaborative environment.			
<i>PLC Perspective – Increase learning and understanding about PLCs and establish PLC Structures</i>	<i>PLC Perspective – What do we want students to learn?</i>	<i>PLC Perspective – How will we know when students have acquired the essential knowledge/skills?</i>	<i>PLC Perspective – How will we respond when some students do not acquire the essential knowledge/skills?</i>
Objective 1.1 Enhance collaborative structures to enhance instructional and assessment practices within school and across grade level	Objective 1.2 Strive to ensure our school is based on an “Inclusionary Model” that facilitates the delivery of programming in an inclusive environment	Objective 1.3 Use internal and external assessment data to identify and respond to needs with timely and effective interventions	Objective 1.4 Integrate/increase the use of technology for instruction and collaboration.

Goal 2: :To create a safe, caring and healthy learning environment for all students, staff and members within the school community.

Objective 2.1 Continue to promote and implement school-wide PBIS strategies	Objective 2.2: Create a safe and meaningful learning environment for our school community	Objective 2.3: Provide enhanced opportunities for students and staff to engage in a healthy and active lifestyle promoting school spirit within the school community.
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Whitbourne Elementary
2017-2018 School Development Plan

Goal 1: To improve student achievement through the use of effective teaching and assessment strategies within an inclusive and collaborative environment.			
<i>PLC Perspective – Increase learning and understanding about PLCs and establish PLC Structures</i>	<i>PLC Perspective – What do we want students to learn?</i>	<i>PLC Perspective – How will we know when students have acquired the essential knowledge/skills?</i>	<i>PLC Perspective – How will we respond when some students do not acquire the essential knowledge/skills?</i>
Objective 1.1 Enhance collaborative structures to enhance instructional and assessment practices within school and across grade levels.	Objective 1.2 Strive to ensure our school is based on an “Inclusionary Model” that facilitates the delivery of programming in an inclusive environment	Objective 1.3 Use internal assessment data to support the develop literacy and numeracy instructional and assessment practices.	Objective 1.4 Integrate/increase the use of technology for collaboration, instruction and assessment.
Strategies: 1.1.1 Meet as divisional “Professional Learning Communities” to share effective teaching and assessment strategies.	Strategies: 1.2.1 Develop school based inclusionary policies and procedures.	Strategies: 1.3.1 Continue with the literacy and numeracy focus ensuring K-6 are building literacy and numeracy blocks in daily teaching	Strategies: 1.4.1 Provide professional development to teachers on

<p>1.1.2 Continue to use GAFE to share resources through google classroom, drive and email to create and share short and long term instructional planning.</p> <p>1.3.3 Use collaborative structures to regularly review internal and external assessment data to respond to needs with timely and effective interventions.</p>	<p>1.2.2 Revisit the Service Delivery Model to ensure enhanced implementation across all grade levels</p> <ul style="list-style-type: none"> ● Implement a template to track and continually update information for all students with a diagnosed exceptionality ● creating effective alternate, modified programming ● implementation of effective pre-referral strategies <p>1.2.3 Increase the amount of Differentiated Instruction and Assessments</p> <ul style="list-style-type: none"> ● Provide opportunities for sharing of Differentiated Instruction and Assessment 	<ul style="list-style-type: none"> ● focus on small group, whole group instruction and mini lesson instruction in reading and writing ● focus on teaching number concept and place value <p>1.3.2 Focus on Portfolio expectations for K-6 and on implementing instructional and assessment strategies in the NLESD Literacy and Learning Plan 2014-2020</p> <p>1.3.3 Engage in professional learning and sharing opportunities for play based learning</p>	<p>gafe, technology integration and implementation.</p> <p>1.4.2 Increase the use of technology across the curriculum and grade levels.</p>
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<p>Indicators of Success:</p> <p>1.1.1 Divisional /“Professional Learning Communities” are occurring and discussions therein are reflected around data, teaching and assessment strategies (Record of meetings).</p> <p>1.1.2 The use GAFE (google classroom, drive and email) to share a record of diverse instructional/assessment practices.</p> <p>1.1.3 Regular Review of internal and external data has occurred.</p>	<p>Indicators of Success:</p> <p>1.2.1: School based inclusion policies and procedures are evident throughout the school</p> <p>1.2.2: Service Delivery Model reviewed to ensure enhanced implementation across all grade levels and template developed and used regularly to track all students</p> <p>1.2.3: Increased sharing differentiated assessment and instruction and differentiated assessment is evident at all grade levels is occurring.</p>	<p>Indicators of Success:</p> <p>1.3.1 Literacy and Numeracy focus continued for K-6 with a focus on building literacy blocks and math blocks (centers) daily teaching.</p> <p>1.3.2 Literacy Portfolio established with assessment pieces and evidence of the implementation of the NLESD 2014-2020 plan.</p> <p>1.3.3 Play based learning PL occurred and sharing of play based learning activities at staff meetings and plcs.</p>	<p>Indicators of Success:</p> <p>1.4.1 Record of professional development day and implementation.</p> <p>1.4.2 Observing technology and gafe used by students and teachers in the classroom and for assessment.</p>
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Goal 1. Support Plan
Objective 1.1 - Enhance collaborative structures within school and across grade levels

Strategy	Financial	Professional Development/Time Required
1.1.1		Staff meetings and discussions –no formal PD time required
1.1.2		Staff discussions –no formal PD time required
1.1.3		Staff discussions –no formal PD time required
1.1.4		Staff meetings and discussions –no formal PD time required
1.1.5		½ Day PL
Objective 1.2: Strive to ensure our school is based on an “Inclusionary Model” that facilitates the delivery of programming in an inclusive environment		
Strategy	Financial	Professional Development/Time Required
1.2.1		Discussion in staff meetings
1.2.3		staff meeting discussions, service delivery meetings as well
1.2.4		1/2 day PD for item construction of Differentiated Assessments - school based/classroom based
Objective 1.3: Use internal and external assessment data to identify and respond to needs with timely and effective interventions		
Strategy	Financial	Professional Development/Time Required
1.3.1	\$1000.00 - for guided reading resources, \$700.00 subscription to Raz-Kids	½ Collaborative session: Using assessment data to create effective literacy blocks (whole group, small group, mini lesson instruction)
1.3.2		No formal PL
1.3.3		½ day for Data Review - October 2017, PLCS, Staff Meetings
Objective 1.4 Enhance school-wide structures to respond to at-risk students		
Strategy	Financial	Professional Development/Time Required
1.4.1		½ session, plc and staff meetings
1.4.2	1000.00 ipad cart 5000.00 network upgrades 500.00 ipads/apple cards	no formal time plc. staff meetings

Goal 2: To create a safe, caring and healthy learning environment for all students, staff and members of the school community.		
Objective 2.1 Continue to promote and implement school-wide PBIS strategies	Objective 2.2: Create a safe and meaningful learning environment for our school community	Objective 2.3: Provide opportunities for students and staff to engage in a healthy and active lifestyle
Strategies: 2.1.1: Review Department of Education’s Safe and Caring policy with all staff <ul style="list-style-type: none"> Continue Positive Behavior Supports program and implementation Communicate program through all channels (announcements, website, twitter, etc.) Consistently develop and implement school wide Behavior matrix and reactive strategies 2.1.2: Establish Bullying protocols for school wide consistency	Strategies: 2.2.1: Continue to promote school wide activities to create a respectful and caring learning environment 2.2.2: Provide opportunities to promote student leadership 2.2.3: Promote and advocate practices to becoming digitally responsible.	Strategies: 2.3.1: Communicate healthy schools initiative to all members of the school community <ul style="list-style-type: none"> Provide activities that promote student and staff wellness and healthy living (i.e. dart outdoors, Terry Fox, etc.) 2.3.2: Provide opportunities to increase awareness of mental health challenges
Indicators of Success: 2.1.1: Safe and Caring policy is reviewed with all staff	Indicators of Success: 2.2.1: Activities promoting respectful and caring learning environment are happening school wide	Indicators of Success: 2.3.1: Healthy initiatives are communicated to school community and activities planned

PBS is reviewed with staff and student(Behavior matrix and reactive strategies are being consistently implemented, Code of Conduct) 2.1.2: Bullying protocol is established and consistently implemented	2.2.2: Students are more accepting of diversity 2.2.3 Digital Technology practices reviewed and shared with stakeholders	2.3.2: Opportunities to promote mental health awareness initiatives have been provided
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Goal 2. Support Plan		
Objective 2.1: Continue to promote and implement school-wide PBIS strategies		
Strategy	Financial	Professional Development/Time Required
2.1.1	\$300.00 for PBIS incentives	Staff meeting used to review the safe and caring policy, bullying protocol, review 360
2.1.2		Staff meeting used to review the safe and caring policy, bullying protocol, review 360
2.1.3		½ PL
Objective 2.2: Create a safe and meaningful learning environment for our school community		
Strategy	Financial	Professional Development/Time Required
2.2.1		1 Day - LGBTQ
2.2.2		PLC, Staff Meetings
2.2.3		Promote and advocate practices to becoming digital responsible – staff meetings and presentations
Objective 2.3: Provide enhanced opportunities for students and staff to engage in a healthy and active lifestyle		
Strategy	Financial	Professional Development/Time Required
2.3.1	\$500.00 for healthy living initiatives	No formal PD
2.3.12		½ PL

Operational Issues for 2017-18

Operational Issue	Intended Action
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<ul style="list-style-type: none">● There is a need to upgrade and acquire the network connections and software in the building.● Park lot needs to be fixed	Cost \$30 000 - Create a plan and order necessary equipment and software.
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