

# DATA ANALYSIS & USE POLICY

## **Rationale**

Data collection and analysis provides information about what students know and can do, and enables the school to make recommendations for their future learning.

## **Purpose**

To ensure Northcote Primary School purposefully analyses and utilises data to set goals and targets for improved outcomes, including for students at risk.

## **Definition**

Data means statistical information on student achievement that is systematically collected by the school.

## **Implementation**

- The school will use data from a range of sources to provide a clear understanding of student progress. This includes internal assessment, teacher assessment against the Victorian Curriculum, NAPLAN (Years 3 & 5) data, feedback provided through the Student Attitude to School Surveys, Staff and Parent Satisfaction Surveys and Regional and state outcome comparisons if available.
- The School Information Portal will be a prime reference point because it provides the Principal with a single point of entry to current and historical school data and allows data to be sorted to best suit their needs.
- Professional Learning Team meetings are used to discuss individual student and cohort data across year level teams and the school. Strategies to improve student outcomes are discussed and Individual Learning Plans (ILP's) may be written for students identified at risk. Parents/carers will be involved in the ILP process.
- Team Leader meetings which involve all year level leaders are used to analyse cohort data and teaching and learning programs are reviewed to see that all students are engaged achieving to the best of their capabilities.
- Data Managers meetings are held every three weeks or as determined by leadership, and consist of a team member from each area of the school. All teachers have the responsibility to report back to their teams at their weekly PLT's and inform staff of important updates/requirements. Data managers: interpret and analyse data sets relevant to students and cohorts (NAPLAN/ ATOSS); access and input data into SPA; discuss new and updated assessment tools or programs; update staff reporting schedule for whole staff.
- All data is analysed and discussed by staff regularly (monthly) at staff meetings.
- Although data analysis will be driven by the School Leadership Team, all teachers have a responsibility to understand the implications for driving teaching and learning and to utilise data when planning units of work.

- Teachers are expected to develop and utilise a range of tools for use in different contexts that allow individuals, groups or the whole class to give feedback at appropriate stages about what has been learnt.
- The school will determine the schedule for formal analysis of data as it becomes available and advice of this through its Annual Implementation Plan. As a minimum, this will be twice per term.
- The school will utilise a range of strategies such as moderation of outcomes to better ensure consistency of data generated.
- The school will report student learning outcomes twice yearly to parents/carers in the Student Reports and will be reported to the community through School Council, newsletter items, school website and the annual report.
- Outcomes are reported annually to DET or as required.
- This policy should be read in conjunction with the school's *Assessment and Reporting to Parents policies*
- Please refer also to the school's *Curriculum Framework Policy, Assessment Policy, Student Engagement Policy* and the *Reporting to Parents/Carers Policy*.

### **Evaluation**

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET A-Z Index reference mid-December 2018 as part of the Student Engagement Policy).

**NPS School Council ratified this policy on the 5<sup>th</sup> December 2018**

Reference:

Nil