Planning for Starpath

This is a checklist of questions that you will need to consider, and might find helpful, when writing your Starpath plan.

Evidential database

- How will you organise 'timely' data collection? (e.g., prepare a student achievement calendar)
- Are your data policy/procedures clear and do they provide for consistent practices in data collection?
- Who is responsible for maintaining the evidential database?

Analysis of previous year results

What meaningful analysis needs to be done at:
- School wide level
- Departmental/group level
- Individual student level

By whom/when?
How will you format the analyses?

Target Setting

- Who/How/When will decide School Achievement Targets for this year?
- How will the School Targets be disseminated?
- Who/How/When – setting, disseminating departmental/group/class targets?
- Who/How/When – management of individual student goal discussion?

Tracking

- How often will you track and monitor students?
- Who will prepare individual student profiles for use by SAM, form/whānau teachers, and in academic counselling?
- What information will you include in student profiles (longitudinal achievement data, most recent NCEA results, subject teacher comments, personal education plans, career goals, teacher-provided "traffic light targets" for each subject…)?
- How will you record the tracking event?
- Who will receive tracking reports, and what action will they be expected to take?

Academic Counselling

Overall organisation
- Who will have the responsibility for organisation?
- Who will do the counselling?
- What levels/which students will be part of your Academic Counselling programme?
- What is your roll out plan?
- When? (time of year, time of day) How often?
- What training is required?
- How can academic counsellors be supported by senior management?
- What preparation is needed? a) Information/format b) Knowledge (NCEA, Subject, Career, Tertiary)
- What time will you allocate for preparation?

Information
- What information do you need?
- How are you going to collect it?
- What will be recorded? Who gets the information? Where will it be stored?
- What will happen to the data once collected? (e.g., personal education plans)
- Who gets the information? (e.g., students/ parents get a copy?)
- What will be discussed in Y9+10 (or Y7–10) counselling? Years 11-13?
- How will you evaluate the academic counselling?

Parent-Student-Teacher Conferencing

Overall organisation
- When do you plan to do this?
- What levels?
- Time of year?
- Time of day?

How will you manage the meeting?
- Where?
- Who will facilitate the meeting?
- What data/materials are needed?
- How will you contact all the parents?
- What training is required?
- What facilities will you make available to parents that come?
- How will you get all teachers involved?

Information

- Who will speak to the parents? (form/whānau teacher/dean)
- What training is required for these people?
- What information will you show and pass on?
- How will you discuss it?
- What records will be kept, where, who?

Who will evaluate it and how?

How do you measure its success?

- Who came? What is the follow up to those who didn't?
- How do you get more the next the next year?

This is not an exhaustive list of questions but it will guide you into thinking about your planning for Starpath.