



Mount Saint Agnes Academy Through Faith and Learning

**SCHOOL EDUCATION PLAN**  
**2014/2015 to 2016/2017**  
**For**  
**MOUNT SAINT AGNES ACADEMY**



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## **Three Year Education Plan Requirements**

Alberta Education requires all schools to maintain an education plan that reflects and aligns with the provincial direction for the K-12 education system. **School Education Plans** are cyclical and fluid and are to be considered “living documents”. They are to reflect the adjustments of strategies and targets for each year.

### **Mission Statement**

The Mission of Mount Saint Agnes Academy is to provide quality education in a caring, Christian environment. Belief in Christ and fidelity to the Roman Catholic Church form the foundation upon which all academic learning and social interaction take place. To this end we make a strong commitment to recognize each child as an individual and to help him/her develop according to his/her own potential in order to become a responsible member of the community.

### **Board of Governors Involvement**

The Education Plan for the three years commencing September 3, 2013 for Mount Saint Agnes Academy was prepared under the direction of the Board of Governors. This document was developed in the context of the provincial government’s business and fiscal plans. The Board has used the results reported in the Annual Education Results Report document for the 2013/2014 school year to the best of its abilities to develop the Education Plan. The Board is committed to implementing the strategies within the Education Plan to improve student learning and results.

The Board of Governors approved this three-year Education Plan for 2014-2017 on Tuesday, November 18, 2014.

### **School goals for the 2014-2015 School Year**

1. Enhance the Catholicity of MSA – response to Bishop’s letter renewing sponsorship of MSA.
2. Create a positive school climate.
3. Increase school enrollment.
4. Establish an Early Learning Program for 4 year olds.
5. Improve reading comprehension and writing skills for all students.
6. Improve Math knowledge and skills for all students.
7. Enhance student/staff learning opportunities by transforming the school library into a Learning Commons.

8. Effective utilization of technology to enhance teaching and learning.
9. Continue to develop the Gifted and Talented Initiative.
10. Establish a Teacher Advisor Program.

<b>THREE YEAR EDUCATION PLANNING FOR LOCAL OUTCOME</b>
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**2014-2017 Goals:**

**SCHOOL GOAL # 1: Enhance the Catholicity of MSA – response to Bishop’s letter renewing sponsorship of MSA.**

**LOCAL OUTCOME 1.1:** Enhance and support Catholicity in the school.

<b>Initiatives/Projects</b>	<b>Strategies</b>	<b>Measure</b>
<p><b>1.</b> Remind Catholic teacher of the importance of practicing their faith and attending church regularly.</p>	<p>Meetings held with Catholic teachers to remind them of the obligation to their faith.</p> <p>Teachers participating as Lectors, Eucharistic Ministers, Ministers of Hospitality, etc.</p> <p>Parishes invite teachers to participate in special liturgies, for example: Mass of the Chrism, etc.</p>	<p>Met with teachers in June.</p>
<p><b>2.</b> Participation of MSA Faculty and Staff in the faith formation activities of the Diocese...</p>	<p>Increased attendance of Faculty and Staff at Diocesan events for faith formation.</p>	
<p><b>3.</b> Greater collaboration between MSA Religion teachers and CCD Catechists especially in the area of professional development.</p>	<p>Increased attendance at CCD Workshops.</p>	
<p><b>4.</b> Find creative and effective ways to engage all Pastors in the life of the school community.</p>	<p>Contact Pastors and meet with them individually to determine areas of interest in our school.</p>	

<p>5. Spiritual formation and theological updating professional development activities.</p> <p>6. Utilize Pastors and their theological knowledge know and experience to enhance Religion class in the Senior High.</p> <p>7. Involve the Music Director in collaborating with the Music teacher to plan liturgical celebrations.</p> <p>8. Renovate and redecorate the Chapel and make it a special place for prayer with our School.</p> <p>9. Use the Chapel to celebrate class masses.</p>	<p>Engage Pastors in areas of the school that they would feel of level of comfort.</p> <p>Host a Professional Development Day run by the leadership of the Diocese.</p> <p>Connect Religion Teachers and Pastors to collaborate on opportunities of sharing.</p> <p>Provide the Music Director with a calendar of pre-arranged Masses for the year.</p> <p>Provide time to practice with students prior to Mass.</p> <p>Encourage Music teacher to utilize skills and experiences of the Music Director.</p> <p>Paint wall and door.</p> <p>Paint outside wooden panel.</p> <p>Remove glass with whole and replace</p> <p>Have students decorate glass with stain glass (over time)</p> <p>Hang new curtains.</p> <p>Arrange for classes Masses to be celebrated in the Chapel.</p>	
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**THREE YEAR EDUCATION PLANNING FOR PROVINCIAL OUTCOMES**

**2014-2017 Goals:**

**PROVINCIAL GOAL ONE: An excellent start to learning**

**THREE YEAR EDUCATION PLANNING FOR PROVINCIAL GOAL ONE**

**OUTCOME:** Children are reaching emotional, social, intellectual and physical development milestones and are ready for school.

**LOCAL OUTCOME 1.1: Establish an early learning program**

Strategies	Measures	Outcomes
1. Visit early learning programs in Alberta and make key contacts.	Visit ELP in Alberta. Contacts made with consultants and teachers.	Sue Moench visited two programs in Alberta in Summer of 2013.
2. Seek Board approval to move forward with preliminary planning.	Board motion to establish program.	
3. Research the regulations, licensing, personnel and facility requirements necessary of providing a program for four year olds at MSA for the 2015-2016 school year.	Permission received from regulatory bodies in Bermuda to establish ELP at MSA.	Tony Makowski contacted Health Department. Health Department Official visited school and made recommendation on the use of the current facilities.
4. Research and compare the offerings and costs of existing programs in Bermuda.	Secure information on programs in Hamilton and surrounding parishes. Securing information what other private schools are offering.	Documentation in place which describes the local area program and pricing structures. Visitation made to Saltus Open House to review program.
5. Prepare facilities plan and finalize preliminary budget. Establish pricing structure.	Enrollment numbers Tuition Staffing	
6. Arrange for an expert with proven experience to come to Bermuda to assist in our planning.	Secure a contact in Alberta.	Raelene Finlayson was secured and visited Bermuda in November 2013 to provide assistance and

<p>7. Work with the ELP Committee to complete a Business Plan.</p> <p>8. Seek out prospective parents of early learning students (3 and 4 year olds) to determine interest. Test the market.</p> <p>9. Secure exclusive rights to use Reggio in Bermuda.</p> <p>10. Review facilities and requirements.</p> <p>11. Prepare a timetable to ensure program can be introduced in September 2015.</p> <p>12. Develop communications plan to support the timetable</p>	<p>Present Business Plan to Board Executive by October.</p> <p>By end of October: Advertise for interested parents of children who are currently 3 years old.</p> <p>Use the census data from the Diocese to contact Catholic parents with children who are 3 years old.</p> <p>Contact parents of siblings at MSA.</p> <p>Determine if there is a body that gives exclusive rights to use Reggio—similar to Montessori.</p> <p>Seek legal advice on securing exclusivity of Reggio for MSA.</p> <p>Determine if current facilities can be utilized in year 1.</p> <p>Prepare building blueprints on Woodmont for future use.</p> <p>ELP committee to complete timetable plan by end of October.</p> <p>ELP committee in collaboration with Director of Development prepare</p>	<p>recommended the development of the Reggio Emilia Program.</p>
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	Communications Plan for Early Learning Program	
	Determine name of program.	

**PROVINCIAL GOAL TWO: Success for Every Student**

**THREE YEAR EDUCATION PLANNING FOR PROVINCIAL GOAL TWO**

**OUTCOME:** Students achieve learning outcomes.

**LOCAL OUTCOME 2.1:** Improve reading comprehension and writing skills for all students.

<b>Strategies</b>	<b>Measures</b>	<b>Outcomes</b>
1. Provide an ELA enhancement course for all middle school students.	Students receive addition ELA instruction to ensure 150 hours of ELA in a year.	Timetable additional ELA time given in the second semester to provide enhancement opportunities. 225 minutes per week/40 hours per year.
2. Early identification of struggling readers and intervention through the Reading Recovery Program.	Number of identified students who are reading below grade level in K and Gr. 1 are provided with support.	
3. Utilize the Accelerated Reader Program to encourage students to read regularly and frequently.	Number of students who participate in the AR Program. Number of students recognized at assembly for accomplishments.	
4. Purchase Scholastic “Reading Crates” for K-8 teachers	Reading crates are purchased and used by teachers. Teacher provide a report on the use of the crates.	
5. All teachers from grades 2-12 will collect a pre (September) and post	Writing samples collected and evaluated for growth and development by teachers.	

<p>(May/June) writing sample for all students.</p> <p>6. All students from grade 5-12 will develop and maintain a writing portfolio binder through to graduation.</p> <p>7. Work with Gail Smith, Literacy Specialist, to assist elementary teachers in meeting ELA program outcomes.</p> <p>8. Improve organization, reading, study skills, and note-taking abilities of middle school students through the implementation of the Readak program.</p>	<p>Portfolios collected and review for content and completion by CC.</p> <p>Number of PD sessions with Gail Smith to assist elementary teachers.</p> <p>Anecdotal information from teachers on student progress. Samples of student work. Test/exam results. Attendance at extra help sessions by teachers.</p>	
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**LOCAL OUTCOME 2.2:** Improve Math knowledge and skills for all students.

<b>Strategies</b>	<b>Measures</b>	<b>Outcomes</b>
<p>1. Continue to provide Math teachers with regular professional development opportunities.</p> <p>2. Early identification of students who struggle in Math. Implementation of differentiated learning</p>	<p>Number of Math PD sessions addressing specific concerns. Improved leadership and mentorship by experienced Math teacher.</p> <p>Number of students identified need assistance. Program developed to assist students.</p>	

<p>strategies to help students to be successful.</p> <ol style="list-style-type: none"> <li>3. Create a second Math stream in grade 9 to help students who require additional support.</li> <li>4. Ensure students have access to exam support material including: The Key Study Guides and SNAP booklets.</li> <li>5. Students experiencing difficulties will be encouraged to attend regular extra help sessions</li> <li>6. Offer a Math summer school opportunity for middle and high school students.</li> <li>7. Increase Parent understanding of the MSA Middle and High School Math Program.</li> </ol>	<p>Creation of a 9-3 program with small class size.</p> <p>Copies of The Key and SNAP booklets made available to students. Exam Bank questions purchased as required for students.</p> <p>Record kept of students attending extra help sessions. Students receiving help during the Teacher Advisor period.</p> <p>Summer school provided during July on a cost recovery basis. Number of parents that attend monthly Saturday workshops.</p>	
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**LOCAL OUTCOME 2.3:** Effective utilization of technology to enhance teaching and learning.

<b>Strategies</b>	<b>Measures</b>	<b>Outcomes</b>
<ol style="list-style-type: none"> <li>1. Purchase 60 Learn Pads to enable the introduction of one to one mobile computer-assisted learning opportunities.</li> </ol>	<p>All students having access to Learn Pad to assist with instruction.</p>	

	Teachers developing lessons on Learn Pads in order to assist with instruction	
2. Continue to provide PD to teachers in the effective use of technology.	Number of sessions for teacher to enhance their technology skills.	
3. Work through the Technology Committee to address ongoing technology related issues and needs.	Review of IT support in the school. Admin and Teacher representation on Technology Committee.	

**LOCAL OUTCOME 2.4:** Enhance student/staff learning opportunities by transforming the school library into a Learning Commons.

<b>Strategies</b>	<b>Measures</b>	<b>Outcomes</b>
1. Incorporate the suggestions provided by the Learning Commons policy and guidelines developed by Alberta Education.	Students provided 24/7 with information on the resources that are available in our Library that can be accessed via Destiny.	
2. Work toward incorporating a perspective whereby the school library becomes a shared learning space that is both physical and virtual.	Evidence that students and teachers are using the library and media labs to enhance learning.	
3. Facilitate a process encouraging all teachers to “reimagine” how a learning commons approach can better support student learning outcomes.	During Collaborative Meetings, teachers discuss way to utilize the library to its full potential.	

4. Ensure that all students have 24/7 access to library resources.	Make student aware of the library resources and how they can be accessed remotely.	
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**PROVINCIAL GOAL THREE: Quality Teaching and School Leadership**

**THREE YEAR EDUCATION PLANNING FOR PROVINCIAL GOAL THREE**

**PROVINCIAL OUTCOME:** Teacher preparation and professional growth focus on the competencies needed to help students learn. Effective learning and teaching is achieved through collaboration and leadership.

**LOCAL OUTCOME 3.1:** Create a positive school climate

<b>Strategies</b>	<b>Measures</b>	<b>Outcomes</b>
<ol style="list-style-type: none"> <li>1. Work with High School and Middle School Student Councils to provide more choices and activities that all students can participate in.</li> <li>2. Raise the profile of house league program and have more house challenges.</li> <li>3. Reach out to all new students to ensure that they are making a successful transition to MSA.</li> </ol>	<ul style="list-style-type: none"> <li>• Number of student activities</li> <li>• Nature of student activities</li> <li>• Number of students involved in activities</li>   <li>• All students assigned to a house.</li> <li>• Students attend school on non-uniform days in their house colours.</li> <li>• Activities</li> <li>• Collection of house points for activities.</li> <li>• Competition and Recognition of house points</li>   <li>• New student orientation before school.</li> </ul>	

<p>Contact all parents of new students to touch base early in the new school year.</p> <p>4. Use Achievement Test and Diploma Exam results and high school graduation rates to reinforce with stakeholders that the school is effectively meeting the needs of all students.</p> <p>5. Continue to ensure that strong communication exists between the home and school.</p>	<ul style="list-style-type: none"> <li>• Buddy system for new students</li> <li>• Counselor meets with new students on first few days of school.</li> <li>• Diverse Learning Teacher meets with students and monitors their progress for first few weeks.</li> <li>• Administration has lunch with new student mid-way through the semester.</li> </ul> <ul style="list-style-type: none"> <li>• Counselor contacts parents to discuss school program.</li> <li>• Diverse Learning Teacher contacts parents after meeting with student.</li> <li>• Homeroom teacher makes contact with parents.</li> <li>• Meet the Teacher Night – new parents are encouraged to meet with administration.</li> </ul> <ul style="list-style-type: none"> <li>• Communicate results of tests and exams to Board and parents.</li> <li>• Advertise to the general public percentage of students graduating with high school diploma.</li> <li>• Publicly recognize individual students and teachers for their achievements</li> </ul> <ul style="list-style-type: none"> <li>• Weekly communication with stakeholders via the Comings and Goings.</li> <li>• Maintain current information on the website.</li> <li>• Meet the Teacher Opening school meetings.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Information sessions in March to transition students to next grade.</li> <li>• Career Planning meetings with Parents/Students.</li> <li>• Grade 12 Parent Meeting early in school year.</li> <li>• Parents invited to student assemblies</li> <li>• Encourage parents to access academic information on Homelogic.</li> <li>• Teachers set up positive communication strategies with parents.</li> <li>• Monthly MSA Moments in Parishes</li> <li>• Quarterly Blue and White</li> <li>• Urgent information shared through MSA Info emails.</li> <li>• Create tidbit information to share with school community via C &amp; G; Website; MSA Moments; Parish bulletins</li> </ul>	
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**LOCAL OUTCOME 3.2:** Establish a Teacher Advisor program

<b>Strategies</b>	<b>Measures</b>	<b>Outcomes</b>
<ol style="list-style-type: none"> <li>1. Identify time in the schedule to permit a TA program to operate twice per week.</li> <li>2. Establish purpose and expectations for the TA program and communicate to teachers, students and parents.</li> <li>3. Regularly monitor effectiveness of TA</li> </ol>	<p>TA program has been scheduled on Monday and Thursday.</p> <p>Purpose and expectations shared with teachers and students at the beginning of the year.</p>	

<p>program with teachers, students and parents.</p> <p>4. Coordinate with elementary teachers to facilitate the change in the school’s schedule.</p> <p>5. Instructional time to be protected in the regular timetable with the establishment of the TA program.</p>	<p>Monthly feedback from students and teachers on effectiveness.</p> <p>Observations of administration on walk-about.</p> <p>Number of times TA time used for meetings that prevented interruptions to instructional periods.</p> <p>Elementary timetable changed to facilitate all teachers and programs.</p> <p>Number of times TA time used instead of instructional time.</p>	
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**PROVINCIAL GOAL FOUR: Engaged and Effective Governance**

**THREE YEAR EDUCATION PLANNING FOR PROVINCIAL GOAL FOUR**

**PROVINCIAL OUTCOME 4.1:** The education system demonstrates collaboration and engagement.

**PROVINCIAL OUTCOME 4.2:** Students and communities have access to safe and healthy learning environments.

**LOCAL OUTCOME 4.2:** Board of Governors and Administration continue to examine ways to make the school a safer and healthier place

<b>Initiatives/Projects</b>	<b>Strategies</b>	<b>Measure</b>
<p>The Board of Governors will continue to meet regularly with school administrators to address the continuous improvement of the school.</p>	<p>Monthly Board Meetings. Regular meetings of the ten Board sub- committee’s: Academic, Admissions, Bursary, Communications, Enrollment, Executive, Facilities, Finance, Foundations and Technology</p>	<p>Number of Board meetings and sub-committee meetings.</p>

<p>Establish an Occupational Health and Safety Committee</p>	<p>The committee will meet monthly to discuss all aspects of health and safety in the school.</p>	<p>The Occupational Health and Safety binder will demonstrate an ongoing commitment to improving the health and safety of the school.</p>
<p>Continue involvement in the Healthy Schools initiative of the Ministry of Health.</p>	<p>Distribute monthly healthy schools flyers and showcase healthy schools accomplishments</p>	<p>The healthy schools portfolio will provide numerous examples of successful school-based initiatives</p> <p>The number of agenda items submitted and addressed.</p>
<p>Continue to upgrade the facility as budget allows.</p>	<p>Renovate school bathrooms and install upgraded cold water drinking fountains.</p>	<p>Feedback on effectiveness from stakeholders.</p>
<p>Create a School Advisory Committee aimed at addressing initiatives related to school improvement.</p>	<p>School Advisory Committee will meet monthly. It will include representatives from administration, teachers at all levels, support staff, students and parents.</p>	<p>Agenda items submitted; Action plans developed; Initiatives completed/acted upon.</p>
<p>Gather information from students to determine if MSA is a caring, respectful, safe and healthy environment.</p>	<p>Participate in the annual Accountability Pillar surveys.</p>	<p>Student input from the surveys will be analyzed and addressed.</p>
<p>Improve communication within the school and among stakeholders.</p>	<p>“Comings and Goings” e-mailed weekly to parents.</p> <p>Information notices sent out to parents as required.</p>	<p>Number of communications sent out to all parents.</p> <p>Feedback received from Stakeholders</p>

