Evidence Guide for School Excellence

# A scaffold for reflecting on practice

Contents

[Purpose 1](#_Toc101952719)

[1. Reflect on the Statement of Excellence 1](#_Toc101952720)

[2. Think about your school’s practices 1](#_Toc101952721)

[3. Identify your data 1](#_Toc101952722)

[4. Analyse your data 0](#_Toc101952723)

[5. Make a judgement 0](#_Toc101952724)

[6. Plan for the future 0](#_Toc101952725)

[7. Share your evidence 0](#_Toc101952726)

## Purpose

This guide may be used by schools when reflecting on practice for school self-assessment as part of the [School Excellence cycle](https://education.nsw.gov.au/teaching-and-learning/school-excellence-and-accountability/school-excellence-in-action/school-improvement-and-excellence/the-school-excellence-cycle). Principals should review this resource with key school staff, to discuss how its contents may be useful in their school’s context and consider how it might support self-assessment practices.



### 1. Reflect on the Statement of Excellence

What does the Statement of Excellence for the relevant [School Excellence Framework (SEF)](https://education.nsw.gov.au/teaching-and-learning/school-excellence-and-accountability/sef-evidence-guide/resources/about-sef) element mean in our school?

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### 2. Think about your school’s practices

* What are the practices in our school?
* What existing practices in our school align with this [SEF](https://education.nsw.gov.au/teaching-and-learning/school-excellence-and-accountability/sef-evidence-guide/resources/about-sef) element?
* Why are these practices important? What is the impact?
* What processes in our [Strategic Improvement Plan (SIP)](https://education.nsw.gov.au/teaching-and-learning/school-excellence-and-accountability/school-excellence-in-action/strategic-improvement-plan) align with this [SEF](https://education.nsw.gov.au/teaching-and-learning/school-excellence-and-accountability/sef-evidence-guide/resources/about-sef) element?

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### 3. Identify your data

Where will we find the evidence of impact? What data will we use?

* What existing school-based and system data would assist us in making the judgements?
* How will we analyse our data?
* How have we planned to evaluate the strategies in the [SIP](https://education.nsw.gov.au/teaching-and-learning/school-excellence-and-accountability/school-excellence-in-action/strategic-improvement-plan)?

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### 4. Analyse your data

When we analyse our data, what does it tell us?

* When we consider the data as a whole – what does it tell us?
* What trends are emerging?
* What practices are being demonstrated?
* What impact do we see?

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### 5. Make a judgement

What can we reasonably conclude about out school?

* Using descriptors from the [SEF](https://education.nsw.gov.au/teaching-and-learning/school-excellence-and-accountability/sef-evidence-guide/resources/about-sef) – which statements can our evidence support?
* Would our conclusion be supported by others?

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### 6. Plan for the future

What do we need to do next or differently?

* Are there any gaps in our evidence?
* How can we capture our evidence in the future?
* What strategies are required to improve our practice in this area? What else could we do? What could we do instead?



### 7. Share your evidence

How do we communicate our evidence?

* How do we share this with our staff?
* How do we synthesise this for External Validation?
* To what extent do we share this with our school community?

**Note**: All Strategic School Improvement published resources undergo annual reviews to ensure currency, relevance and effectiveness. Required adjustments or decommissioning occurs during these review processes. Contact the SSI team at [SPaRO@det.nsw.edu.au](mailto:SPaRO@det.nsw.edu.au) for inquiries and support or visit the [School Excellence and Accountability](https://education.nsw.gov.au/teaching-and-learning/school-excellence-and-accountability) website for more information.