DATA ANALYSIS AND USE POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact the BSC office at +61 (03) 9467 1511 or bundoora.sc@education.vic.gov.au.

PURPOSE

Data collection and analysis provide information about what students know and can do and enables the school to make recommendations for their future learning. The purpose of this policy is to ensure Bundoora Secondary College purposefully analyses and utilises data to set goals and targets for improved outcomes, including for students at risk.

SCOPE

This policy applies to students in all year levels, their parents/carers, and to college staff working with students to set learning goals and to monitor learning achievement and progress.

POLICY

Bundoora Secondary College recognises that when used effectively, student data can empower staff and students to make decisions to help all learners succeed. This policy outlines the college plan for how to collect robust evidence of student learning. It describes how data will be used to target teaching and track student progress over time.

Vision for data

Data should be informative, relevant, accessible and useable by students, staff and families in the following ways:

Students

Students realise that their learning data is a valuable source of feedback, which can be used to set learning goals. Students regularly examine their data and use it to 'take control' of their learning.

Staff

Staff understand that student learning data comes from multiple sources, not just from standardised test scores or summative assessment tasks. Staff use data to specifically adapt teaching strategies to individual students' needs and to help them work towards their specific learning goals. Trends revealed by student learning data allow for group and whole school discussion, change where required, and improvements in learning for all.

Families

Families understand how students and staff in the school use student data and why this information is valuable. Families access the data and encourage students to set challenging learning goals, which help them to reflect on their learning progress.

Intervention

Bundoora Secondary College puts great emphasis on knowing each student, both as an individual and as a learner. Student learning progress is shared across the school and all stakeholders act to ensure that every student is suitably challenged and achieving their personal best.

Classroom teachers, PAL's and school leaders all play a key role in the identification of students who are possibly '*at risk*'. They conduct academic reviews with individuals and their families to ensure they have selected a pathway that enables them to demonstrate their strengths and passions. The college Careers team play a key role in this process by providing expert guidance as required.

Analysis of data

Bundoora Secondary College strives to analyse all available student data to improve student learning outcomes. In Professional Learning Teams, staff are provided with ongoing Professional Development on tracking student progress and targeting teaching to individuals. Curriculum leaders also use the data to plan whole school curriculum.

NAPLAN data is reviewed and used to identify areas of strength and weakness within a cohort, and in the teaching and learning program across the whole school.

PAT-R and PAT-M testing is conducted two times a year for all students up to the end of PACE3. This provides valuable data for identifying individual student achievement and progress. Other tools are also used to determine what an individual student knows now, and what they are ready to learn next e.g., Essential Assessment in both Mathematics and English.

VCE data is reviewed at a teacher and learning area level and informs course refinement and teaching practice.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Included in staff induction processes and the staff handbook
- Periodically referenced in our eNewsletter
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2026
Approved by	PrincipalTeam
Next scheduled review date	2030