

Good Practice Project Report Guide

Use the following guide to complete your GPP report.

1. Description of school context

- Location of the school
- Socio- economic backgrounds of students
- Religious and cultural groups represented at the school
- Past or current challenges that the school has faced (eg: closure of local factory impacting of employment of parents, increase in refugee families etc) to help other teachers and schools identify with the context of your project.

2. The rationale for the project

- Why was there a need for this project?
- Were some students at risk of alientation or marginalisation?
- Did your school community identify issues with racism?
- Who identified the need for this project (staff, students, parents etc)

3. Project details

- Provide an in-depth overview of your project
- Aims and objectives of the project
- Timeline of the project
- Links to curriculum
- Photographs, lesson plans and programs
- Links to General Capabilities and Cross curriculum priorities

4. Outcomes – including documentation of the methodology to determine the outcomes

- What did you hope to achieve?
- What did you actually achieve?
- How do you know?
- Student/parent/teacher feedback as applicable

5. Reflections on what did or did not work

- What worked and why?
- Were there any unexpected issues in delivering the project?
- How did you problem solve issues?
- Were there any unexpected benefits or outcomes?
- What would you change next time?
- What advice would you have for teachers who are planning on implementing a project like this?

6. Plans for future (where appropriate)

- Would you run this project again?
- Have any new ideas emerged as a result of completing this program?
- Possible future partnerships or collaborations that have come out of this project (such as with community groups, parents etc)

7. Grant fund expenditure detail- receipts and acquittals.