SCHOOL PRIORITY-SETTING TOOL

From strengths and opportunities to focused, achievable school priorities

Purpose

Use this staff-led tool to bring together what your school already knows, decide where to focus effort and prepare for action planning. It supports discussion; it is not a school rating or a ranking of schools.

Suggested use: 20-30 minutes with a small team including school leadership and relevant staff. Seek student perspectives before final decisions. Use existing evidence; you do not need to complete every Toolkit resource.

School: _____ **Date:** _____ **Completed by / roles:** _____

1 Bring together your evidence

Review the School Overview, Student Voice Toolkit, Participation Audit and existing school information. Separate evidence from assumptions; note what still needs checking.

What is working well?	What could improve?	Evidence, source or what needs checking

Which Key Priority Areas are relevant?

- ☐ Quality Physical Education
- ☐ Quality School Sport
- ☐ Active Recreation
- ☐ Active Classrooms
- ☐ Active Travel
- ☐ Supportive School Environment

A priority may connect to more than one area.

Whose perspectives are missing?

Consider students who rarely take part, students needing adjustments, families and relevant staff.

What information do we still need before deciding?

2 Identify and compare possible priorities

Shortlist up to three opportunities. Discuss student needs, inclusion, likely benefits and a realistic first step. Do not score or rank mechanically: a serious access, inclusion or safety issue may need attention even if it is harder to address.

Possible priority	Student need / inclusion	Potential benefit	Feasibility / first step
1.			
2.			
3.			

Questions to guide your discussion

- ☐ Who would benefit, especially students currently missing out?
- ☐ What do students say? What still needs checking?
- ☐ Can we build on strengths already in place?
- ☐ What is achievable with our current context?
- ☐ Is there a safety, access or inclusion issue to address first?

Worked example | illustrative only

Possible priority: Broaden lunchtime movement options.

Student need: Some students may prefer informal or non-competitive choices rather than organised sport.

Potential benefit: More students can access movement opportunities they enjoy.

Feasible first step: Ask students what they would try; trial two activities using existing space and equipment.

Relevant KPAs: Active Recreation and Supportive School Environment.

Important: Popularity alone is not the measure of need. A less popular idea may remove a major barrier for some students.

3 Agree on one or two priorities

Choose priorities your school can explain, act on and revisit. One might be immediate and the other longer-term. Priorities can build on existing strengths as well as address participation barriers.

Priority 1

What will we focus on?

Why does it matter? What evidence supports it?

What do students say or what must we check?

Which Key Priority Area(s) connect?

What existing strength can we build on?

Priority 2 (optional)

What will we focus on?

Why does it matter? What evidence supports it?

What do students say or what must we check?

Which Key Priority Area(s) connect?

What existing strength can we build on?

Before you finalise

- [ ] Have we heard from students who may experience barriers, or planned how we will?
- [ ] Have we considered the needs of different students and our school context?
- [ ] Can we explain why these one or two priorities matter more than the alternatives?

4 Define success before planning action

Describe the starting point and what improvement might look like. Use simple, observable signs of progress. The detailed actions, responsibilities and timelines belong in the separate Active Schools Action Plan Template.

Planning question	Priority 1	Priority 2 (optional)
What do we know now? (starting point / evidence)		
What would we like to improve?		
Who should benefit?		
What would progress look like?		
How could we check progress?		

5 Confirm your next step

Use your decisions to guide implementation; do not repeat detailed action planning in this tool.

- [ ] Confirm priorities with students and relevant staff before final decisions.
- [ ] Explore the relevant Key Priority Area pages for strategies, resources and examples.
- [ ] Transfer priorities and success indicators into the Active Schools Action Plan Template.
- [ ] Set a review point and tell students what is happening in response to their feedback.

Person / team coordinating next step:

Agreed review point:

Continue with the Active Schools Toolkit

Explore real school stories, case studies and the six Key Priority Areas. Use examples for inspiration, not as a checklist. Adapt ideas to student needs, school context and existing strengths.

https://activeeducationaustralia.edu.au/active-schools-toolkit-main-homepage/

Local planning tool, not a validated school performance measure. Use professional judgement, student voice and evidence.