

Creating a Healthy School Action Plan

Purpose

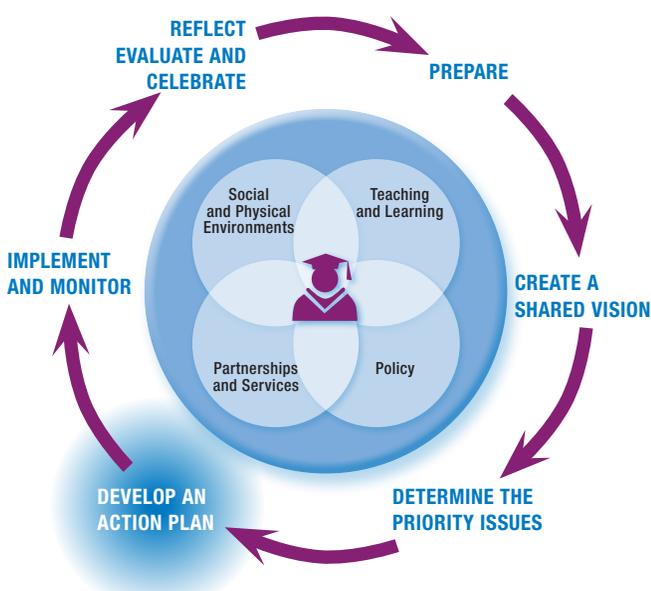
This resource provides guidance and a template for writing an action plan that will help you build a healthy school community. Action planning is one of the steps in the process for building healthy school communities¹ (see diagram below).

Action plans:

- Provide overall guidance and strategies for the school health team
- Determine what resources and people (e.g., students, staff, parents) are available and what other supports are needed
- Develop a shared commitment
- Encourage shared responsibility among school community members for project planning, implementation and evaluation
- Provide direction for decision making
- Provide a strong foundation for evaluation
- Allow action, rather than reaction
- Encourage a longer-term view

Materials

- School health assessment results¹
- “Getting Started” form (see page 2)
- Blank copy of action plan template (see page 3)



Process for Building Healthy School Communities using the Components of Comprehensive School Health

(Adapted from the Alberta Healthy School Community Wellness Fund)

Method

1. Review results from your assessment¹.
2. Complete “Getting Started” form.
3. Fill in the action plan template based on the results of your assessment and “Getting Started” form.
4. Make extra copies of the action plan template for additional goals.

Reminder:

- You can update your action plan on an ongoing basis.
- It is suggested that you review your completed action plan at the end of the year to identify successes and build on these in the next year.

Glossary of Terms

Actual results and reflection: Summary of activities that took place, participation rates, changes that occurred and reflections on what worked well and what could be improved.

Goal: A broad statement about what you would like to achieve over the course of this school year.

Indicator: The way(s) in which you will measure the outcome or expected result.

Objectives: Manageable components of the bigger goal that are specific, measurable, achievable, realistic and time-bound (SMART).

Outcome: The measurable and/or observable changes that you want to see in your target group.

Strategies: The new and existing activities that will help you achieve your objectives and outcomes.

Target audience: The people who you intend to reach through strategies specified in the action plan.

Vision: An inspirational and motivating statement that sets the overall direction for the group’s work.

Notes

- Additional pages of the action plan template can be added as needed.
- Each goal can have multiple objectives.
- Plans can include multiple goals. Print extra copies of the action plan template or create additional pages.

¹ For information about school health assessments, and information about the process for building healthy school communities, visit <http://www.albertahealthservices.ca/7123.asp>.

Getting Started

School year

School name:

Plan created by:
(include key contributors)

What are some things we already do that make our school great (e.g., activities, events, information, resources)?

What could be done to make our school an even better (healthier) place?

What is our school health assessment telling us?² Are there any clear gaps that we should consider?

What help (e.g., people, information, resources) do we need?

Note: you may need to start working on the plan before this question can be fully answered.

How can we include staff, students, parents and community members in the development and implementation of strategies that will make our school a healthier place?

What are some things (e.g., obstacles, challenges) that could stand in our way?

Note: you may need to start working on the plan before this question can be fully answered.

What is our vision for our team/school?

How can we celebrate our successes?

² For information about school health assessments, visit <http://www.albertahealthservices.ca/7123.asp>.

Action Plan

School Year: _____ School Name: _____ Plan created by: _____
 (include key contributors)

Goal: Over the course of the coming year, what are the changes that we are aiming to achieve?

What are the measurable changes we will make to achieve the bigger goal? (Objectives)	Who do we want to reach? (Target audiences)	Which strategies will we use to help us reach our goal? These may be existing or new strategies. (Strategies) CHECK: Do the strategies fit the outcomes?	When and where will the strategy take place? Who is responsible for the strategy?	Expected Results		Record the actual changes that happened. What did we accomplish? What worked well? What can be improved? (Actual results and reflections)
				Why are we doing this? What changes do we want to see? (Outcomes) CHECK: Do the outcomes fit the strategies?	How will we measure these changes? (Indicators)	

CSH components: Which of the following CSH components do the strategies address?

- Policy Teaching and Learning Partnership and Services Social and Physical Environments

Health priorities: Which of the following health priorities do the strategies address?

- Healthy eating Active living Positive mental health Other

Settings: Which of the following settings do your strategies reach?

- School Home Community

WAY TO GO! You are well on your way to creating a healthier school community!

Action Plan

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- Policy
- Teaching and Learning
- Partnership and Services
- Social and Physical Environments

Health priorities: Which of the following health priorities do the strategies address?

- Healthy eating
- Active living
- Positive mental health
- Other

Settings: Which of the following settings do your strategies reach?

- School
- Home
- Community

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Action Plan

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 (include key contributors)

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