

Hauraki Primary School

Policy Document Self Review

Rationale:

National Administration Guideline 2 requires the Board of Trustees with the Principal and staff to maintain an ongoing programme of self review as this underpins all aspects of the school's operations.

Purpose:

To reflect on current practice to promote best possible outcomes for the school.

Guidelines:

1. Contexts for self review include the charter, school's mission statement, vision, strategic plan, annual action plans, staff appraisals, teaching and learning reflections, student achievement, surveys, curriculum reviews and policy reviews.
2. The Annual Plan is used as a basis for annual reporting to the Board and Ministry of Education and community.
3. Curriculum reviews in four curriculum areas are designated for reviews each year on a triennial basis, normally undertaken by curriculum leaders using a set format, and are reported to the Board and staff. Details are provided in the School Scheme.
4. Curriculum reviews provide direction for future curriculum developments and are incorporated into strategic and/or annual plans.
5. Student achievement is analysed and interpreted biannually for literacy and numeracy against National Standards with a particular focus on target groups.
6. The teacher inquiry process requires direction for tracking of students to enhance learning outcomes.
7. Building the assessment capability of students enables them to contribute to progress against goals and inform future learning steps.
8. The reporting schedule that describes student progress and achievement for parents and students is reviewed regularly.
9. Weekly meetings for whole staff, senior staff and syndicates are held to review curriculum planning, assessment, reporting and teaching programmes.
10. A performance management/appraisal document is provided for each staff member annually, and focuses on teacher performance and development with the aim of making a difference to outcome for students and establishing priorities for professional learning.
11. Annual appraisal of the Principal's performance takes place.
12. Policies are reviewed regularly by the Board according to a triennial review process as set out in the Administration Folder.
13. The Board undertakes a regular analysis of financial trends and strategic risk.
14. Regular monitoring and reporting on health and safety management takes place in accordance with the Health and Safety Act.
15. Survey/questionnaires are circulated to the parent community periodically to determine levels of satisfaction with the school to identify areas for improvement, and inform future strategic planning.

Signed: _____

BRENDON CLARK

Chairperson Board of Trustees

Date: _____

3 AUG 2017

Review Date: _____

Term 3, 2020.