

NAG 2 Policy & Self-Review Procedures Index

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1) Communication with our Community

In order to ensure two-way communication occurs regarding policy, plans, targets and reporting student achievement, please follow these procedures:

- Provide a variety of forums for stakeholders such as:
 - Fortnightly newsletters
 - Once per term Team and class newsletters / website postings
 - Up-to-date website
 - Class See Saw
 - Regular parent/teacher emails and opportunities for discussion
 - Pre-enrolment interviews
 - School information pack
 - Parent information meetings
 - Mahi Tahi evenings
 - Meet the Teacher evening
 - Hui and Fono
 - Surveys
- Opportunities are provided for community involvement in the day-to-day life of the school such as:
 - Parents' Group
 - Fundraising
 - Parent help
 - Parent meetings
 - School Excursions
 - Family Fun Days – i.e. Grandparents Day
 - Cultural Celebration Day
- The Principal will have discretion as to what is acceptable (or not) for inclusion in newsletters, website postings, flyers based on the best educational interests of our students.
- The Principal will arrange for translations where appropriate.

2) Developing and Implementing Strategic Plans

In order to ensure that the Charter and Strategic Plan reflect the needs of the students, the aspirations of the community and the National Educational Learning Progressions, please follow these procedures:

- Provide opportunities for stakeholders, including students, parents, trustees and staff to contribute.
- Develop a concise and workable draft strategic plan at Senior Leadership level, taking into account: contributions from stakeholders; current educational practice; government initiatives; school-wide needs, student achievement and the analysis achievement data.
- Provide the draft Charter and Strategic Plan to the Board of Trustees for comment and approval.
- Make the approved Charter and Strategic Plan readily available to stakeholders.
- Develop an Annual Plan that specifically supports the implementation of the Charter and Strategic Plan.
- Ensure the Charter, Strategic Plan and Annual Plan are completed and submitted to the Ministry of Education by the legislated due date.

3) Developing Policy and Procedure

In order to ensure that Board of Trustees governance requirements are manageable and clearly articulated, policy should be developed as follows:

- Identify the required policy.
- Discuss implications for school operations at board level.
- Draft policy at Senior Leadership level.
- Provide draft policy to staff for comment
- Provide draft policy to the Board of Trustees for comment and approval.
- Develop procedures to support policy implementation.

In order to ensure that policy is implemented, procedures should be developed as follows:

- Discuss implications of policy at Senior Leadership level.
- Identify and formulate the required procedures at Senior Leadership level.
- Share procedures with staff for feedback in order to facilitate implementation.
- Make procedures available to the community.

4) Implementing Self-Review

In order to ensure that the school community is committed to continuous improvement to provide optimal learning conditions for children please follow these procedures:

- Provide planned, regular opportunities for review at all levels of school operations.
- Compile and implement a self review schedule based on:
 - Student needs
 - School needs
 - Government requirements
 - Strategic Plan
- Gather and analyse information at a Senior Leadership level.
- Formulate recommendations for improvement in consultation with the appropriate stakeholders.
- Follow policy review schedule from Board Workplan.
- Implement change as necessary.

5) Reporting Achievement to Students and Parents

In order to ensure appropriate information about learning is provided for all students, and parents are involved in the process, please follow these procedures:

- Carefully follow the school timeframe for reporting:-
 - Mahi Tahi conferences or student-led terms 1 or 2 and 3
 - Progress Report Term 2 (including ELLPs for ELLs)
 - Written summative report term 4 (including ELLPs for ELLs)
 - New Entrant parent meetings after 6-8 weeks and after 2 terms (if deemed necessary).
- Discuss achievement with students on a regular basis and negotiate learning goals.
- Keep regular contact with parents as necessary to report achievement concerns and successes.
- Ensure that reporting is based on achievement information that is reliable, relevant and valid.
- Ensure that achievement information is kept in line with the school assessment timeframe and effective formative assessment.
- Teachers and/or parents/caregivers who have concerns about aspects of a child's progress or behaviour will arrange a meeting time to discuss possible courses of action using the appropriate procedure of class teacher first, then Team Leader, Deputy Principal, then Principal.

6) Training for Board Trustees

In order to ensure Trustees are up to date with changes in educational legislation and practice and to provide opportunities for Trustees to develop skills in carrying out their roles as Trustees, please follow these procedures:

- All newly elected Board of Trustees members will be recommended to attend a designated Board training programme at the earliest convenience.
- An annual review will be conducted to identify Board of Trustees training needs/requirements.
- Appropriate budget allocation will be provided to cover the anticipated training costs.
- Where additional (outside of the annual review) training is identified by a Board member, this request will be considered at a Board of Trustees meeting.