

# Waterlea School

## Planning and Reporting Policy

Documentation and Self-Review Policy (NAG 2)  
National Standards Policy (NAG 2A)  
Annual Charter Update Policy (NAG 7)  
Analysis of Variance / Performance Policy (NAG 8)

### **NAG 2: Documentation and Self-review**

#### Rationale:

1. Maintaining effective documentation and self-review processes promotes an effective school focussed on improving student learning outcomes and enables continuous schooling improvement.
2. Our Charter:
  - i. States our mission, vision, values and strategic goals which reflect the Government's National Education Guidelines, the New Zealand Curriculum and New Zealand's cultural diversity including the unique position of Maori.
  - ii. Outlines the Board's priorities to improve student learning, management of assets and human resources over 3 years.
  - iii. Includes our annually updated goals, targets and expectations for student achievement. These provide a base against which the Board develops policies and practices and also assesses and reports its performance.
  - iv. Is a binding agreement between the Board and Ministry of Education (MOE).
3. We report on student achievement to our stakeholders as required.

#### Purpose:

1. To comply with the reporting requirements of the Education Act 1989, its amendments and the Official Information Act.
2. To ensure that policies, guidelines, procedures and systems in the school are properly documented.
3. To provide a framework for reviewing all aspects of the school's operations.
4. To have a current charter that includes our vision, mission and goals which are reflections of our community's values and together these elements guide our work of improving student achievement.
5. To use the strategic plan to guide the development of an annual plan.
6. To keep our stakeholders informed of student progress through our reports.

#### Guidelines:

With the principal and teaching staff:

- i. Consult with our community to develop a strategic plan which documents how we are giving effect to the National Education Guidelines (NEGs) and National Achievement Goals (NAGs) through our policies, guidelines, procedures, plans and programmes, including National Standards, assessment and staff professional development.
- ii. All community consultation will be documented including which groups were consulted. Feedback will be recorded and evaluated prior to any policy being submitted to the BOT for approval.
- iii. Maintain an on-going programme of self-review in relation to the NAGs, policies, guidelines, procedures, plans and programmes, including evaluation of information on student achievement.
- iv. Report:
  - a. to students and their parents on the achievement of individual students
  - b. to the school's community on the achievement of:
    - i. students as a whole and of groups:
      1. who are not achieving
      2. who are at risk of not achieving
      3. who have special needs (including gifted and talented students)
      4. aspects of the curriculum which require particular attention.
    - ii. the achievement of Māori students against the plans and targets for improving the achievement of Māori students.
  - c. to the MOE as expected.

## **NAG 2A- National Standards:**

### Rationale:

The Board reports against the National Standards (NS) as required.

### Purpose:

To annually review our performance against our goals and the NS and report any variance to the Ministry of Education (MOE).

### Guidelines:

1. Using the teacher's overall judgement, report to students and their parents in plain written language at least twice a year, on the student's progress and achievement in relation to the NS.
2. The children who have their 3rd year anniversary in Year 4 are reported in the Year 3 data.
3. Annual Report:  
Analysis of Variance / Performance - submitted to the Secretary for Education by the 1st March. The difference between the targets that were set in our annual plan and what was actually achieved are analysed. This analysis provides an opportunity to review the actions of the past year and identify what has and has not been effective to support student learning.
4. Using the MOE NAG 2Ab template report under the following headings (NB the report can be generic and does not need to be separated into reading, writing and maths):
  - a. school strengths and identified areas for improvement
  - b. the basis for identifying areas for improvement
  - c. planned actions for lifting achievement
  - d. how students are progressing in relation to NS.
5. Using the MOE Excel spreadsheet template NAG 2Ac the numbers and proportions of Māori, Pasifika, European/Pākehā and Asian students by year level including the gender are entered indicating who are achieving:
  - a. at
  - b. above
  - c. below
  - d. well below
6. The MOE will take responsibility for applying the privacy principles to any information that it releases publicly, and/or refer any requests directly to the school.
7. Report to parents on their student achievement in relation to NS at least twice a year using the format prescribed by the Secretary for Education.
8. Let the community know how to access the Education Counts website once the redacted NS data is available. Share the redacted NS information with the community.

## **NAG 7 Annual Charter Update:**

### Rationale:

The Charter is updated annually and is provided to the Secretary of Education within the expected timeframe.

### Purpose:

To annually update our strategic direction.

### Guidelines:

1. Complete an annual update of the school's charter.
2. Provide the Secretary for Education with a copy of the updated school charter before 1 March of the relevant year.

## **NAG 8 Analysis of Variance / Performance:**

### Rationale:

An Analysis of Variance / Performance is provided to the Secretary of Education within the expected timeframe.

### Purpose:

To provide the Secretary of Education with our Analysis of Variance / Performance.

### Guidelines:

Provide the Secretary for Education with a copy of our analysis of any variance between the school's performance and the relevant aims, objectives, directions, priorities, or targets set out in the school charter by March 1 and again with the school's Annual Report 31<sup>st</sup> May.

## **Approval**

1. When the Board approved this policy it agreed that no variations of this policy or amendments to it can be made except with the approval of the Board.
2. As part of its approval the Board requires the principal to circulate this policy to all staff. The Board requires that the principal arrange for all new staff to be made familiar with this policy and other policies approved by the Board.
3. This Policy and other school Policies shall be made available to students, parents and other interested stakeholders on the school's website.

## **Conclusion:**

**Maintaining effective documentation and self-review processes while being compliant promotes an effective school focussed on continuous schooling improvement.**

In order to fulfil the policy, the Board and management have developed, and will regularly review, the following procedures:

- a. NAG 2 Documentation and Self-Review
  - i. Policies
  - ii. Charter, Strategic Plan and Annual Plan
  - iii. Reporting to Stakeholders
- b. NAG 2A - National Standards
- c. NAG 7 - Annual Charter Update
- d. NAG 8 - Analysis of Variance / Performance: