



# ARAPOHUE SCHOOL

*Te ara ki mātauranga • The pathway to knowledge*

## **NAG 2,7,8: Documentation and Reporting**

This policy will be reviewed on a 3 year cycle in-line with Board of Trustees Programme of Self Review.

Approved: \_\_\_\_\_ Signed \_\_\_\_\_ BOT Presiding Member

Review 1. \_\_\_\_\_ Signed \_\_\_\_\_ BOT Presiding Member

Review 2: \_\_\_\_\_ Signed \_\_\_\_\_ BOT Presiding Member

To meet the objectives and requirements of NAG 2, NAG 7, NAG 8 the Board will develop and approve the appropriate procedures.

Each Board, through the Principal and Staff, is required to:

- a. Develop a strategic plan which documents how they are giving effect to the National Education Guidelines through their policies, plans and programmes, including those for curriculum, aromatawai and/or assessment, and staff professional development;
- b. Maintain an on-going programme of self-review in relation to the above policies, plans and programmes, including evaluation of good quality assessment information on student progress and achievement; and
- c. On the basis of good quality assessment information report to students and their parents on the progress and achievement of individual students:
  - i. In plain language, in writing, and at least twice a year; and
  - ii. Across The National Curriculum, as expressed in The New Zealand Curriculum 2007 or Te Marautanga o Aotearoa, including in mathematics and literacy, and/or te reo matatini and pāngarau;
- d. On the basis of good quality assessment information report to the school's community on the progress and achievement of students as a whole and of groups (identified through NAG 1 (c) above) including the progress and achievement of Māori students against the plans and targets referred to in 1 (e) above.

Good quality assessment information draws on a range of evidence to evaluate the progress and achievement of students and build a comprehensive picture of student learning across the curriculum.

### NAG 7

Each board of trustees is required to complete an annual update of the school charter for each school it administers, and provide the Secretary for Education with a copy of the updated school charter before 1 March of the relevant year.

### NAG 8

Each board of trustees is required to provide a statement providing an analysis of any variance

## **PURPOSE**

1. A strategic plan shall be developed in consultation with current school stakeholders to create an overview for school development over a four-year period.
2. School-wide annual planning shall be governed by the timeframe outlined in the strategic plan.
3. Programmes of self-review will be developed to ensure requirements and meet targeted schedules that cover curriculum, reporting to BOT, reporting to ministry and policy review.
4. Appropriate ongoing procedures will be undertaken to consult with the members of the schools community.

## **PROCEDURAL DOCUMENTATION**

### Community Partnership

- Newsletter
- Prospectus

### Reporting

- Statutory Reporting
- Reporting to Parents
- Curriculum Reporting
- BOT Organisation
  - o Code of Conduct
  - o Allocation of Responsibility

### Reviews

- Strategic Planning