

# GUIDELINES FOR CURRICULUM DELIVERY

## POLICY 1: CURRICULUM GUIDELINE 1



Developing our Children's Minds  
Guiding our Children's Hearts

### THE SCHOOL CURRICULUM

The school curriculum will be delivered according to the National Education Guidelines (NEGS) and the National Administration Guidelines (NAGS) and the relevant curriculum statements. Priority will be given to Numeracy and Literacy.

The aims and benchmarks for our school will be clearly stated in Achievement Targets as set annually.

The Religious Education Programme, as prescribed by the Bishops of New Zealand, will be delivered in every classroom.

The Curriculum Leader or person responsible for a specific area will provide a report to the Board on the delivery of the curriculum area in accordance with the review timetable.

Curriculum leaders' budgets should reflect the needs identified in reports, reviews and annual plans.

### STAFFING

The Board of Trustees will ensure the provision of appropriate staff training so that teachers are confident in their planning and delivery of a balanced curriculum.

The Board of Trustees will employ teaching staff in accordance with teaching entitlements advised by the Ministry of Education annually.

Where necessary to further maximise curriculum delivery, the Board of Trustees may provide funds to provide additional staffing hours.

The Board of Trustees will employ ancillary staff as deemed appropriate and with due consideration to advice received from the Principal.

Each year, through staff consultation and senior staff discussion, the Principal will seek to:

- a) Make the best match of teachers to classes and levels throughout the school with student needs being paramount.
- b) Provide a spread of staff strengths across curriculum areas.

The Principal will take the professional development needs of staff members into account and endeavour to make provision for this.

The school staff and class groupings will be organized into syndicates. Every endeavour will be made to keep all of a class level within one syndicate.

The class teacher will identify students with special needs and refer these students to the Special Educational Needs Co-ordinator (SENCO) who will work with the class teacher in the first instance and if appropriate co-ordinate and assist the management of these students' needs. The SENCO will oversee applications made for any other learning assistance available.

The Board of Trustees will endeavour to make provision, annually in the budget, for meeting the special needs of particular groups identified as needing extra assistance.

### **THE SCHOOL DAY**

The school will be open for instruction on the required number of half days as prescribed each year by the Ministry of Education.

The Principal, will determine the actual term dates within Ministry of Education requirements and in co-operation with the local cluster schools.

The school's hours of instruction will be 8.50a.m. – 12.45p.m. and 1.30p.m. – 2.50 p.m. The Board of Trustees may from time to time approve departure from these hours provided that the time is within Ministry's requirements.

All teachers must mark an attendance roll twice daily.