

St Benedict's School Policy 2: Planning and Review

National Administration Guideline 2 & 2A Planning and Review	St. Benedict's School Policy
<p><u>NAG 2</u> Each Board of Trustees, along with the Principal and teaching staff is required to:</p> <ul style="list-style-type: none"> a) Develop a strategic plan which documents how they are giving effect to the National Educational Guidelines, through their policies, plans and programmes, including those for curriculum, National Standards, 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 information on student achievement; and c) Report to students and their parents on the achievement of individual students, and to the school's community on the achievement of students as a whole and of groups (identified through NAG 1 (c) including the achievement of Maori students against plans and targets referred to in NAG 1 (e). <p><u>NAG 2A</u> Where a school has students enrolled in years 1-8, the Board of Trustees, with the Principal and teaching staff, is required to in alignment with requirements set in NAG 1 use National Standards to :</p> <ul style="list-style-type: none"> a) Report to students and their parents on the student's progress and achievement in relation to National Standards. Reporting to parents in plain language in writing must be at least twice a year; b) Report to the Secretary of Education by March 1 school-level data on National Standards under four headings: <ul style="list-style-type: none"> i) School strengths and identifies areas for improvement; ii) The basis for identifying areas for improvement; and iii) Planned actions for lifting achievement. How students are progressing in relation to the National Standards. c) Report to the Secretary for Education by 1 March on the numbers and proportions of students achieving at, above, below or well below National Standards, including by Māori, Pasifika, European/Pākehā, Asian, gender, and by year level. d) Report the NAG 2A (b) and NAG 2A (c) National Standards information in the format prescribed by the Secretary for Education from time to time. 	<p>St. Benedict's School policy is to ensure it maintains effective and relevant guidelines for all its planning, review and reporting requirements. This policy is implemented by the Board of Trustees, together with the Principal and teaching staff:</p> <ol style="list-style-type: none"> 1. Developing a set of strategic goals that recognise the School's mission and vision, Catholic Character, and statutory obligations. These goals set the framework for the development and maintenance of the strategic plan. This plan outlines how the school intends to work towards its strategic goals and how this is giving effect to the National Educational Guidelines. (Refer: <i>Guidelines for Strategic Planning</i>) 2. Maintaining an on-going program of self-review that encompasses: <ol style="list-style-type: none"> 2.1 the Principal and teaching staff monitoring and evaluating the achievements of individual students, and the subsequent regular reporting of progress against goals to the students and their parents/caregivers; 2.2 the Board of Trustees and school management regularly evaluating progress towards strategic goals and school capability objectives; 2.3 the Board of Trustees annually reviewing the school's strategic plan; and 2.4 the Board of Trustees regularly evaluating student achievement. (Refer: <i>Guidelines for Self Review</i>) 2.5 The review of Catholic Character 3. Ensuring effective and targeted reporting of student achievement to the individual students and their parents/caregivers and overall student achievement levels to the wider school community, including achievement to specific student groups such as Maori and international students. This reporting also assesses student progress and achievement in relation to National Standards. (Refer <i>Guidelines for Reporting to Parents</i> and <i>Guidelines for Applying National Standards</i>)

Date Reviewed _____ September 2016 _____ Chairperson _____

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Key Legislation

- Copyright Act 1994
- Crown Entities Act 2004
- Education Act 1989
- Human Rights Act 1993
- Local Government Official Information and Meetings Act 1987 (Part VII)
- Official Information Act 1982
- Privacy Act 1993
- Public Records Act 2005
- State Sector Act 1988
- Education (School Attendance) Regulations 1951
- Health (Immunisation) Regulation 1995

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