

# WAITUNA CREEK SCHOOL POLICIES AND PROCEDURES

## **NAG 2: Strategic Planning/Self Review/Reporting**

The Board of Trustees of Waituna Creek School will have in place a current long term strategic plan in accordance with regulatory requirements. It will establish learning goals for the coming five years and will also outline the means by which the school will meet these goals.

The school will have in place a cyclical self review programme. Through self review the school will be enabled to ensure that each broad area of operation meets both the quantitative and qualitative requirements. The programme will demonstrate to the Board that all facets of school operation are carried out effectively and efficiently. It will provide a vehicle to acknowledge those areas well provided and those areas needing improvement or development.

The statutory requirement to report to parents/caregivers on their child's progress is detailed in the Education Act and also required under NAG 1. We seek to ensure that all parents and caregivers have access to relevant information regarding achievement at school. All information relating to students is subject to the Privacy Act provisions

This policy is supported by the following school procedures:

- Strategic Planning
- Self Review
- Reporting on Student Achievement and Progress
- Community Consultation

Date Policy reviewed:	March 2014	Date Policy to be reviewed:	September 2015
Signed BoT:		Signed Principal:	

## Strategic Planning

1. The school will have an up to date, dynamic plan for all areas of its operation which includes the school's mission statement, a series of approved goals, objectives and targets.
2. Targets set will form part of the rationale behind the school's annual operational plan.
3. The process of constructing the strategic plan will be approved by the Board. The Principal shall oversee this process with consultation with staff.
4. The process will include a variety of data gathering surveys and exercises designed to obtain community input; this may include students
5. The Board must approve the goals and objectives prior to targets being set
6. The Principal will present a draft plan, with resourcing implications, to the full Board prior to approval
7. Targets will be evaluated at the end of each year with new targets set for the next year
8. The school's operational plan, constructed by the principal, will reflect set strategic targets will be approved by the Board, and will form part of the Principal's reports to the Board
9. The strategic plan will be available to the whole school community

## Self Review

1. The Board will approve a programme of self review covering all operational areas over a period of three years.
2. Each year the Board will approve a programme for the year.
3. All areas will be reviewed concurrently within the cycle covering the NAGs.
4. Those involved in the area being reviewed will be given adequate notification of the review date and the process to be followed.
5. Once an initial review has been carried out a draft report will be compiled.
6. A final report will be presented to Principal or Board including details of the review and recommendations for change. Generally the Principal will present a summary of reviews to the Board.
7. Recommendations calling for required change, if accepted, will be incorporated in the school's operational plan for the following year. Where immediate action is called for then these may be implemented without delay.
8. The Board will accept responsibility for reviewing, within the programme, its own operations.
9. The Principal will report to the Board each term on reviews conducted and report broadly on recommendations.

## Reporting on Student Achievement and Progress

- The school will:
  - ✦ ensure parents have access to their child's progress at school in each curriculum area.
  - ✦ assist with developing links between the school and home.
- Parents and caregivers will have reasonable access to their child's details of progress at school.
- Notice of access to information should be given by a parent or caregiver to the school allowing sufficient time to collate relevant information.
- Formal reporting, in written form, on a child's progress will be provided twice a year.
- Specific formal opportunities will be provided twice a year for parents or caregivers to discuss with individual teachers their child's progress.
- Approaches to discuss a child's progress at a time other than those formal times must be made by appointment.

# Community Consultation

This school will:

- maintain an ongoing link between the school and its community.
  - ensure the school is responsive to the needs and wishes of the community.
  - enhance the strength of partnership.
  - communicate issues relating to curriculum support and delivery.
- 
- Consultation and communication will be an ongoing reciprocal process.
  - A range of appropriate methods will be used to encourage the development of a well informed community.
  - Meetings of the Board of Trustees will be open to the public.
  - The Board will report annually to the community at a general meeting.
  - The Principal and staff will report to parents and caregivers on a regular basis.
  - Parents/caregivers will be consulted about and informed of school policies and programmes.
  - The school community will be invited to participate in the strategic planning process.
  - Every three years the school will conduct a satisfaction survey, the results of which will be reported to the board.