***NAG 2:* DOCUMENTATION AND SELF-REVIEW**

**2.1:** School Charter

**2.2:** Strategic planning

**2.3:** Self review

**2.4:** Reporting to parents

**2.5:** Community consultation

**NATIONAL ADMINISTRATION GUIDELINE 2**

**DOCUMENTATION AND SELF-REVIEW**

***Each Board of Trustees with the Principal and teaching staff are required to:***

**(i)** 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, assessment and staff professional development.

**(ii)** Maintain an ongoing programme of self-review in relation to the above policies, plans and programmes, including evaluation of information on student achievement.

(iii) 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 iii) including the achievement of Maori students against the plans and targets referred to.

**NAG 2 (A)**

Where a school has students enrolled in years 1-8, the board of trustees, with the principal and teaching staff, is required to use National Standards to:

(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 school-level data in the board’s annual report on National Standards under three headings:

i. School strengths and identified areas for improvement;

ii. The basis for identifying areas for improvement;

iii. Planned actions for lifting achievement.

(c) Report in the board’s annual report on:

i. The numbers and proportions of students at, above, below or well below the standards, including by Māori, Pacifica and by gender (where this does not breach an individual’s privacy);

ii. How students are progressing against the standards as well as how they are achieving.

**2.1 School Charter**

2.1.1 The school charter will be developed and amended as necessary in line with Ministry requirements. It will reflect the national priorities and contain strategic goals and core values that reflect the national priorities and localised input from all school stakeholder groups.

**2.2 Strategic Planning**

2.2.1 The Board will develop and maintain a three year Strategic Plan to document how the school charter is to be implemented.

2.2.2 Within the framework of the Strategic Plan, and in consultation with trustees and staff, the Principal will develop an Annual Plan setting specific goals for the school year and focused targets for improving student achievement. The Annual Plan will link to the Strategic Plan showing how long-term goals are to be achieved. It will provide a timeline for implementation along with resource requirements.

2.2.3 The community will be surveyed every three years to provide feedback on the progress of the school, and for input into future Strategic and Annual Plans. The Board will review the content of the community survey prior to its circulation. The Principal shall ensure a summary of the survey’s results is given to the community.

**2.3 School Self-Review**

2.3.1 The strategic plan will clearly document the cycle of self-review to be adhered to for reviewing policies, plans and programmes.

2.3.2 Review plans and data gathered will be presented to the Board along with any recommendations for future action. This will include any recommendations for additional resourcing where required.

2.3.3 The Principal, in consultation with staff and trustees will complete a mid-year and end of year review of the Annual plan each year.

2.3.4 Progress of student achievement targets will be monitored throughout the year and formally reported in the Annual Report in April each year.

**2.4 Reporting and Information to Parents**

2.4.1 Teachers will report to students and their parents on individual student progress at least twice a year against the national standards. The timeframe for reporting shall be advised to parents by the Principal, through the school’s newsletters. The Principal is responsible for ensuring that teachers report to students and their parents.

2.4.2 Teachers will be available for discussion with parents at any reasonable time agreed upon by the teacher and parents. All data held on individual students may be shared with their parents on request.

2.4.3 The Principal will report to the parent community annually on the achievement of students as a whole.

2.4.4 A weekly school newsletter will be sent home to parents, containing information about school programmes and events, and updates from the Board of Trustees and Fundraising events.

2.4.5 All relevant information will be available on the school website, noticeboard and Facebook page, which is updated weekly.

2.4.5 The school will endeavour to run a parent information evening, each year, to explain the reporting and interview process.

**2.5 Community Consultation**

2.5.1 A welcoming, warm school atmosphere, acknowledging the value of parent’s support and partnership will be developed. Opportunities to encourage parents to visit and communicate with the school will be fostered. Consultation will be an on-going part of school life rather that a series of unrelated additional tasks.

2.5.2 Meetings of the Board of Trustees will be regularly advertised in the newsletters with encouragement given to parents to attend.

2.5.3 A detailed community survey will be held every three years with

results collated and made available. Additional surveys with a specific focus will be held as required to ascertain parental views.