



This policy meets the aims of National Administration Guideline 2, 2a, 7 and 8 and will be reviewed triennially.

**Rationale:**

Maintaining effective documentation and self-review processes promotes an effective school and enables continuous school improvement.

The Royal Oak Intermediate School board of trustees develops the charter as its major policy statement and the guiding document for the school. The charter is updated each year and provided to the Secretary of Education.

**Guidelines:**

The board of trustees, with the principal and staff:

- Develop a strategic plan which outlines how the school ensures that the National Education Guidelines are implemented. These will be done through policies, plans and programmes including those for curriculum, assessment and staff professional development.
- Maintains a comprehensive programme of self review including:
  - plans and programmes
  - evaluation of student achievement information
  - implementation audits and reports
  - a review of policies and procedures according to the schedule of review.
- Reports to students and their parents on:
  - the achievement of individual students across all curriculum areas, especially in relation to the national standards, reports to be written in plain language at least twice a year;
  - the achievement of students as a whole;
  - the achievement of groups of students;
  - the achievement of Māori students.
- Reports school level data in the Board’s Annual Report on National Standards:
  - using the Ministry of Education’s prescribed NAG 2A(c) template (report on year levels, ethnicity and gender)
  - using the Ministry of Education’s prescribed NAG 2A(b) template that includes:
    - school strengths and identified areas for improvement
    - the basis for identifying areas for improvement
    - planned actions for lifting achievement

**Supporting Procedures:**

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|---|--|---|
| • Board’s Schedule of review for policies | • Reporting to Parents on Student Progress and Achievement | • Parent – School Communications and Consultation |
| • Curriculum Review                       | • Student progress and achievement work plan               | • EOTC Reporting and Review                       |

Ratified by the Board

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 Chairperson:

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 Date

Next Review: May 2017

**Review History:**

20/09/2011	28/03/2013	2/04/2014				
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