



Te Kauwhata Primary School

'Learning Together' – 'Kia Ngatahi te Ako'

Reporting and Review

NAG 2: Reporting and Review

Rationale

The school is required under the National Administration Guidelines (NAGs) to regularly review its own performance in implementing the National Education Guidelines. Maintaining effective documentation and self-review processes promotes an effective school and enables continuous school improvement.

Purpose

- To fulfill the National Administration Guidelines and the National Education Guidelines
- To provide a framework for reviewing all aspects of the school's operations
- To provide a focus for ongoing school development and effective professional growth.

Guidelines

- Self-review is an ongoing process and will be planned for as part of the Board's annual plan
- The school's Annual Plan will be compliant and reflect the priorities of the school's Strategic Planning.
- The Charter and 'Vision and Values' statements will be reviewed every three years in line with Strategic Planning,
- The curriculum will be reviewed as required by the Principal and staff
- The Principal will report progress and achievement data to the Board twice yearly, in line with NAG2
- Parents and caregivers will receive two written reports per year and be invited to attend a 'Help us get to know your child' interview (Term 1), a student led conference (Term 2) and parent interview (Term 3).
- Progress and achievement of school wide data, for the previous year, will be shared with the community by the end of Term 1 each year, along with the current year achievement targets and school priorities.
- The Principal's monthly reports will reflect actions towards the annual plan goals.

Procedural and Administrative Guidelines associated with 'Reporting and Review'

- Strategic Planning
- School Self Review
- School Community Consultation
- Reporting on Student Progress

Approved by Board _____
Chairperson – signed for Board of Trustees _____ Date _____

Revised: _____
Chairperson – signed for Board of Trustees _____ Date _____