

MICHAEL PARK SCHOOL AND KINDERGARTEN POLICY

SELF REVIEW

Rationale

It is a requirement specified in National Administration Guideline 2 that each school:

- Develops a strategic and annual plan which documents how the National Education Guidelines are put into practice through policies, planning and programmes
- Maintains an ongoing process of self-review of policies, planning and programmes including evaluation of information on student achievement

In Early Childhood Centres Regulation 47 GMA4 states that parents of children attending kindergartens must be provided with opportunities to contribute to development and review of operational documents.

Quality self-review is strongly focused on improvement with well-established procedures to guide practice and ensure that decisions are made on the basis of sound information and evidence. Self-review happens in a number of ways:

- Strategic self-review – long term self-review focused on key goals in the school's charter, vision and strategic plan
- Annual self-review – relating to goals in the annual plan
- Emergent self-review – in response to events which arise in the course of day to day operations

Guidelines

1. The school will have at all times a long term strategic plan in accordance with regulatory requirements and this will be updated annually taking into consideration the results of self-review.
2. The School will have in place a documented cyclical programme of self-review covering all operational areas over a period of five years.
3. The School will have up-to-date plans for all areas of its operation which will consist of the charter, strategic plan, annual plan and student achievement targets.
4. The School's annual plan will be written by the principal and reflect the outcomes of self-review
5. The Kindergarten's annual plan will be prepared by the Kindergarten leader with guidance from the Principal and reflect outcomes of self-review.
6. The Board will monitor the implementation of self-review in the School through ongoing Principal's reports, the analysis of variance, termly updates against annual plan goals and targets, the annual report and the results of internal reviews.
7. The RSST will monitor the implementation of self-review in the Kindergarten through ongoing reports from the Kindergarten leader and the College and the results of internal reviews.

8. Reviews will generally be guided by evaluative questions arising out of evidence from research, day-to-day operations of the school and the analysis of student achievement data. Reviews will also be informed by the best evidence synthesis, ERO's evaluation indicators and other toolkits published by ERO, TKI or the Ministry of Education.
9. Emergent reviews may be instigated as a result of feedback from teachers and parents or from events which arise in the course of day-to-day operations
10. The School and Kindergarten will consult with staff and with the community, and groups within the community such as our Maori and Pasifika communities, as appropriate, through surveys and parents meetings. The setting of student achievement targets and strategic goals will be informed by this consultation.
11. For each review a team or staff member responsible will be appointed to conduct the review.
12. Some reviews may be carried out by external reviewers or agencies.
13. Once an initial review has been carried out a draft report will be presented by the reviewer or review team to the staff members responsible in that area and the College
14. Any final report will be presented to the College, Senior Management Team or Board and will document details of the review and any evidence-based recommendations for change.
15. Recommendations arising from self-review, if accepted, will be incorporated into the annual plan for the following year. Where immediate action is called for recommendations may be implemented without delay.
16. The Board and RSST will accept responsibility for reviewing their own operations.
17. The Board's policies will be reviewed on a 3-year cycle and the policy review plan for each year will be confirmed at the start of each year by the Board at its first meeting.
18. Student achievement data will be reviewed annually and reported to the Board of Trustees as appropriate. The analysis of variance will be presented to the Board of Trustees annually and form part of the annual report.

Ratified by Board/RSST:



Signed for BOT/RSST

Date: 28/10/2014