

MICHAEL PARK SCHOOL MANAGEMENT POLICY

CURRICULUM, ASSESSMENT & REPORTING

Rationale

1. Curriculum is to be delivered in accordance with our special character and integration agreement with the Crown. At all times the special character is to be fostered.
2. The school must fulfil the requirements of NAGs 1 and 2 and deliver the New Zealand Curriculum and Te Whāriki in accordance with our special character.
3. Gathering, monitoring and acting upon assessment data about individuals and groups of students is critical to maximising student learning and achievement.
4. The school will report on progress and achievement to parents and students in accordance with the requirements of NAG 2.

Guidelines

Curriculum

1. School curriculum documents, schemes and programmes of learning will be localised and implemented in a manner which reflects our special character as described in the dimensions and indicators of the Special Character self-review tool and Steiner Education Aotearoa New Zealand's (SEANZ) essential principles and curriculum guidelines.ⁱ
2. Schemes and programmes of learning will be inclusive and responsive to diverse needs of students.
3. Schemes and programmes will reflect and respect the principles of the Treaty of Waitangi.
4. The aspirations of the community will be taken into consideration in the review and formation of curriculum, assessment and reporting.
5. Teachers will implement the localised curriculum in an inclusive manner.
6. Programmes of learning will include experiences that promote values "and the Key Capacitiesⁱⁱ
7. Curriculum documents, schemes and programmes of learning will draw on the significant features of New Zealand's diverse ethnic and cultural heritage.
8. The vertical curriculum will reflect a broad and balanced programme of Main Lessons and Subject Lessons from Classes 1-12 (Years 2-13).
9. All programmes of learning, Main Lessons, Subject and Block Lessons will include reference to the New Zealand Curriculum (2007) Achievement Objectives and have clearly stated time frames, learning aims /intentions and achievement outcomes, and learning experiences which evidence the progression of learning through to the specified assessment task(s).
10. In the Lower School, learning intentions will incorporate the appropriate SEANZ Learning Steps which describe the progression of skills in literacy and numeracy from Class 1 (Year 2) to Class 7 (Year 8).

11. The High School will provide a programme to ensure that all students receive course choice advice and careers information.
12. Entry into courses and programmes will be based on published criteria but will also be flexible at the discretion of the subject teacher, High School Deputy Principal and, finally, the Principal.
13. High School qualifications and assessment pathways are chosen and monitored to ensure that they meet the needs of students and the community in terms of their overall education and their pathways to further education. The qualification chosen must allow entry into all appropriate tertiary courses.

Assessment

14. Assessment will focus on students' progress over time and set students up for learning success.
15. Formative assessment will be used as a critical tool in maximising student learning and progress.
16. Summative assessment of student learning will be used for reporting and qualifications purposes, for monitoring the progress and achievement of individuals and groups of students towards achievement targets and for identifying patterns and trends relating to student achievement.
17. The process through which teachers derive interim and overall teacher judgements will be rigorous and utilise multiple sources of evidence.
18. Assessment information will be used by all teaching staff on an ongoing basis to review and improve / adapt teaching programmes in order to maximise student learning.
19. Schedules of assessments will be drawn up to assist in assessment planning and reviewed as necessary.
20. Assessments will be carried out in accordance with the appropriate assessment procedures and will be fair, valid and reliable.

Reporting

21. Reporting will:
 - a. make visible to parents and students, as appropriate, the learning progress and achievement of students;
 - b. be used to engage parents, and students from Class 5 onwards, in conversations to determine next steps.
22. Regular opportunities will be provided for teachers to communicate with parents about their child's learning.
23. Twice annually, the school will report to parents / caregivers in writing, in plain language, on each student's progress.
24. All information relating to students is subject to Privacy-Act provisions.
25. Summative assessment information about the achievement of groups of students against specified standards, objectives and curriculum levels and in relation to identified targets will be reported to the Board annually in the form of statistical evidence supported by written analysis. It will be used to establish targets for the following year.
26. The results of the kindergarten Class 1 readiness assessment for 6-year olds will be reported annually to the Board and RSST. These results should be shared with the incoming Class Teacher.

27. In Classes 1-7, moderated teacher judgements based on the SEANZ Learning Steps (which measure the progress of students towards meeting the National Standards at the end of Year 8) will be used as the basis for NAG 2a reporting to the Board and Ministry of Education.
28. From Class 5 up, students are encouraged to participate in a student-teacher-parent conference as part of the parent / caregiver interview.
29. From Class 5 up, students will receive purposeful information about their assessments and participate in goal setting.
30. High School students will be provided with records of learning, mid-year reports and assessment results and regular opportunities for support in reflective conversations about progress, achievement and goal setting.

Quality Assurance

31. Michael Park will fulfil all quality assurance requirements as they pertain to external accreditation.
32. In the Lower School the Assessment and Reporting subcommittee and in the High School the HSQC (High School Qualifications Committee) ensure that school-wide curriculum, assessment and moderation procedures are being appropriately implemented in accordance with this policy.

Related Policy

Special Character
Self-Review

Procedures/supporting documentation

High School Assessment Procedures for Students
High School Assessment Procedures for Teachers
Lower School Assessment Procedure
Lower School Moderation Procedure
Lower School OTJ Moderation and Reporting Procedure
Lower School Planning and Assessment Handbook
Guidelines for Parent Meetings
Homework Procedure
Play Productions Procedure
Target Groups of Students Procedure

References

National Administration Guidelines 1 and 2 (NAG 1, 2); SEANZ Learning Steps (2020); SEANZ Curriculum Guidelines (2020/1); New Zealand Curriculum (2007); Private Schools Conditional Integration Act 1975: repealed, on 19 May 2017, by [section 159](#) of the Education (Update) Amendment Act 2017 (2017 No 20). Education and Training Act 2020; Early Childhood Services Regulations 2008.

Policy type:	Management Policy	NZSBA Governance Framework:
Date reviewed:	18/08/2025	Signed for MPS Board: 

ⁱ SEANZ Curriculum Guidelines (2021)

ⁱⁱ New Zealand Curriculum (2007)

ⁱⁱⁱ SEANZ Curriculum Guidelines (2021)