



St Mary's Catholic School, Papakura Board of Trustees

DOCUMENTATION AND REVIEW POLICY: NAG 2

RATIONALE:

It is a requirement specified in the National Administrative Guidelines 2 (ii) that each school operate a programme of self-review and for a Catholic School this includes the areas of Religious Education and Special Character. Maintaining effective documentation and self-review processes promotes an effective school and enables continuous school improvement.

PURPOSE:

1. To ensure that school systems and procedures are consistent with legislative and regulatory requirements, consistent with best practice, appropriate for the school's needs and objectives and are effective, efficient and practical.
2. To ensure that systems and procedures in the school are properly documented through procedural and administrative guidelines.
3. To provide a framework for reviewing all aspects of the school's Catholic Special Character and operations.

POLICY:

In accordance with NAG 2, the school will:

1. Develop a strategic plan which documents how the school is giving effect to the school's Catholic Special Character and the National Education Guidelines through policies, plans and programmes including those for curriculum, assessment and staff professional development.
2. Develop an Annual Plan that gives effect to the Strategic Plan and includes targets for raising student achievement and improving school processes and practices.
3. Maintain an on-going programme of self-review in relation to the school's procedures administrative guidelines, plans and programmes, including evaluation of information on student achievement and Catholic Special Character.
4. Report to students and their parents on students' progress and achievement in relation to the New Zealand Curriculum. Reporting to parents in plain language in writing must occur at least twice a year (see NAG 2A).
5. Report to the school's community on the achievement of students individually and as a group i.e. by age and ethnicity (see NAG 1, No 3) including the achievement of Maori students against the plans and targets referred to in NAG 1, No. 5.

6. Report school-level data in the Board's annual report on the school's annual education targets under three headings:
 - school strengths and identified areas for improvement;
 - the basis for identifying areas for improvement; and
 - planned actions for lifting achievement.
7. Report in the Board's annual report on: the numbers and proportions of students at, above, below or well below the NZ Curriculum expectations, including by Māori, Pasifika and by gender (where this does not breach an individual's privacy); how students are progressing against the NZ Curriculum expectations as well as how they are achieving.
8. Report on progress and achievement of students in relation to the Board's annual targets.

SUPPORTING DOCUMENTS:

In order to fulfil the policy, the Board and management have developed, and will regularly review, the following Procedural and Administrative Guidelines associated with 'Documentation and Self Review':

Communication

Policy Development

REFERENCES:

- *National Administration Guideline 2*

APPROVED 25 June 2020

Board Authorisation – Board Minutes of 25 June 2020

TO BE REVIEWED in accordance with the Board's bi-annual programme of self-review - every two years.