



Richmond Road School

School Planning and Reporting Policy

Our School Charter/Strategic Plan details our aims for the school, and our proposed methods for achieving them. Its ultimate aim is to provide the best learning outcomes for each student.

The board of trustees develops the charter as its major policy statement and the guiding document for the school. It contains detailed information about:

- our values and vision
- our commitment to the principles of te Tiriti o Waitangi (the Treaty of Waitangi)
- our strategic plan: aims, objectives, and priorities
- our long term, and annual, targets and goals.

The board is responsible, with the principal, for developing the charter. The principal, as manager of the school, is responsible for implementing it. The board consults with the Māori community when preparing or amending the charter, in accordance with the principles of te Tiriti o Waitangi and legal requirements under the Education Act, 2020.

Annual Plan

- Our Annual Plan is developed by the Senior Management team with the principal and teaching staff and underpins the charter. The annual plan covers curriculum, assessment, and professional development, and sets annual targets for **student achievement**. Student achievement data is reported to the board of trustees and the Ministry of Education as a Statement of Variance in the annual report each year as part of the school's self-review schedule compliance. The Board should be updated regularly on the annual plan through the Principal's report or other presentations of data or narrative.

Reporting to Parents on Student Progress and Achievement

To monitor students' progress and achievement, Richmond Road School will:

- use a range of valid and reliable assessment tools, particularly in biliteracy/literacy and numeracy.
- develop learning programmes based on the individual interests, abilities, and needs of all students. evaluate information about student progress and achievement in relation to desired learning outcomes and targets.
- use information gathered to identify priorities for future teaching and learning.
- implement additional support and strategies for students who are underachieving, who have special needs or who are gifted/talented
- recognise parents/whānau and students as important partners in fostering high student achievement.
- communicate openly with parents/whānau on goals, progress, and assessment results so parents are better able to support their child's learning,
- communicate regularly with the school's Māori community/whānau to maximise Māori student achievement
- ensure the board, staff, and parents/whānau work together to provide students with the best learning opportunities.

Responsibilities

The principal will:

- maintain a procedure for teachers to follow.
- monitor teachers' adherence to the procedures.
- report any variances from the guidelines/standards to the board of trustees.

Teachers will:

- follow the procedures and report any variances from the procedures to the rōpū leader, deputy principal or principal.

The board will:

- read and understand the content of the principal's report.
- ensure that effective teaching and learning is taking place in the school
- ensure that the school is meeting its legislative requirements.

Parents will:

- participate with students and attend learning conversation evenings and other meetings with teachers to receive progress and assessment results.

Expected outcomes

- students and parents receive a comprehensive assessment of their child's progress, achievement, and well-being where both student and parents understand this information.
- that the board of trustees are aware of any variances from the legislative requirements.
- That the planning and reporting process support improved outcomes for students.

Measuring outcomes

The Board will be presented with quantitative and qualitative data over the duration of the school year.

- a comparison over previous years/terms.
- how the data will be communicated to students and parents.
- any variances from the legislative requirements.
- Identify target students and how we are supporting them across the school

Recognising Student Achievement.

At Richmond Road School, we enjoy celebrating the success of our students. We recognise achievements through class awards, certificates and awards at our weekly assemblies, our end-of-year prize-givings, and learning celebrations throughout the year. Special achievements at school or out of school are published in the school newsletter and on the school website.

Policy updated by the School Board July 2021