

## DOCUMENTATION AND REVIEW POLICY



### Rationale:

Maintaining effective documentation and self-review processes promotes an effective school and enables continuous school improvement.

### Purpose:

1. To ensure that systems and procedures in the school are properly documented based on procedural and administrative guidelines.
2. To provide a framework for reviewing all aspects of the school's operations.

### Responsibilities:

The **Board of Trustees** has the overall responsibility for ensuring the Charter and policy framework is established to guide and direct the management of the school. The **Board of Trustees** will monitor the implementation of these through a planned process of self-review. The **Principal and staff** have responsibility for reporting to parents on student achievement. **The Board**, through the Principal, has the responsibility for reporting to the Secretary for Education.

### Guidelines:

1. Develop a Charter and Strategic Plan which documents how the school is giving effect to the National Education Guideline's through their policies, plans and programmes including those for curriculum, assessment and staff professional development.
2. Maintain an on-going programme of self-review in relation to the above procedures and administrative guidelines, plans and programmes, including evaluation of information on student achievement.
3. Report to students and their parents on the achievement of individual students, and 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.
4. Report to students and their parents on the student's progress and achievement in relation to National Standards. Reporting to parents in plain language in writing must occur at least twice a year.
5. Report to the Secretary for Education by 1 March school-level data on National Standards under four headings:
  - School strengths and identified areas for improvement;
  - The basis for identifying areas for improvement;
  - Planned actions for lifting achievement;
  - How students are progressing in relation to National Standards.
6. Report to the Secretary for Education by 1 March on the numbers and proportions of students achieving at, above, below or well below National Standards, including Māori, Pasifika, European/Pakeha, Asian, gender and by year level.
7. Report National Standards information in the format prescribed by the Secretary for Education from time to time.
8. Produce an Annual Report which includes progress against action plan items as well as the financial report, analysis of variance and other elements required by the Ministry of Education.

**In order to fulfil the policy, the Board and Management have developed the following Procedures and Administrative Guidelines associated with this Documentation and Review Policy. These will be**

reviewed regularly by the Management team, and the review discussion and any resulting changes will be reported to the Board at the following/subsequent BOT meeting.

Communication with Parents  
School Self Review  
Board Terms of Reference

**Document Control**

<b>Version</b>	<b>Status/change</b>	<b>Date</b>
v1.0	Approved by Kilbirnie School Board of Trustees	December 2014
V1.0	Reviewed by Kilbirnie School Board of Trustees	June 2015
v1.1	Addition of requirement to produce an Annual Report; formatted and minor editing	March 2017