



## **SELF REVIEW GUIDELINES**

### **6.01 Review Areas**

#### **Annual Curriculum Reviews**

Curriculum reviews will be carried out annually to:

- determine progress towards the achievement of our set goals and targets
- identify areas of success and barriers to progress
- set goals for the following year
- provide information on the projected and actual use of the budget for the current year
- provide information for projected costs for the following year's budget.

These reviews will follow the process outlined in Appendices 6.01A and 6.01B and be presented in the format shown on Appendix 6.01B.

#### **Triennial Policy / Guideline Reviews**

- These will be carried out on a three year cycle following the Self Review Timetable.
- The reviews will be in depth and will ask : "Where are we now, where do we want to go and how are we going to get there?"
- These reviews have a strategic view, giving us the chance to step back from the curriculum area to ensure we are moving forward in the best way to meet the needs of students and the school.
- Refer to Appendix 6.01C for the Triennial Policy Review process.

#### **Triennial Curriculum Statement Reviews**

- Curriculum has been divided into three groups with reviews being carried out on a three year cycle. Refer to Appendix 6.01D for the review process.
- This is the time to complete a long term review of the data received – to identify any trends; develop processes to improve student achievement and celebrate excellence.

**The Nayland Primary School Charter** will be reviewed annually.

The annual review of Student Achievement will follow the process outlined in Appendix 6.01E.

### **6.02 Self Review Teams**

- Review teams will comprise the relevant committees or school staff as appropriate.
- For annual Curriculum reviews there will be an allocation of release time to the relevant curriculum team leader.
- Annual Curriculum reviews will be collated by the Curriculum Co-ordinator and forwarded to the Principal prior to presentation to the Board of Trustees in December annually..

### **6.03 Reporting / Reviewing / Legal Committee**

- This committee will review the results of each triennial review prior to it being presented to the Board of Trustees.
- As with all other BoT activities, the Board chairperson will have the ability to be involved as he or she sees fit.
- The Reporting/Reviewing/Legal Committee will moderate the reviews as submitted to ensure a consistent approach and that the same reporting method is used.

### **6.04 Triennial Review Process**

Each review will follow the process below according to the relevant generic format when reporting the outcomes of the review.

- Review team assembled.
- Timeline established for review completion.
- Review forwarded to the Self Review Committee, which will either present the completed review to the BoT or return it to the review team for changes.
- Team leader appointed.
- Review conducted.

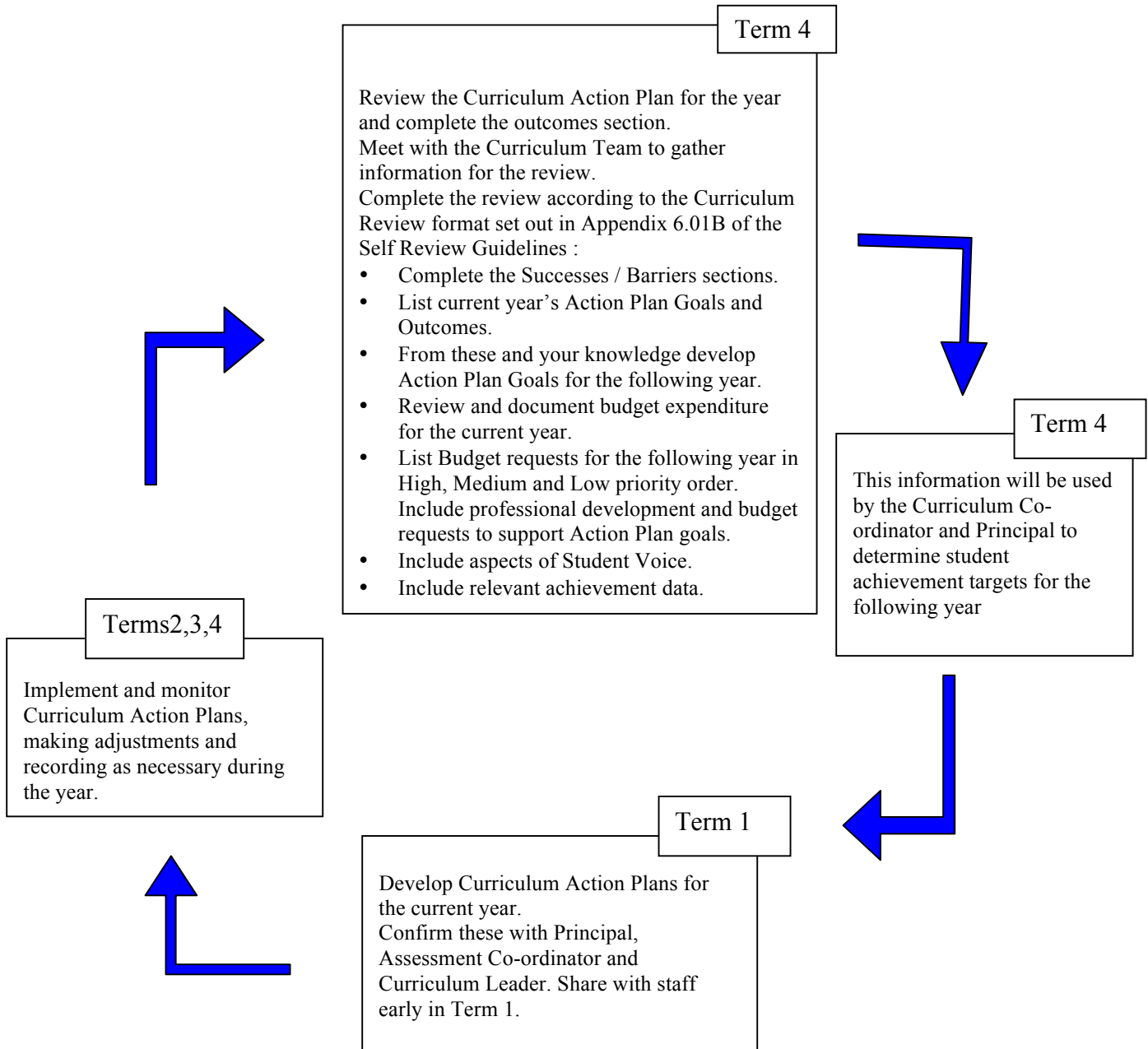
## 6.05 Self Review Timetable

	<u>TERM 1</u>	<u>TERM 2</u>	<u>TERM 3</u>	<u>TERM 4</u>
2016 2019 2022 Curriculum		PE and Sport Social Sciences The Arts Technology Science		Maori & Pasifika Student Achievement  Annual Curriculum Review
2016 2019 2022 BoT	Self Review	Personnel and Employment		Maori & Pasifika Student Achievement  Annual Curriculum Review
2017 2020 2023 Curriculum	Literacy	Numeracy		Maori & Pasifika Student Achievement  Annual Curriculum Review
2017 2020 2023 BoT	Student Achievement	Health and Safety		Maori & Pasifika Student Achievement  Annual Curriculum Review
2018 2021 Curriculum		Assessment And Reporting		Maori & Pasifika Student Achievement  Annual Curriculum Review
2018 2021 BoT	Asset and Financial Management	School Administration		Maori & Pasifika Student Achievement  Annual Curriculum Review

## APPENDICES

### 6.01 A

#### Annual Curriculum Reviews



6.01 B



## 20 CURRICULUM REVIEW

**Curriculum Area :** \_\_\_\_\_

### **Successes**

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### **Barriers**

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### **201\_\_ Action Plan Goals and Outcomes**

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### **201\_\_ Action Plan Goals**

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### **201\_\_ Student Voice**

### **201\_\_ Achievement Data**



## 6.01 C

### Triennial Policy / Guideline Review Process

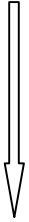
**Read** the policy / guidelines



**Gather data** to allow you to make a comment on policy statements and guidelines.

This may include

- Previous triennial review
- Previous annual reports
- Survey staff
- Survey children
- Parent survey
- Reviewing Guidelines

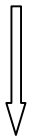


**Comment** on the achievement of each.



**Alter policy / guidelines** where necessary to include

- changes deemed necessary after the review
- issues that reflect and current / future direction for the area which the policy / guidelines cover and
- the results of consultation.



**Submit** the review of the existing policy / guidelines and the new draft policy / guidelines to the Reporting, Review and Legal Committee



Reporting, Review and Legal Committee will discuss the review and subsequent changes and **circulate** the new draft policy / guidelines to appropriate groups for submissions if necessary.



Reporting, Review and Legal Committee will **consider submissions**, and make any changes deemed necessary.



Policy / guidelines then written in final form by Reporting, Review and Legal Committee and **presented to BOT for adoption**.



Policy guidelines discussed by BOT. They are either **adopted or returned** to Reporting, Review and Legal Committee for further alteration. If they are returned then the process commences again at the submission stage.

6.01 D



## Triennial School Curriculum Self Review

Curriculum Area \_\_\_\_\_

Dates of review period \_\_\_\_\_

This curriculum has been reviewed by:

Curriculum Leader:

Curriculum Team Members:

### The Curriculum Team has:

- Read the previous three annual curriculum reviews and existing plans and other documentation for this area.
- Read and changed the existing plan.as appropriate or
- Read and accepted the existing plan
- When necessary presented changed plans to staff for feedback.
- Included staff feedback and presented changed plans to staff for ratification
- Consulted, where appropriate, with
  - o students,
  - o parents/whanau,
  - o advisors,
  - o Resource Teacher of Learning and Behaviour,
  - o Resource Teacher of Literacy,
- considered outcomes and recommendations from professional learning and development.
- Aligned the plan with the school charter.
- In Literacy and Numeracy noted trends and patterns in National Standards achievement data and commented appropriately
- Presented the review documentation and the curriculum plan to the Principal.

### Principal comment

I have read the review documentation and curriculum plan and approve of its content.

Signed

Date

### For the Board of Trustees

The Curriculum Plan is attached, ready to be presented to the Reporting, Reviewing and Legal BOT sub-committee.

Signed

Date

Curriculum Team Leader

## ANNUAL SELF REVIEW OF STUDENT ACHIEVEMENT TARGETS

