



NAG 2 – SELF REVIEW POLICY

RATIONALE:

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

PURPOSE:

To implement systems of self review that identify strategies for continuous improvement ensuring that quality learning and teaching take place.

GUIDELINES:

Each board of trustees, with the principal and teaching staff, is required to:

1. Develop a strategic plan which documents how they are giving effect to the National Education Guidelines through their policies, plans and programmes, including those for curriculum, National Standards, assessment and staff professional development;
2. Maintain an on-going programme of self-review in relation to the above policies, plans and programmes, including evaluation of information on student achievement; and
3. Report to students and their parents on the achievement of individual students, and to the school's community on the achievement of students as a whole and of groups (identified through NAG 1(c) above) including the achievement of Māori students against the plans and targets referred to in 1(e) above.

Where a school has students enrolled in years 1-8, the board of trustees, with the principal and teaching staff, is required to use National Standards to:

1. 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;
2. Report school-level data on National Standards in the board's annual report under three headings:
 - a. School strengths and identified areas for improvement
 - b. The basis for identifying areas for improvement; and
 - c. Planned actions for lifting achievement.

In addition to its inclusion in the board's annual report, the NAG 2A (b) information is required to be provided to the Secretary for Education at the same time as the updated school charter under NAG 7.

3. Report in the board's annual report on:
 - a. The numbers and proportions of students at, above, below or well below National Standards, including by Māori, Pasifika, gender, and by year level (where this does not breach an

individual's privacy); and

- b. How students are progressing against National Standards as well as how they are achieving.

In addition to its inclusion in the board's annual report, the NAG 2A (c) information is required to be provided to the Secretary for Education at the same time as the updated school charter under NAG 7.

- 4. Report the NAG 2A (c) information in the format prescribed by the Secretary for Education from time to time.

In order to fulfil the policy, the board and management have developed, and will regularly review, the following procedures, guidelines and supporting documents associated with Self Review:

Procedures

- [Reporting to Parents & Caregivers](#)
- [Community Consultation](#)

Supporting Documents

- [Learning Portfolio Guidelines](#)
- Self Review Schedule - School Level
- Self Review Schedule - Governance (Charter)
- Report Information Booklet
- Curriculum Plan

Signed:

Chairperson Board of Trustees

Date:

Triennial review date: February, 2016