



WALTON SCHOOL

NATIONAL ADMINISTRATION GUIDELINE #2 OPERATIONS

Walton School has attempted to meet the requirements of National Administration Guideline 2 through the implementation of policies, procedures and supporting documents, as listed below.

<i>Policy</i>
<input type="checkbox"/> <i>Documentation & Self Review</i>
<i>Supporting Statements and Procedures</i>
<input type="checkbox"/> <i>Community Partnership</i>
<input type="checkbox"/> <i>Reporting to Parents</i>
<input type="checkbox"/> <i>Student Led Conferences</i>
<input type="checkbox"/> <i>Lost Property</i>
<input type="checkbox"/> <i>Assessment & Evaluation</i>
<input type="checkbox"/> <i>Parental Involvement</i>
<input type="checkbox"/> <i>Strategic Planning</i>
<input type="checkbox"/> <i>Absenteeism</i>
<input type="checkbox"/> <i>Walton School Charter</i>
<input type="checkbox"/> <i>Student Written Reports</i>



WALTON SCHOOL

Policy: Documentation and Self Review

Our Charter shares our vision, values and strategic goals which reflect the Government's National Education Guidelines, the New Zealand Curriculum and New Zealand's cultural diversity including the unique position of Maori.

It outlines the Board's priorities to improve student learning, management of assets and human resources over 3 years and includes our annual goals, targets and expectations for student achievement. These provide a base against which the Board develops policies and practices and also assesses and reports its performance. The charter is a binding agreement between the Board and Ministry of Education (MOE).

NAG 2A: The Board reports against the National Standards as required.

NAG 7: The Charter is updated annually and is provided to the Secretary of Education within the expected timeframe.

NAG 8: An Analysis of Variance is provided to the Secretary of Education within the expected timeframe.

Each Board of Trustees, with the principal and teaching staff, is required to:

- a) 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;
- b) 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
- c) 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.

National Administration Guideline 2A

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:

- 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;
- report school-level data on National Standards in the board's annual report under three headings:
 - i. school strengths and identified areas for improvement
 - ii. the basis for identifying areas for improvement; and

iii. 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.

- report in the Board's Annual Report on:
 - i. 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
 - ii. 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.

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

National Administration Guideline 7: ANNUAL CHARTER UPDATE GUIDELINES

1. Complete an annual update of the school's charter.
2. Provide the Secretary for Education with a copy of the updated school charter before 1 March of the relevant year.

National Administration Guideline 8: ANALYSIS of VARIANCE GUIDELINES

1. Provide the Secretary for Education with a copy of our analysis of any variance between the school's performance and the relevant aims, objectives, directions, priorities, or targets set out in the school charter by March 1.



WALTON SCHOOL

Rationale

Maintaining effective documentation and self review processes promotes an effective school and enables continuous school improvement that will result in the best learning outcomes for all Walton School learners.

Purpose

It is a requirement specified in National Administration Guideline 2 (ii) that each school operate a programme of self-review. Through this process, schools will be able to better ensure that each area of operation meets both the qualitative and quantitative requirements. It will provide a vehicle to acknowledge those areas well addressed and those areas needing improvement or development.

Guidelines

1. The Board will approve a programme of self-review covering all operational areas.
 - Curriculum
 - Operations
 - Personnel
 - Finance and Property
 - Student Management / Health and Safety
 - Legislative Requirements (Legal Compliance)
2. Each February the Board will approve the governance review programme for the current year.
3. For each review, the policy will be shared with all Trustee members prior to the scheduled board meeting. All members will have the opportunity to read and review the policy prior to the meeting so as to be able to discuss any amendments and changes required at the scheduled board meeting.
NOTE: The purpose of all members being involved in each review is so that everyone, regardless of their portfolio responsibility, has a clear understanding of all areas of governance and policies.
4. After all members have had the opportunity to share their thoughts and suggest any amendments to the policy, the Chair will sign and date the policy so that it becomes in effect as soon as possible.
5. It is important to note that at any stage a policy may be required to undertake a review due to external circumstances or ministry guideline changes that impact upon the school and require urgent attention. This may happen despite the policy not being scheduled for review.

Conclusion

Through ensuring regular, cyclical self-review, the Board will be assured that all aspects of operations are in line with requirements and meeting the needs of the school and community.

Chairperson B J Joseph Date: 7 / 12 / 16

Principal [Signature] Date: 5 / 12 / 16

Next review date: *June 2018*



WALTON SCHOOL

CURRICULUM PROCEDURES



WALTON SCHOOL

Procedure: Community Partnership

Rationale

To establish and maintain a partnership between the school and the community facilitating consultation, involvement and support through open & effective communication.

Purposes:

- To enhance learning by establishing a responsible and effective partnership with our community.
- To keep parents and the community informed of what is happening in and around the school.
- To seek parental opinion and involvement in school issues.
- To encourage staff and community commitment by building on existing networks and structures, and / or establishing new groups and networks.
- To establish whanau engagement and participation in maori Learner's educational pathways

Guidelines:

- We will work at maintaining a welcoming, caring school atmosphere.
- Parents and whanau are encouraged to act as 'helpers' for classroom activities and school events.
- The PTA will actively seek the involvement of parents in fundraising, social and educational events that are planned during the year.
- Parents/whanau will take a shared responsibility with the school for the sports programme and extra-curricular sports.
- All new families enrolling at the school are will receive a Walton School Enrolment pack which contains general information about our school. New entrant children will participate in our 'Start-Up' programme which is aimed to assist the transition into school.
- Generally on an annual cycle the Board of Trustees will conduct a survey of parents to assess how well the school is meeting the needs of pupils and the expectations of parents. The results of the survey and subsequent actions taken will be reported to the school community.
- The principal will write a weekly newsletter to the community detailing particular events occurring in the school, notable successes, and any other important and relevant information that is useful to our schooling community.
- The school will maintain a comprehensive school website & Facebook page.
- A welcoming, warm school atmosphere, acknowledging the value of parents/whanau support and partnership will be developed and maintained.
- Opportunities encouraging parents/whanau to visit and communicate with the school will be fostered. A recurring 'Touching Base' page is within the school newsletter that encourages parents/whanau to contact their child's teacher should they have any minor or major concerns/queries.
- As appropriate the school will schedule information evenings for parents and whanau where deemed necessary and appropriate. (Examples are the Senior girls puberty evening, eLearning evening, Hui, etc)

Conclusion:

Consultation and communication is a continuous long term process which should establish a genuine level of understanding and involvement by bringing the school and community together. This communication will enhance the learning process.

Signed:  (Principal)

Date 5/12/16

Next review date: *June 2018*




WALTON SCHOOL

Procedure: Strategic Planning

Rationale: *It is a requirement under the National Administration Guidelines that the school develop a strategic plan, which documents how we are giving effect to the National Education Goals. The school recognises the value of having in place a planning framework against which will be reported progress on targets aimed at improving the educational opportunities of its students and at meeting all the Board's statutory obligations. Our school charter contains our 'big picture' strategic plan and provides direction for our school. Some other areas will have their own specific strategic plans which provide greater detail.*

Guidelines

1. The school will have an up to date, dynamic plan for all areas of its operation, which includes the school's vision and values, a series of approved goals, objectives and targets.
2. Targets set will form part of the rationale behind the school's annual operational plan.
3. The process of constructing the strategic plan will be approved by the Board and will be carried out by a delegated planning team.
4. The process will include a variety of data gathering surveys and exercises designed to obtain community input.
5. The principal will present a draft plan, with resourcing implications, to the full Board prior to approval
6. Targets will be evaluated at the end of each year with new targets set for the next year
7. The school's operational plan, constructed by the principal, will reflect set strategic targets, will be approved by the Board, and will form part of the Principal's reports to the Board
8. The strategic plan will be available to the whole school community

Signed:  (Principal)

Date 5/12/16

Next review date: June 2018



WALTON SCHOOL

Procedure: Reporting to Parents & Whanau

Purpose

At Walton School, we believe in a meaningful partnership between teachers, students and parents/whanau, which informs parents of their child's progress and establishes mutually agreed goals and enhances the development of student learning.

Guidelines

- There will be at least four scheduled reporting points during the school year
 - Two Student-Led Conferences (Term 2 and Term 4)
 - Senior students (Y4-6) receive *Mid-year* and *End of year* written reports Terms 2 & 4.
 - Junior students (NE-Y3) receive *Progress* written report and *Anniversary* written report. These reports occur at the end of the term in which their birthday or mid year point occurs.
- Reporting will focus on progress and achievement in a range of curriculum areas, National Standards requirements & also a balance of summative and formative assessment.
- Aspects of social and emotional development will be covered through comments related to our school's vision and values.
- All students will be involved in Student Led Conferences (Terms 2 & 4), where they assume the initiative on reporting their growth and achievements to their parents/whanau. These occur only two times throughout the entire schooling year and are an opportunity for students to be the leader of their learning.
- All reporting will be based on cumulative data and assessment throughout the year. All recorded data is available to parents/whanau.
- Parents, students or teachers who have concerns or positive responses relating to progress are encouraged to make contact at times outside the reporting scheduled times, as promoted in the ongoing newsletter blurb - 'Touching Base'.
- The school will endeavour to ensure all students and families/whanau are involved in the student-led conferences (we always aim for 100% attendance by following up those parents/whanau who are unable to attend on the scheduled evening)

Signed: _____ (Principal)

Date 5/12/16

Next review date: *June 2018*



WALTON SCHOOL

Procedure: Lost Property

The system for the storage and disposal of lost property should be understood by all.

Purpose

To establish guidelines for the storage and disposal of lost property in the school.

Guidelines

- *Parents/whanau are requested to have all children's clothing and belongings clearly named.*
- *Clothing which is clearly named and found around the grounds will be returned to the owner.*
- *Lost property will be stored in a container box on the Marlow Room deck area and parents/whanau and children will have ready access to it.*
- *Every Friday (weather permitting) the lost property will be on display as classrooms make their way to whole school assembly.*
- *Once each term, after every effort to trace the owners has been made, the remaining unclaimed property will be given away to a local op shop.*

Conclusion

It is in the interest of the school that all lost property be either returned to the owner or regularly disposed of.

Signed: _____ (Principal)

Date 5/12/16

Next review date: June 2018



WALTON SCHOOL

Procedure: Absenteeism

It is the responsibility of the school and the Board of Trustees to ensure that those children enrolled at Arthur Miller School have satisfactory attendance records.

Purpose

To ensure that all children gain the maximum benefit from their schooling through regular attendance.

To ensure that the rights and welfare of the child are monitored and protected.

To ensure that there is good communication between the school and home.

Guidelines

- Parents/caregivers should telephone the school before 9am on the morning of absenteeism.*
- Contact with the school may be made by other approved persons.*
- Names of children absent in each class will be recorded in the electronic eTap system by 9.10am and 1.40pm each day. Absences accounted for will be marked as justified.*
- The parents/caregivers of those children whose absences are not accounted for will be contacted via etap automated text at 9:15am.*
- Where a child's attendance is a concern the Principal should be notified and outside agencies, including the Public Health Nurse, Resource Teachers of Learning and Behaviour, or Police may become involved.*
- Parents/caregivers who wish to take their children out of school at any time during the day (eg doctor's appointment, lunch) must ensure that the class teacher and office staff are informed.*

Conclusion

It is the duty of the school to ensure that each child receives an education appropriate to their needs.

Where this education is interrupted due to unsatisfactory attendance, the school will take all necessary steps to ensure that this is corrected.

Signed:  (Principal)

Date 5/12/16

Next review date: June 2018