

## **FLEMINGTON SCHOOL POLICY – NAG2 SELF REVIEW and DOCUMENTATION**

### **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.

### **GUIDELINES**

1. Develop a strategic plan which documents how the school is giving effect to the NEG'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 ie. 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. In conjunction with point 3 include achievement in relation to National Standards in the reporting cycle to parents, the Board and the Ministry.

**In order to fulfill the policy, the board and management have developed, and will regularly review, the following Procedural Guidelines associated with "Documentation and Self Review:**

- Self Review of Board of Trustees
- Monitoring Curriculum Delivery and management
- Reporting to Parents/Caregivers
- Pupil Placement

Reviewed:

Next Review Date:

Amended:

Signed: