

## **Nag 1—Curriculum**

### **Attendance**

- Review attendance each term.
- Act on regular/condoned absences.
- Introduce incentives for children to achieve full attendance.
- Use new curriculum to develop programmes and activities that engage children.

### **Engagement**

- Develop pedagogy and programmes that engage children.
- Actively and consciously build relationships with children.
- Develop themes that allow local people to become involved and our immediate environment to be used as a context for learning.
- Maintain and update ICT equipment. Purchase IAW for Room 3.
- Continue to update resources throughout the school.
- Participate in local sports and cultural days.
- Seek opportunities for children to attend visiting shows etc.
- Fun Friday to Focused Friday incorporating Education for Sustainability.
- Incorporate Tikanga Maori and Te Reo into classroom programmes where appropriate—sustain Kapa Haka.
- Increase parental involvement—encourage parent helpers, invitations for special days.

### **Achievement**

- Junior Literacy Professional Development.
- Continue school wide spelling programme.
- Consistent Literacy and Numeracy time across school.
- Revamp SMS use to allow for improved, and targeted, assessment recording.
- Use assessment schedule to assist the use of assessment data both formatively and summatively.
- Increase opportunities for celebrating success.
- Extend extra assistance groups (early literacy through Quick 60 programme).
- Amend goals to include 'high performers component'.
- Establish special abilities group.
- Provide opportunities for sporting and cultural involvement.

## **Nag 2—Reporting and Review**

- Complete Board self review at the end of the year.
- Introduce units of work review procedure.
- Review policies as per review cycle.
- Review and consolidate policy folders.
- Introduce teachers term reviews, year reviews.
- Use newsletter to make public school wide goals and progress towards same.
- Report formally to community about progress towards school wide goals.
- Teacher interviews twice a year.
- Consult with Maori Community Term 1 including Strategy for Maori Achievement review, achievement report.



# **Kaeo Primary School 2010 Operations Plan**

## **Nag 5—Health and Safety**

- Review and maintain hazards check systems.
- Emergency drills each term.
- Sun safe policy adhered to.
- Maintain and refine behaviour plan.
- Inculcate value words.
- Ensure that the laws of natural justice are maintained and embraced

## **Nag 6—Legislation**

- Attendance correctly recorded.
- BOT meet all legal requirements.
- Open school required number of half days.
- Complete reporting to Ministry in an accurate and timely manner.
- Introduce National Standards recording/reporting.

## **Nag 3—Personnel**

- Complete staff appraisals in a timely and formative manner.
- Set school wide goals in Term 1 using educational goals as base.
- External appraisal for Principal.
- Principal as SENCO.
- Teacher Aides utilised to provide ORRS and Literacy/Numeracy support.
- Continue Junior Literacy PD and extend same, if possible, to Senior school.
- Begin learning about and introducing Glasser concepts.

## **NAG 4—Finance and Property.**

### **Finance**

- Allocate budget areas to identified key learning areas.
- Allocate adequate funds for identified Professional Development.
- Undertake 5YPP requirements.
- Allocate staffing to assist towards achieving educational goals.
- Review Asset register
- Prepare next years budget.

### **Property**

- Ongoing regular maintenance.
- Replace main block roof.
- Begin new 5YA planning.