

Nag 1—Curriculum

Attendance

- Add attendance data to SMS.
- Review attendance each term.
- 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 2.
Continue to update resources throughout the school.
- Participate in local sports and cultural days.
- Seek opportunities for children to attend visiting shows etc.
- Revamp Fun Friday.
- Incorporate Tikanga Maori and Te Reo into classroom programmes where appropriate.
- Teacher interviews twice a year.
- Increase parental involvement—encourage parent helpers, invitations for special days, increase assembly time.

Achievement

- Numeracy Professional Development.
- Consistent Literacy and Numeracy time across school.
- Develop themes and activities that work towards meeting the identified needs of our children.
- Revamp SMS use to allow for improved, and targeted, assessment recording.
- Review assessment schedule to ensure assessments are used formatively and summatively.
- Increase opportunities for celebrating success.
- Establish Enviro-group.
- Extend extra assistance groups.
- Design, implement and use new appraisal system.
- Review reports.

Nag 2—Reporting and Review

- Review and refine self review policy and procedures.
- Introduce units of work review procedure.
- Review policies as per review cycle.
- Review and consolidate policy folders.
- Introduce teachers term reviews, year reviews.
- Review written reporting to parents
- Review parent/teacher interview format/timing.
- Use newsletter to make public school wide goals and progress towards same.
- Report formally to community about progress to school wide goals.



Kaeo Primary School 2008 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

- Complete Pandemic Policy
- 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.

Nag 3—Personnel

- Review Job Descriptions for all staff.
- Implement and consolidate new appraisal system.
- Set school wide goals in Term 1 using educational goals as base.
- External appraisal for Principal.
- Numeracy project for PD.
- ICT PD continues.
- Principal as SENCO.
- Teacher Aides utilised to provide ORRS and Literacy/Numeracy support.

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.
- Seek PTA funds getter.

Property

- Ongoing regular maintenance.
- Complete pool restoration.
- Shade sails for pool/play areas.
- Tender for roof painting.
- Complete fencing project.
- Begin new entranceway project.