**St John’s School Annual Plan 2017**

**Planning & Self Review NAG 2a**

* Review Policy & Procedure documentation throughout the year, according to School Docs schedule
* Review Charter& Strategic Planning
* Implement self-review tools, given & worked through, by STA representative

**Staff Development NAG 3b**

* Participate in ALL professional development programme
* Participate in numeracy lead teacher meetings
* Religious Education twilight meetings, “The Gathering”, any relevant PLD opportunities that arise
* Dunstan COL meetings (Community of Learning)
* Continue to allow release time to get website information uploaded to website
* Catholic Principals meetings
* Website development (allow release time for teachers to do this)

**Curriculum NAG 1**

* Participate in ALL (Accelerated

Literacy Learning)

* Participate in Dunstan Community of Learning goals
* Curriculum areas to be reviewed:
  + Health/PE
  + Technology
  + Social Sciences
* Identify children with learning needs (also those who need extending) for extra 1-to-1 teacher support & time
* Create an ALIM (similar) programme targeting children with Maths needs & run an extensive programme for a specified period of the year
* Hold a parent literacy evening, informing parents about our literacy programme & how they can help at home
* Target group 🡺 Boys literacy (7 boys to move from below to at or above in reading & writing)
* Provide ESOL students with extra 1-to-1 teacher support & time
* Continue with our contract with REAP to part fund Te Reo Maori tutor for 2017
* Fund Footsteps Dance Group tutor for a week of dance lessons
* Fund swimming tutor for intensive week of “Swim for Survival” lessons

**Employer Responsibilities NAG 3a**

* Implement teacher appraisal programme reviewed & updated in 2016
* Outside agency for Principal Appraisal
* Follow EEO principles
* Review employment contracts for all staff
* Support teachers with PLD through funding travel & course costs & accommodation (if applicable)
* Remind & update staff about Health & Safety issues around school & grounds

**Finance NAG 4a**

* Continue to implement accounting system with Xero & financial providers “Solutions & Services”
* Budget review mid year

**Reporting NAG 2b**

* Report to MOE on student achievement targets
* Curriculum report to BOT:
* English - Oral

- Reading

* Maths - Other strands

- Number

* RE - Catholic Community
* Learning Languages
* Science
* Reports to parents twice a year
* Parent/Teacher interviews, mid-year

**Health & Safety NAG 5**

* Hazard checks
* Evacuation drill practises
* Health & Safety policies & procedures
* Vulnerable Childrens Act policies & procedures
* Police Vetting

**Catholic Special Character**

* To continue with DRS initiatives
* Participate in cluster “twilight” meetings & any other relevant PLD opportunities
* Recommendations from Catholic Special Character review
* Charter includes aspirational goals for Special Character
* Evangelisation plan after looking at enrolment data
* BOT continue to support formation & development of staff
* Continue to explore aspects of the digital resource to support teaching of R.E.
* Consider other opportunities to help parents find faith based material to support their child/children
* Parish & school look at building leadership for Eucharist as a way of providing more opportunities for Eucharist
* Data from self-review has strong links to goals in Annual Plan

**Property NAG 4b**

* Review 10 year property plan
* Continue to support Catholic Property Services with finishing off of new toilet area & landscaping round this
* Continue to support PTA with fundraising & working bees to complete new multi-turf area
* Review asset register

**Administration NAG 6**

* Monthly BOT meetings
* Planning & reporting requirements
* Annual Financial report
* BOT training
* BOT succession
* Website up & running by mid 2017
* Student Management System training & implementation
* School Docs
* Brochure about our school to be developed for local pre-school & other interested parties

**Community Partnership**

* Consultation – Maori & Pasifika communities
* Consultation with parent community on Health & P.E goals
* Newsletter sent every three weeks to parents
* Annual reporting to parents on National standards data
* Parent Literacy evening