

2004

2005

2006

Annual Meetings

Newsletters  
Courier

PREP

Community

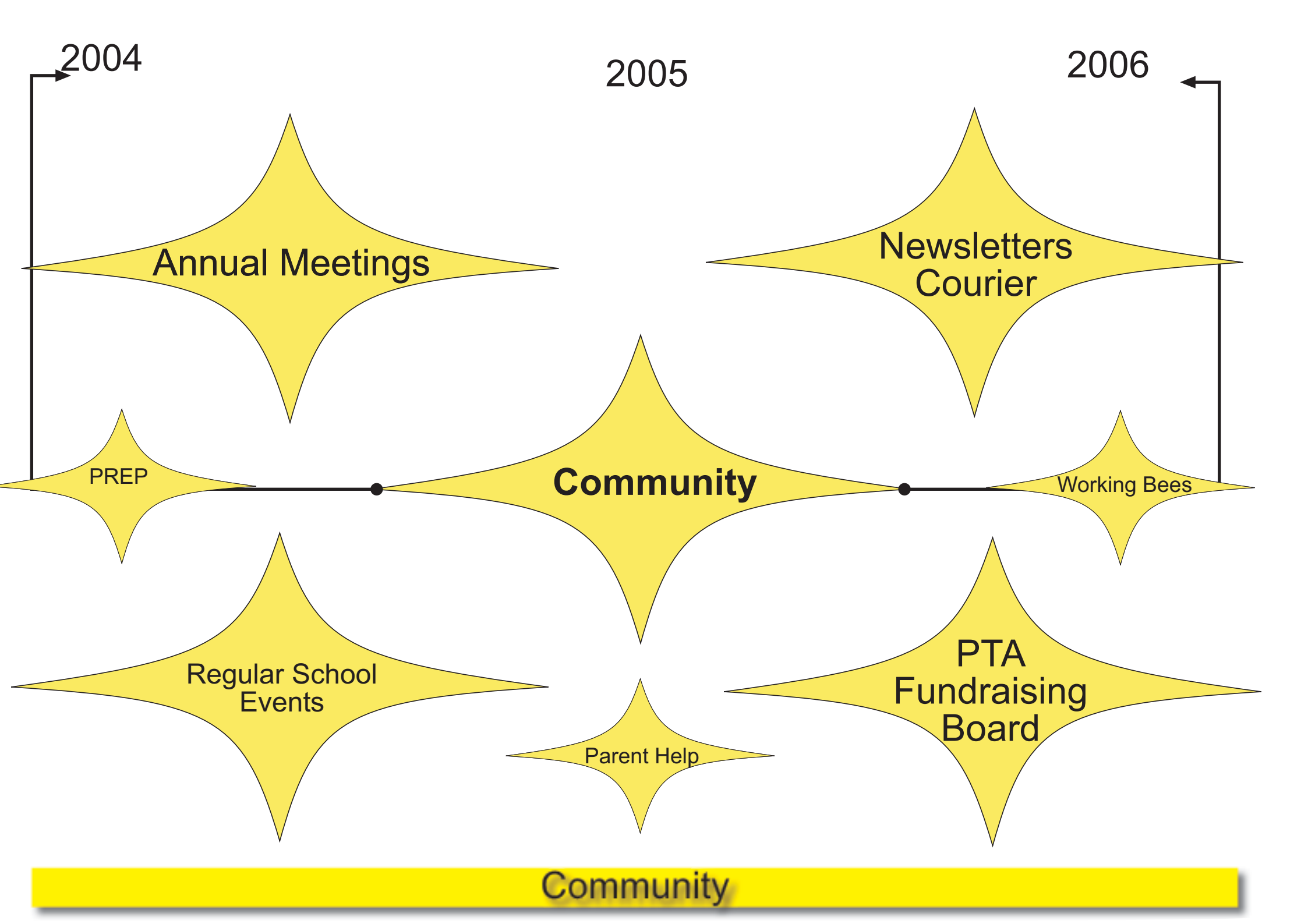
Working Bees

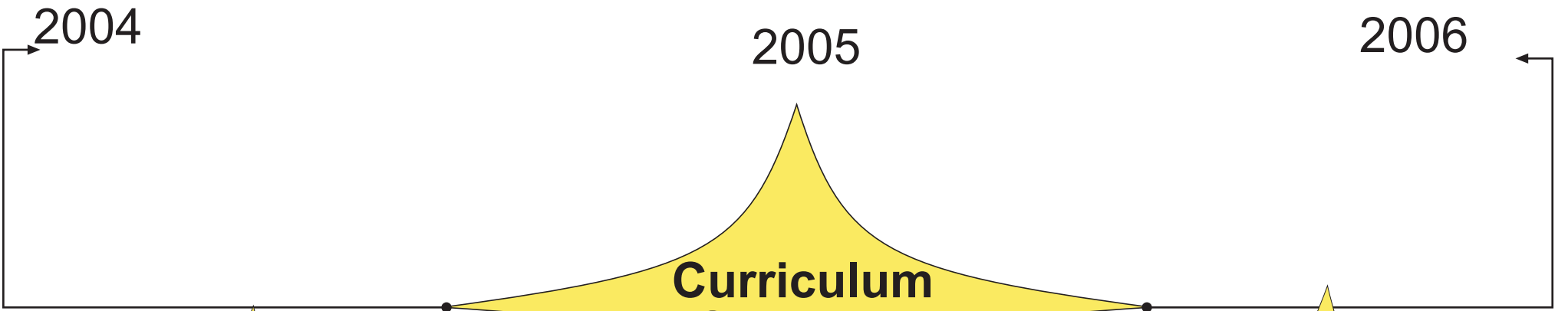
Regular School  
Events

PTA  
Fundraising  
Board

Parent Help

Community





**Curriculum Overview**

G and T

Helping Hand

Teaching Framework

Learning Targets

Performance Management

**Learning Stars**

Professional Development

Curriculum

# Quality Learning for all... Developing the Curriculum

## Goals and Targets

We encourage planning as a team and integrating our teaching.

At least once a term we will develop a unit which has an across the school focus. These units may become known as RichTopics

This unit may involve across the school grouping and teachers working with children other than their own class.

Where possible professional development will be encouraged and compliment these 'rich' units of work.

Resource gathering will be shared and be an integral aspect of the development of the school wide unit.

These **Rich Topics** should have a sharing time for parents. Parents will be welcomed into the school to see childrens learning.

## Actions and People

Plan a shared unit a term which will involve a range of skills , knowledge and attitudes.

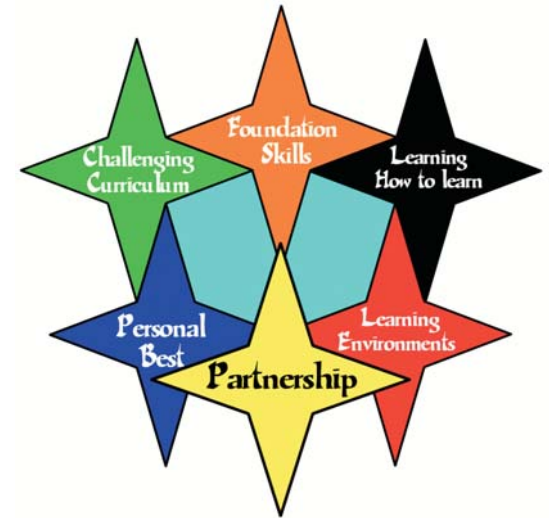
Link the unit to curriculum objectives. Identify children with special needs and special abilities and ensure these children are well catered for within the development of the unit.

Seek professional development if needed.

Seek experts to enhance delivery

Plan an aspect of each unit which will take the children and staff outside the school environment E.O.T.C

Examples possible are boundless but include PREP, and the end of year concert! Creating these great ideas and units will be collaborative exercise



# Quality Learning for all... Developing the Curriculum

## Goals and Targets

Ensure that all students have the foundation skills of literacy and numeracy oral language and ICT in place.

Develop and implement a range of teaching and learning strategies to address the needs of children not achieving at a satisfactory level.

Maintain the existing Helping Hand Program.

Develop and enhance the existing Toko School Curriculum Framework. The Curriculum Framework takes the syllabus and "Tokofies" it. It makes it manageable and responsive to our children's needs. This document needs to be revised in light of the continual changes in curriculum.

Ensure integration of IT across the curriculum  
This strategy plan acknowledges the the important place the development of information literacy has within the school , with increasing emphasis in the Year 7 and 8 area.

Monitor children's achievement and feedback information to key groups.

Ensure a dynamic and attractive library.  
Encourage teachers to use their individual strengths.  
Ensure that the teaching of spelling receives enough class time to allow for success.

## Actions and People

All teachers will develop programs which acknowledges the importance of literacy and numeracy. Additionally all teachers will incorporate IT skills within their program so that integration occurs seamlessly!

All teachers will discuss the achievement of children, both formally and informally. Through these discussions staff will identify groups of children:

at risk

at risk of being at risk

developing well

needing extension opportunities.

Teachers with specific curriculum responsibility need input and responsibility for the maintaining and reviewing of the Curriculum Framework.

Principal and staff and teachers with specific responsibility will implement programs throughout the school to best cater for the children within the various groups.

Funding is clearly an issue here, but currently we allocate 0.3 teacher time to the Helping Hand Program. It is essential that special abilities receives some of this funding.

The teacher with library responsibilities identifies library targets and works toward these.

All teachers have the responsibility to report effectively to Board, Principal, parents and child on children's progress both academically and socially.

All teachers work toward a spelling program which targets weakness and extends ability.



# Quality Learning for all... Development of Self Review

## Goals and Targets

Develop annual plans from this Strategy plan.

Realize that curriculum delivery is the most important aspect of school.

Ensure that staff have input into school review.  
Review the Strategy Plan

Use the Strategy Plan as a guide for Board Governorship.

Review Job descriptions including support staff and BOT

Maintain Performance Management Systems.

Develop an annual report for the community.

Annually develop learning targets and make these the basis of annual reporting to the community

Review our policy base .

Develop policy as needed.

Review Curriculum areas based on need, and professional development availability  
eg:2004 numeracy and ICT

Maintain the school web site with information for parents and community and children.

## Actions and People

All teaching staff attend weekly staff meetings. These are essential. At these meetings deal with administrative details, but essentially keep the focus on learning and teaching.

The Staff Rep for the BOT will report back to the staff after a Board meeting and forward to the Board at a Board meeting.

Board sub committee review policies on a rotational basis organised by the Board.

Principals reports monthly to the Board.

Principal writes newsletters fortnightly and Courier termly.

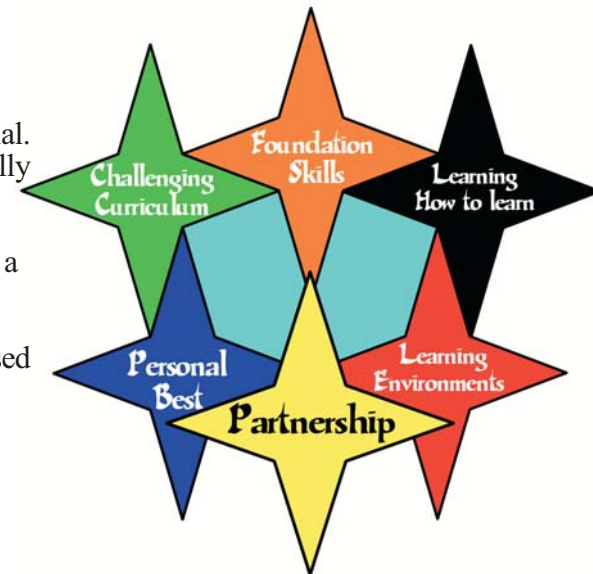
Teachers report to parents on children's achievement mid year and end of year.

Teachers hold "Teacher Only Day" each holiday break, usually the last Friday!

Board ensure Professional development is well budgeted for.

If school change is significant keep parents well informed of reasons. Seek community input.

Board conducts exit interviews with staff leaving.



# Quality Learning for all... Development of Personnel

## Goals and Targets

Maintain staff at maximum level financially possible.

Currently:

Ancillary Staff

Administrative 22 hours

Caretaker 3 hours

Cleaner 19 hours

ORRS funded teacher aides 0.3

BG teacher aide 12 hours

Maintain a vigorous performance management system for all staff celebrating success and assisting in areas of development.

Appraise the Principal as part of the same process and add an external component every three years.

Maintain a generous professional development budget to allow teachers to be the very best they can be.

Investigate collaboration opportunities with local rural schools.

Investigate mutual visits and planning opportunities.

Fund enhancement programs as well as Helping Hand programs.

Follow appointments procedures. Be proactive with all appointments.

## Actions and People

The BOT of Toko School acknowledge the fundamental importance of having and maintaining the very best teaching staff possible.

The Board of Trustess supports additional funding to improve learning outcomes.

We also acknowledge the need to have as low as possible the teacher to child ratio within the school. These key points will be vital when developing the annual school operating budget.

The Principal will maintain the Performance Management Systems

The Principal will maintain Professional Development and seek to link appraisal, professional development school learning targets and curriculum review.

The Principal will develop with staff and BOT opportunities for increased collaboration between schools.

The Principal will review the Helping Hand program and make recomendations to the BOT regarding the success of the ongoing program.

Report to the Board the outcomes of Appraisal across the school.

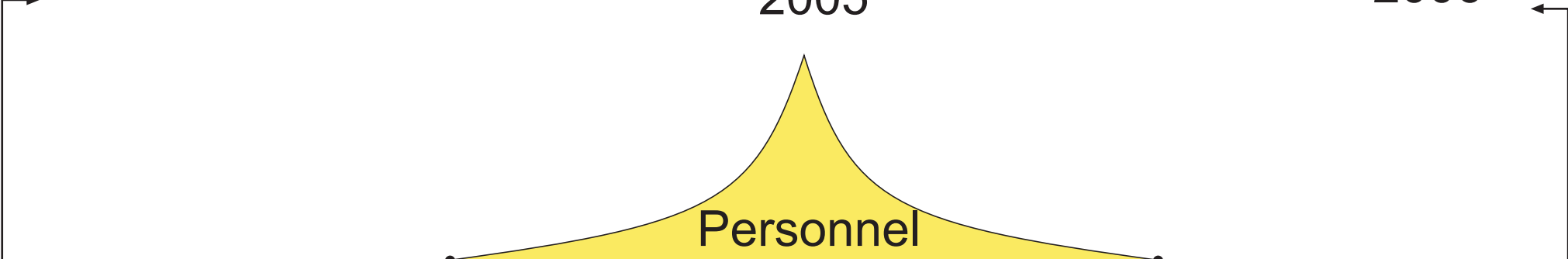
Use Principal release to allow for aspects of enhancement and special needs programs



2004

2005

2006



Personnel  
Overview

Professional  
Development

Performance  
Management

Ancillary  
Staff

Core  
Staffing

Helping  
Hand

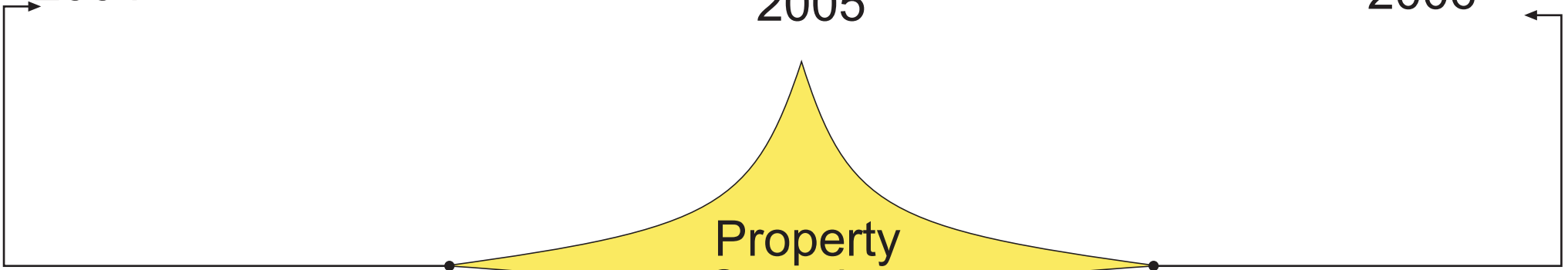
Personnel



2004

2005

2006



Property  
Overview

Fundraising

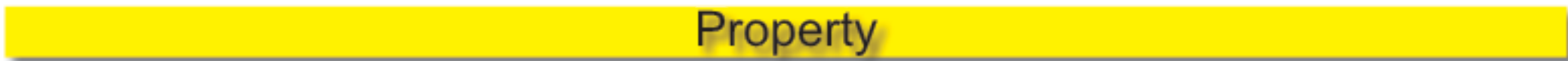
Working  
Bees

Board  
Priorities

5 Year  
Property  
Plan

10 Year  
Maintenance

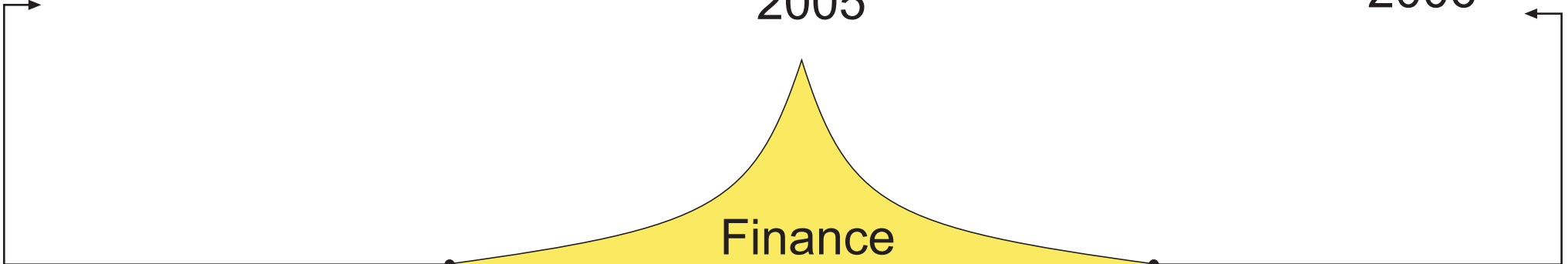
Property



2004

2005

2006



Finance  
Overview

Fundraising

Asset  
Replacement

Education  
Services

Board  
Priorities

Operational  
Budgets

Finance Overview

# Quality Learning or all... Development of Property

## Goals and Targets

Much of this content is detailed in the 5 year property plan and the 10 year maintenance plan. Using these plans is essential.

Key issues and projects include:

The development of the Hall kitchen

The refurbishment of Room 5

The refurbishment of Room 4

Review the Safety of the play ground apparatus

The refurbishment of the School Hall

The reroofing of areas of the schools main block

The field realignment to improve drainage.

The development of the school gardens

Maintaining working bees approximately one per term.

The assessment of the school house as core property.

Employ a school caretaker

Employ Programmed Maintenance Review as appropriate

Maintain the Asset Register

Delegate key property roles to the Boards Property Officer

Complete Health and Safety Checks

## Actions and People

### Property can be very time consuming!

The Principal in association with the Property Officer of the BOT take on most of the responsibility of organising the property needs of the school.

The bigger the job generally the more likely delegated Board members will be involved.

It would be common to create sub committees for certain projects eg the Hall Kitchen

Delegated sub committees have power of decision making, working within budgetary constraints developed by the full Board.

The Principal is a key liason person, dealing with inquiries and quotes. The Principal also considers staff views and aspirations.

The caretaker should deal with maintenance promptly.

All staff should use the property book to identify property needs.

Board and Staff Health Rep should carry out the regular checks and report to Board

**Planning for the future property needs of Toko School is a key role of the BOT.**



# Quality Learning for all... Development of Finance

## Goals and Targets

Balance the needs of today's children with the needs of tomorrow. School finances used to improve learning is the money most wisely spent!

With input from Principal and Staff, create an annual School Budget and monitor school expenditure.

Delegate to the BOT Treasurer the responsibility to:  
Report monthly to the Board on the current state of school finances and inform the Board of any financial issues.

Maintain an accounting service to fully support the school Treasurer

Have an identified financial weighting so that the needs of the children are the first priority.

Maintain a financial weighting to ensure teaching resources are replaced and renewed as needed.

Seek other funding eg TET.

Allocate funding for specific purposes.

Maintain the asset Register.

## Actions and People

The School treasurer has the ultimate responsibility of informing the Board of all matters financial. The Treasurer and the Principal should work closely together developing the operating budget.

Key people in the financial role include  
School BOT treasurer  
School Principal  
School administration officer

It is important to:  
Allow for depreciation and future maintenance needs.

Board and Principal use the 10 year maintenance plan as a guide.

Board and Principal use the 5 year property plan as a guide.

Board and Principal tag funds for specific purposes.

All work with the Fundraising Committee to raise funds for specific purposes. Purchases funded by the Committee should be in line with Board priorities.

Maintain Education Services and review their performance.

All follow policy guidelines regarding purchasing.

All stick to individual curriculum budgets. All use the current procedures for purchasing.

Staff correctly code all purchases and expenditures so as to have a true clear picture of expenditure.



# Quality Learning for all Development of Health and Safety

## Goals and Targets

All staff need training in first aid.

Police Vet check all new employees.

Ensure caretaker and cleaner work in a safe manner and consider the safety of others as well.

Identify any hazards within the school environment and plan toward their removal or improvement.

Ensure property projects are carried out by reputable tradesmen.

Review Health and Safety policies regularly.

Ensure the RAMS planning for outdoor education is well thought through.  
Evacuation drills maintained.

Building register updated.  
Internet safety guidelines adhered to.

School rules reviewed and evaluated with children.

Keep the medical register up to date.

Ensure drugs are in locked cupboard.

## Actions and People

Clearly we are all responsible for our safety and the safety of others within the school grounds.

The targets and goals listed are all about safety within the work place for children and adults. **Common sense reigns.**

Safety is the responsibility of all staff members and Board.

The Principal will carry out procedures pertaining to:

- Employment of tradespeople
- Evacuation drills
- Building registers
- Internet safety
- Playground safety

Board will:

Review policy with input from staff.

Improve property to ensure safety.

Staff will:

Administer medicine following policy

Complete planning well for all EOTC experiences large or small.

Consider childrens safety in all events

Cater to children that are hurt.

Contact parents as needed.



2004

2005

2006

**Health and  
Safety**

**Policy &  
Procedure**

**Common Sense**

**EOTC**

**Hazard  
Identification**

**Staff and  
Children well  
being**

**Health and Safety Overview**

