

Annual Plan for the Delivery of the Curriculum

Developing in 2005

In 2004 we began a new process of 'feedback sheets'.

In 2005 there is still a high priority maintaining and refining this process. Each term two integrated units will be delivered. One of these will be a planned school wide unit eg **What is Special about Taranaki** in Term 1. The second unit may be school wide but not necessarily. Teachers may well choose a topic that suits the class, provides balance and allows identified learning needs to be addressed. Teachers will use a set format developed during 2005 with little variations. This will clearly identify learning intentions, and have **feedback directed toward the learner**. It is expected that further refinement will occur throughout the year.

Term one we will look at the **exemplar resources** that have been arriving in the school, which at this stage have not been further explored. Focus may well be writing to begin with. I imagine that Megan will have a large input into this. The expectation may be to use the exemplar resources to identify areas to improve childrens writing, as well as improve teacher feedback for writing.

The **Helping Hand Program** last year benefitted from a 0.3 Board input. This is to be continued in 2005. During 11 to 12.30 the ratio of teacher to child in Years 4 to 8 will drop to approx 1 to 16.

This year we will be focusing more on the cross grouping of children. This will change and be fluid, rather than last years set routine. **As class numbers evolve and change, Claire's time may well be changed** Teachers involved in cross grouping will plan together to ensure continuity.

Professional Development

Megan, Kelly, Heather, Claire will be involved in the Infolink professional development contract during term one and the beginning of term 2. This is a significant ask and there will not be other PD expectations on them during term 1!

Cathy is reading recovery training.

Advanced numeracy will begin term 2 for senior school

Richard, yet to be clarified, but something along the thinking skills line would be good. Richard to attend the Learning at School Conference in Rotorua as part of ICTPD contract. Additionally Richard may be needed to attend the Facilitation Regional meeting.

ICTPD. I would like to see every unit developed have a **clear IT component** and that this be planned for specifically .

The question to ask is: **How can the childrens learning be enhanced through the integration of IT.**

Richard is involved in an additional PD contract. Principal appraisal, run by Massey. I will appraise a principal and in return I will be appraised! At this stage it looks like a local school is interested in this possibility.

This contract should improve my own understanding and organisation of the appraisal process, not only for principals but also all staff.



Annual Plan of Self Review

Ongoing

Cummulative files maintained and assessment of children's work through unit evaluations and their special books and end of year reports.

Policy Review by the BOT.

Procedures manual updated by staff and Principal

May and November reporting to the Board of trustees on children's achievement and then at other times upon request or need.

Parent Information Booklet updated yearly

News letters and Couriers fortnightly

Annual Plans and Strategy Documentation

Teacher Only Days in the holidays, usually the last Friday of the holidays.

Staff meetings weekly with the focus on administration in the morning and children's learning in the afternoon.

[School Diary on Line](#)

Developing in 2005

A second weekly meeting , junior classes meet and senior classes meet to infuse the delivery of the curriculum and support each other.

Procedures manual review by end of March. All teachers need input into this document and it is a good time with two new staff. Ratify by Board April.

Term plan for agenda of staff meetings. Have available on wall and email as well. Have key elements planned in advance for discussion by staff.

Weekly reading! Have a short reading as a prompter for discussion at every other meeting.

Major review of current policy base, with the view of continuing last years start to minimise the number of policies we have.

Run by Board. Much of this has been completed but need to pass by Board and community. This review is a major job! The intention is to revert to more procedures and less policy!

Key contracts in 2005 include advanced numeracy. This will **involve a revamp of the curriculum plan** for senior mathematics, later in the 2005 school year.

Another key contract is the continuation of the ICTPD. Teachers will be attending the key sessions and Rachel J will be making planned visits to Toko School to assist teachers in the classroom. Development of the **IDP individual development plan** for each teacher to create purpose for the contract for the year. The intent is to show how the children will be benefitting through the use of IT.

Meeting with the Fundraising Committee later in the year, November to identify key fundraising goals.

A development of Curriculum Framework to include the Book Project.



Annual Plan of Personnel

Ongoing

Professional Development Cycle

Performance Management Cycle

Meet Employment Contractual Obligations

Have informal and formal Board and Staff gatherings

Teachers attending Teacher Only days in holiday breaks.

Be a good employer

Appoint Staff as required

Developing in 2005

Improved Appraisal process.

Start with the interviews of all staff in February prior to going to the classroom. Set job description and teacher with objectives. Clarify Unit expectations

Meet early in year with all staff, including teacher aides. I believe the teachers appraisal has been fine but would like to improve the process with the T.A's

Redevelop the job descriptions to closer reflect the development of the new school charter in 2004.

Appoint Reading recovery release teacher.

Review the banking of staffing procedures and attend PD of this. W can get more bang for our bucks!



Annual Plan of Property

Ongoing

Budget and overview and reporting of school expenditure on a monthly basis.

Staff working within their allocated curriculum responsibilities.

Fundraising Initiatives.

Programmed Maintenance Services ongoing painting contract.

Maintain groundsman for lawns and garden maintenance.

Working Bees organised by BOT.

Jobs to be done timetable.

School policies on property.

Liase with Ministry.

Liase with Property Office of BOT.

Maintain property Book.

Maintain school warrant.

Developing in 2005

School field development... Run by Board Gavin Property Manager. [A major operation.](#)

Complete the redevelopment of our 10 year property plan with the assistance of Education Services. Initial investigation carried out in 2004. Looking to review and tweak the plan into operation

School Hall floor and ceiling development Looks like Eagars will do the floor and Barret the ceiling. Likely time Term 1 holidays!

School toilets redeveloped by Ministry! This is long overdue and second letters and conversations have been ongoing. Likely time term 2 holidays.

Rooms 4 and 5 completed.ie lino and touch up paint.

Computer Problems book introduced. All issues need to go into the Book.

The Com Tewill visit 1 hour weekly and do their best in this area.

Review the 5 year maintenance opportunities for 2005 and make formal decision.



Annual Plan of Finance

Ongoing

Budget and overview and reporting of school expenditure monthly.

Staff working within allocated budgetary constraints.

Fundraising committee has initiatives to work toward.

Budget created with liaison between Treasurer and Principal for both operations and capital expenditure.
Policies and procedures adhered to.

Allocation of budget toward support personnel.

Ensure that depreciation is a part of the annual budget.

Access funds from external agencies.

Ensure curriculum delivery gets the funds it needs to excel.

Ensure that our teacher's ongoing professional development is reflected in the budget!

Developing in 2005

All teacher purchases in the purchasing book

Special projects to note
Room 3 Book project \$2000
Continuation of Room 5's book project \$1000

Donation from the TET for the extension of the Helping HAnd Program 2005. [Refer Book Project documentation.](#)

All relieving to be coded TS.

Allocate funds toward the development of the schools Playground in conjunction with the Fundraising Committee

Work in conjunction with the 10 Year property plan

Work in conjunction with the 5 Year property plan

Review



Annual Plan of Health and Safety

Ongoing

School walks and talks about our environment. Staff using the property book

Fire and evacuation drills once a term.

First aid certificate training offered to staff, funded by the Board.

SunSAFE policy, religious instruction policy reviewed annually.

Internet safety policy reviewed.

Duty Rosters available and all staff active on duty.

Bus monitors and teacher in charge of the buses.

School rules reviewed on occasions

Hazards list maintained.

Developing in 2005

EOTC

[Richard and Kelly](#) attend the EOTC courses and redevelop our EOTC program with particular emphasis on the legal and administrative responsibilities. It is clear that we plan particularly well for EOTC. Visits out of the school are frequent and valuable. However, we will improve the formal aspects required.

[Claire and Debra](#) to organise the Hazards check list. Out of this review more formalised procedures developed. However, I believe we practice safe practices as it is! Debra attend a formal Health and Safety Course in Term 1 2005 and report back with Claire and Richard. Review our current level of 'compliance'. This work needs to be carried out as a team....

Remove the Tower from the playground.

Reintroduce the drill for an earthquake! Get under the desk and be a turtle!

Reintroduce the cybersafety routines.
Sign the safety agreements for staff and children.

Dealing with medical issues. [Board review](#) the procedures and current performance dealing with childrens illness or accident

Review

