

# St John's School Annual Plan 2020

## Curriculum NAG 1

- Participate in COL achievement challenges in:
  - Writing (Maori & boys)
  - Maths (Maori & girls)
  - Oral Language
- Target children in Writing 14 children – 9 boys & 5 girls to move 2 or more e-asTTle sublevel in writing
- ALIM (Maths) type programme to be run in Term 1. Identify children to participate in this
- Continue to run STEPS learning programme in the Junior & Middle Classes/ Grammar in Senior Class
- Identify children with learning needs (also those who need extending) for extra individual & small group teacher time & support
- Provide ESOL students with extra small group teacher support & time
- Continue to part fund Te Reo Maori tutor with REAP for 2020 Also fund Lauren Becker for Kapahaka support
- Provide swimming tutor for a week of "Swim for Survival" lessons.
- Update technology in the Junior Class

## Planning & Self Review NAG 2a

- Review Policy & Procedure documentation throughout the year, according to School Docs schedule
- Review Charter & Strategic Planning

## Reporting NAG 2b

- Report to MOE on student achievement targets
- Curriculum report to BOT:
  - English - Oral
  - Maths - Other Strands
  - Learning Languages
  - English - Reading
  - Maths - Number
  - R.E. - Christian Witness
  - Science
- Reports to parents twice a year
- Parent meeting for children in target writing group

## Employer Responsibilities NAG 3a

- Get appraisal programme started at the beginning of the year
- Local principal to complete 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

## Staff Development NAG 3b

- Participate in COL led literacy, Maths & oral language groups, where appropriate
- Participate in Religious Education twilight meetings & any other PLD opportunities that arise
- Dunstan COL Achievement challenges
- Digital technologies curriculum/participate in any opportunities that come up for this.
- Get R.E adviser & current staff to work & support new staff member with the teaching of the Religious Education programme
- Participation for new staff member in any "Teachers new to R.E" P.D available

## Finance NAG 4a

- Continue to use accounting system Xero & financial providers "Solutions & Services"
- Budget review mid year

### **Property NAG 4b**

- Write up a maintenance plan for our school for 2020 & next 2 years
- Review asset register
- Wish list –
  - old toilet area to be tidied up & used for storage
  - new sunshades over sandpit
  - painting of exterior of school
  - heat pumps in one classroom
  - extension of playground

### **Community Partnership**

- Consultation – Maori & Pasifika communities
- Newsletter sent every three weeks to parents/caregivers/BOT members
- Annual BOT report to parents/August
- Parent information evening early Term 1 run by each classroom teacher/s
- Parent meeting with parents of target group students (writing)

### **Catholic Special Character**

- Participate in cluster “twilight” meetings & any other relevant PLD opportunities
- Continue to participate in DRS initiatives, where possible
- Recommendations from Catholic Special Character review
  - ensure that relevant scripture, related either to the Liturgical Year, the current Learning in R.E, school values and/or the theme of the day, is an essential part of the daily morning prayer
  - whole school Focus Time, be renamed to truly reflect its rich emphasis on Special Catholic Character
  - Use data available to support working with families whose children are not yet baptised, with the aim of leading these parents & children into fuller connection with their faith & parish community
  - That the DRS has opportunity to expand the current Special Character Information on school website & regularly update details on learning, prayer & liturgy to help families with knowledge & understanding
  - That the BOT support RE teachers & work towards a formal qualification in RE or Special Catholic Character
  - That opportunity is given for all teachers & Yr 7 & 8 students to prepare & lead Focus Time Provide opportunities through PD for teachers to become familiar with the RE bridging document
  - Encourage & support each other to become involved in study papers to build knowledge in theology & scripture, managing this mostly within current school expectations & timeframes
  - Consider ways of revamping the school values in line with the Mercy Charism
  - Set up a system of internal Catholic Character Review, focusing on one dimension per year & setting related goals for the following year
  - Principal & Parish Priest to simplify process for enrolment

### **Health & Safety NAG 5**

- Hazard checks
- Evacuation drill practises
- Health & Safety policies & procedures
- Police Vetting

### **Administration NAG 6**

- Monthly BOT meetings
- Planning & reporting requirements
- Annual Financial report
- BOT training
- BOT succession
- Student Management System/ continue to use & develop further skills
- School Docs
- Google Suite