**St John’s School Annual Plan 2025**

| **Curriculum**  **\*** Target children in writing. Our goal is to move -13 Students: 9 boys and 4 girls, at least 2 or more e-asTTle sublevels in writing.  \* Implement curriculum and assessment changes in Maths and Literacy.  i.e:   * use Oxford Maths resources as a resource in classroom programmes. * Junior Class teacher to attend Structured Literacy PLD & implement any changes necessary after work on the PLD.   \* Implement attendance action plan priorities & related actions to lift attendance of students whose attendance is low.  \* Continue to run the Steps programme in the Junior Class.  \* Use “The Code” spelling programme for target students throughout the school.  \* Identify students with learning needs (also those who may need extension). Provide extra individual, or small group support, for those students with our specialist teacher. Also consider in class support for these students too.  \* Provide structured literacy programmes (phonics) in all classrooms (eg ‘Agility with Sound AWS’, Steps, phonics).  \* Board of Trustees to fund a teacher aide in each classroom to support ESOL students, as well as other students with needs.  \* Incorporate Enviroschools values and programmes into our topics and programmes.  \* Participate in Dunstan Kahui Ako initiatives.  \* Check computers and i-pads are all up-to-date and we have enough for students and classroom needs.  \* Provide appropriate apps for the Junior Class to use on i-pads. | **Planning & Self Review**  \* Review Policy & Procedure documentation throughout the year, according to School Docs schedule.  \* Review Strategic Planning.  **Reporting**  **\*** Report to MOE on student achievement targets  \* Curriculum report to BOT:   * Health & PE * English - Reading * The Arts * English - Writing * English - Visual * Maths – Other Strands * Maths - Number * Religious Education – Encounter with Christ   **Employer Responsibilities**  \* Get Professional Growth Cycle started at the beginning of the year.  \* Principal to continue to participate in PLG group from 2024 with three Kahui Ako Principals and MOE Lead adviser.  \* 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.  **Community Partnership**  \* Newsletter sent every three weeks to parents/caregivers/BOT members  \* Annual BOT report to parents/August  \* Parent information evening Term 1 run by each classroom teacher/s | **Staff Development**  **\*** Participate in COL led initiatives, where appropriate.  \* Participate in Religious Education twilight meetings & any other PLD opportunities that arise.  \* Dunstan COL Achievement challenges.  \* Participate in MOE Maths PLD with Maniototo Area School - March 21st (Roxburgh Area School).  \* Digital technologies curriculum/continue to participate in any opportunities that come up for this.  \* Continue to work with our RE adviser getting support with the planning and teaching of the new RE curriculum.  \* Participation for staff member in new R.E curriculum PLD days.  \* Be aware of staff wellbeing. Try to make sure staff have a balance within school and out of school activities.  **Finance**  \* Continue to use accounting system Xero & financial providers “Solutions & Services”  \* Budget review mid year  \* The BOT supports RE teachers to work towards a formal qualification in RE or Special Catholic Character, if they wish to.  \* Principal & Parish Priest to continue the process for enrolment.  \* Employ a teacher to prepare children for the Sacraments of Reconciliation, First Holy Communion & Eucharist.  \* Annual Attestation Form to be completed in September. It must be tabled at a BOT meeting & process must involve the Proprietor’s Appointees.  \* Internal review on “Encounter with Christ” to be completed September & sent to the Catholic Education Office. |
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| **Property**  **\*** Follow our basic maintenance plan for 2025.  \* Prayer/Reflective area.  **Health & Safety**  **·** Hazard checks  · Evacuation drill practises  · Health & Safety policies & procedures  · Police Vetting  **Administration**  · 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 | **Catholic Special Character**  **\*** Participate in cluster “twilight” meetings & any other relevant PLD opportunities  \* Continue to participate in DRS initiatives, where possible  \* Integrate the Mercy values into our current values, in some way.  \* If possible, allocate remunerated leadership responsibility to a suitable qualified and willing teacher (i.e, DRS)  \* Participate in new RE curriculum Professional development (Yr 3-5 teacher & Yr 6-8 Teacher in March 2025)  \* Maximise support for teachers in general positions teaching RE, including regular in-class support, spiritual and professional development opportunities.  \* Report at each Board Meeting on Special Character observances and activities under the Review Dimension heading: - Christian Witness, Growth in Knowledge and Encounter with Christ. |  |