



## NAG 2

# CURRICULUM POLICIES AND PROCEDURES

### **POLICIES**

- Curriculum Review

### **PROCEDURES**

- Complaints from Parents
- Reporting to Parents / Caregivers on Students' Progress

# CURRICULUM REVIEW POLICY

## RATIONALE

By being self-reflecting, self-evaluating and self reviewing, we can improve the learning and teaching of the Essential Learning Areas in our school.

## PURPOSE

- To ensure teaching and learning programmes reflect the relevant school policies
- To ensure the highest possible outcomes of pupil performance.

## GUIDELINES

1. Each Essential Learning Area cluster will conduct reviews, facilitated by the E.L.A Team Leader.
2. Over a period of four years there will be an in-depth review of each Essential Learning Area.
3. Reviews will be sequential and follow the school review programme.
4. Reviews will include policy, overviews, implementation plans and teaching programmes.
5. Reviews will be held in term one.
6. E.L.A Teams will forward reviews to the Management Team.
7. E.L.A Teams may wish to enlist expertise in a particular area to assist with the review. Costs incurred will need to be within the allocation set in the budget.
8. E.L.A Teams will report annually to the Board of Trustees.
9. E.L.A Teams, the Management Team and the Board of Trustees will facilitate the implementation of recommendations.
10. A review of the recommendations made in a curriculum review will be held in term four of the following year.
11. The Curriculum review process will be reviewed for effectiveness as part of the school review cycle.

## CONCLUSION

Aorangi School will be an effective learning institution, which assists children and staff to reach their personal best.

## SCHOOL REVIEW PROGRAMME

2016	T1	Maths Maori
2017	T1	English Technology
2018	T1	The Arts Science
2019	T1	Social Studies P.E.& Health
2020	T1	Maths Maori

## **COMPLAINTS FROM PARENTS PROCEDURE**

### **PURPOSE**

- To provide balance and equity in any dispute.
- To ensure the principles of natural justice are followed.
- To achieve a satisfactory outcome for parties concerned.
- To provide feedback for the school and staff on concerns in classrooms and/ or the community.

### **GUIDELINES**

1. Parents are requested to address any complaints to the classroom teacher in the first instance.
2. Parents and/or teachers may wish to involve Syndicate Leaders if this is a necessary or sensible option.
3. Teachers and/or Syndicate Leaders will advise the Principal of any complaints made and actions taken.
4. Parents and/or teachers will refer the matter to the Principal for further arbitration if no solution is forthcoming.
5. Complaints about non-teaching staff or persons working on-site should be made to the Principal.
6. If parents are not satisfied they have the option of approaching the B O T Chairperson, who will then address the issue with the Principal.

# REPORTING TO PARENTS/CAREGIVERS ON STUDENTS' PROGRESS PROCEDURES

## PURPOSE

- To communicate regularly with parents so they are fully informed with regard to their child's learning.

## GUIDELINES

1. Our school will operate an open door policy of communication to parents. This will facilitate informal reporting.
2. Any concerns over aspects of a student's progress, attitude or behaviours, will be discussed at a mutually agreed time and place, and may be initiated by teacher or parent.
3. The Reporting Programme will entail:  
*Student Led Conferences*
  - At the end of Terms 1 and 3 timetabled conferences will be conducted by all students, involving the parents/caregivers, teachers and led by the student.
  - At the end of Term 2 and 4 parents or teachers will have the option of requesting an interview with the other.

### *Achievement Books*

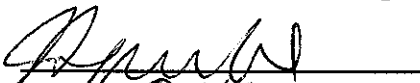
- Will be sent home after Student Led Conferences in terms 1 and 3 and in the second to last week of terms 2 and 4.
- Will include an assessment in plain language, from essential learning areas covered through the term.
- Will include student self assessment and goal setting where appropriate.

Approved

Board of Trustees Meeting

24 / 3 / 16

Signature of Chairperson



Signature of Principal

