



Kaikohe West School Charter 2009



KAIKOHE WEST SCHOOL
CONTENTS OF THE SCHOOL CHARTER 2009

Mission Statement, Vision, Values

Local Curriculum Goals

Annual Development Plan 2009

Operational Plan 2009

Consultation Plan 2009

FOCUS ACTION PLANS

Curriculum

Kaikohe Assessment for Learning – KPAL

Implementation of the New Zealand Curriculum

Environment for Sustainability

Information Communication Technology / Inquiry Learning

Student Achievement Targets and Action Plans

Reading

Writing

Mathematics

Strategic Plan based on the National Administration Guidelines 2006-2010

KAIKOHE WEST PRIMARY SCHOOL



MISSION STATEMENT
The School will provide for and assist each child to experience learning opportunities for developing skills that will enable them to live in our constantly changing society.



VISION
At Kaikohe West School we will embrace whanaungatanga in our search for knowledge together in a safe and caring environment

This will occur in a school where:

- each student will learn the skills and attitudes necessary to be a productive member of society
- there is an empowering link between community and school so the full potential of each student is developed
- the highest levels of competency in academic, social, cultural, artistic, physical and technological experiences are expected
- there is an emphasis on literacy and numeracy

Supported by school and home based values which:

- encourage honesty (tumanako) and respect for self, others, property and the environment (kaitiakitanga)
- enhance self esteem, pride, confidence and a sense of responsibility (tino rangatiratanga)

Recognising local curriculum goals that:

- develop an awareness of the community historical and environmental features which are unique to and identify the local area and our school
- offer a community choice of Te Reo Maori and general learning options in support of the Treaty of Waitangi
- identifies and provide programmes for children who have special learning and/or social needs or abilities

To meet the Government's national education priorities for schools we will

Consult with Our Community

- Through newsletters
- Parent Teacher Interviews – face to face consultation preferred by parents
- Community involvement in HPP/PPP
- Consultation re: bilingual classes – Maori Community Survey
- Survey parents/caregivers July
- General School Class activities
- NZC Consultation re: Vision
- Kaikohe West School Web Page

Monitor and Raise Literacy and Numeracy Levels

- Focus on Literacy School wide
- Numeracy Home/School Partnership
- PPP/HPP programme - ongoing
- KAPAL – Kaikohe Project for Assessment and Literacy Learning
- Curriculum School Wide Review focus on Maths and Literacy

Incorporate Tikanga Maori into the School Curriculum and Plan and Target the Achievement of Maori Students

- Six Bi-lingual Classes, One Class Level 2, Four Classes Level 3, Two Classes Level 4 and One Class Level 2 in Whanau Whakaiti
- Focus on Literacy/Numeracy/PPP/HPP
- Identify children through special Needs provide extra programmes as required
- Develop Tikanga for school

Ensure Alignment with Ministry of Education Schooling Strategy Goals

- Children learning nurtured by families and whanau
- All children to experience effective teaching
- Evidence – based school practices

Kaikohe West School will work towards the following goals to raise Student Achievement

- A1** All Y1-Y6 students will be given opportunities to gain knowledge, skills, attitudes and values identified in National Curriculum Statements “In order for this to happen Kaikohe West School will ensure Professional Development for teachers based on the Strategic Plan Major Focus/Minor Focus”
- A2** To monitor and raise Literacy/Numeracy levels
- A3** To refine assessment practices so that they can be used to better guide teaching practice
- A4** To identify and address special learning needs of students – including gifted and talented
- B1** Plan and target the achievement of Maori Students – To give priority to regular quality physical activity that develops movement skills for all students.
- C1** Consult with our Community
To promote and encourage parental involvement and partnership in student learning
- D1** To develop and/or monitor annually the school’s Strategic Plan and Operational Plan in all areas of the School
- D2** To establish and maintain an ongoing programme of Self Review where it is an integral part of the Strategic Plan
- D3** To report to parents on achievement of individual students
- D4** To report to the BOT on achievement of students as a whole/and Maori students separately
- E1** To develop and further refine procedural frameworks which promote high levels of Staff Performance
- E2** To have a Professional Development Programme that will equip staff to deliver curriculum to a high level (Refer A1)
- E3** To establish systems that ensure the BOT fulfils its role as “a good employer” (Refer D2)
- F1** To allocate funds to reflect and support the Strategic and Operational Plan
- F2** To develop and refine internal monitoring systems to monitor finance and expenditure annually
- F3** To develop school facilities to reflect the schools priorities as stated in the School Charter
- F4** To implement an efficient programme of maintenance for school buildings and facilities and resources
- G1** To provide a safe physical and emotional environment – promote healthy food and nutrition for all students
- H1** To ensure the school meets all its obligations under legislation

Charter Undertaking

In accordance with Section 64 of the Education Act, the Kaikohe West School Board of Trustees undertakes to take all reasonable steps to achieve the purpose, aims and objectives in this charter which have been approved by the board following consultation with the community in terms of Sections 61 and 63 of the Education Act, and take full account of the National Education Guidelines and all statutory obligations. The board has accepted this charter as its undertaking to the Ministry of Education.

This charter was submitted to the Minister of Education for the Minister’s approval on _____

This charter will be updated annually in December.

Chairperson Board of Trustees _____

Date _____

NAG 1 – Strategic Goals A1-4, B1-C1 (Curriculum)	
A1 Professional Development	<p><u>Major Focus</u> – KPAL – Literacy, Writing , Oral Language, Reading, Numeracy, Inquiry Learning (Active Boards)</p> <p><u>Minor Focus</u> – New Curriculum, Key Competencies, Physical Activity</p> <p><u>Maintenance</u> – ICT, Enviro Schools</p>
A2 Literacy & Numeracy	Literacy Contract – KPAL, Kaikohe Maths Cluster MOE targets – Reading, Writing, Mathematics
A3 Assessment	Literacy – Asttle, STAR, Exemplars School Wide Benchmarks Numeracy – Cluster Assessments
A4 Special Needs	SENCO – PPP/HPP programmes Gifted & Talented – Media Studies Language Class – Reading Recovery Enhanced Programme Funding Talk to Learn / Speech Link
B1 Plan & target Achievement of Maori & P.I. Pupils	Targets for Maori & Pacific Island Pupils Literacy – Numeracy Home School Partnership – Numeracy Whanau Whakaiti – increase to 5 classes Employ 2 Kaiarahi Reo

C1 Consultation	<p>Weekly Newsletter – KWS Web Page</p> <p>Parent Information Booklet – Local Paper</p> <p>Tutor Training PPP/HPP</p> <p>Parent Caregiver Survey (July)</p> <p>N.Z. Curriculum – Vision consultation</p> <p>Community Consultation – ongoing</p> <p>Parent Teacher Interviews March/July when Library Café will open for consultation</p> <p>Home School Maths Partnership</p>
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NAG 2 Strategic Goals – D1 – D4 (Review Strategic Plan, Self Review, Reporting)	
D1 Strategic Planning	Strategic Plan – Targets – Goals to MOE Annual Development Plan 2009
D2 Self Review	<p>Review Policy/Procedure NAG 1</p> <p>EEO NAG 2</p> <p>Smoking Policy NAG 6</p>
D3/D4 Reporting to Parents/BOT	<p>Meet the Teachers March – 10 minutes</p> <p>Parent/Teacher Interviews July 15 mins</p> <p>Written Reports December</p> <p>School Wide Achievement Booklet – March</p> <p>Curriculum Review Ongoing</p>

FOCUS MAJOR EVENTS 2009
<p>Enviro Schools</p> <p>Red Heart Day</p> <p>Speech Competition</p> <p>Cultural Festival</p> <p>Book Week</p> <p>40 Hour Famine</p> <p>Young Leaders</p> <p>Duffy Books in Homes</p> <p>Pet Day</p> <p>Twilight Gala</p> <p>Literacy/Numeracy Day</p> <p>Grandparents Day</p> <p>Prizegiving Concert</p> <p>Sporting Events</p> <p>Home School Partnership</p> <p>Keeping Ourselves Safe</p>

FUNDRAISING
<p>Twilight Gala</p> <p>Grocery Hampers</p>
NAG 6 Strategic Goal (H1) Legislation
<p>To ensure the school meets all registration requirements</p>
<p>Monitoring of Attendance Charter Requirements</p>

NAG 5 Strategic Goal G1 (Health & Safety)	
G1 To provide a safe physical and emotional environment	<p>Air-Conditioning Units & Soundfield Systems in all classrooms</p> <p>Playground and building Maintenance Programme</p> <p>Health Promoting Schools</p> <p>Peer Mediators – Cool Schools</p> <p>Kiwi Can – PAL (Physical Activity Leaders)</p> <p>Water Filters/Shade Areas</p> <p>Social Worker in Schools</p> <p>Ongoing review of Policy “Safe Schools” with Crombie Lockwood</p> <p>OSH Committee</p> <p>Sunhat, Nutrition and Smoke Free Policies</p> <p>Heart Beat Programme – lunches</p> <p>Fruit in Schools</p> <p>Bible in Schools</p>

**ANNUAL DEVELOPMENT PLAN
 KAIKOHE WEST SCHOOL
 2009
 Based on Strategic Goals and National
 Administration Guidelines**

NAG 3 Strategic Goals E1-E3 (Personnel)	
E1 Staff Performance	<p>Appraisal Process Feb-Nov</p> <p>Principal Appraisal Report BOT Nov</p>
E2 Professional Development	Refer to A1
E3 BOT “good employee”	<p>Policy Review D2</p> <p>Follow Policy Procedures re: employment</p> <p>Party to Collective Employment Contracts</p> <p>Guide to 2009 Induction Booklet</p>

NAG 4 Strategic Goals F1/2 Finance F2/4 Property	
F1 Finance Funding to reflect Strategic Plan	<p>Stage 10 ICT Plan – Active Boards</p> <p>Professional Development (A1)</p> <p>Extra Staffing .50 FTTE</p> <p>Support Staff Funding</p>
F2 Internal Monitoring	
F3 Property	<p>10yr-5yr Property Plan Review – Develop and finalise Hall plans - \$108,810.00 for additional Teaching space 2009</p> <p>To finalise plans for upgrading of Admin block/New classroom/Resource Room, Library Information suite</p> <p>Relocate Sports Equipment</p>
F4 Maintenance	School Maintenance Programme Exterior Repaint

KAIKOHE WEST SCHOOL OPERATIONAL PLAN 2009

Kaikohe West School	Operational Plan Goals	2009 Action/Resources
<p><u>Nag 1</u> Curriculum Student Achievement</p>	<p>Literacy KPAL <u>Writing</u> To raise the levels of children’s writing throughout the school Our Goal is to have 55% Whole School 55% Maori and 50% Pacifica pupils writing at or above expected levels.</p> <p><u>Reading</u> To continue to raise the level of achievement in reading across the school. Our goal is to have 85% of pupils to be reading at or above their chronological age with 80% comprehension.</p> <p><u>Numeracy</u> Our goals revised for 2008 Yr 1-2 Addition and Subtraction, Place Value and Basic Facts (To reach 50% at or above average) Yr 3-6 Multiplication and Division ,Place Value and Basic Facts (to reach 50% at and above average-Pacifica 40%)</p> <p><u>Environment for Sustainability</u></p> <p><u>New Zealand Curriculum</u> (Professional Development)</p> <p><u>Inquiry Learning</u></p>	<p>Refer to KPAL Action Plan 2009</p> <p>Assessment against National Exemplar Level 1- Y1-3 AsTTle Y4-6 Feb/Oct Oral Language Focus Spelling Focus. Professional Development focus on Writing re Courses. KPAL follow up at two staff meetings per term. Communities at both syndicate and full staff level. PM Writing. Planning and teaching to be based on assessment data. To develop awareness of expectations in writing across the school.</p> <p>STAR Testing Y3-6 and PM Benchmarks Y1-3</p> <p>Literacy Leaders to provide Professional development following KPAL, Focus Literacy PD SENCO programmes: PPP,HPP, Language Class , Reading Recovery, Teacher Aide support in all classrooms.</p> <p>Refer to Maths Action Plans. The Kaikohe Maths Cluster will be used to establish baseline data to inform practice with support from Auckland University, data collated in both Basic Facts and Place Value. Professional Development for teachers re Place Value. Numeracy Catch –Up courses within school. Home School Partnership programme with Team Solutions and Pacifica /Maori parents/caregivers- Term 3 2009</p> <p>School wide focus as an Enviro schools working alongside Team Solutions/ NRC as part of Inquiry Learning as a focus across the school 2009.</p> <p>Refer to Action Plans with outside facilitator Leon Benade “Mockingbird” Development of School Vision, Curriculum Statement, Student Learning charter and revised Charter. Inquiry based learning approach across the school as we work towards the expectations of the NZC with Team Solutions, two staff meetings per term.</p>
<p>Kaikohe West School</p>	<p>Operational Plan Goals</p>	<p>2009 Action/Resources</p>
<p><u>Nag 2</u> Self Review Planning</p>	<p>Policies and plans are revised according to plan.</p>	<p>Review Nag 1,Nag 2, Nag 6</p>

Reporting	Community consultation of the school Values 2009 and development of a school Vision with Facilitator /BOT /community.	Consultation with community of Vision and Charter as developed. (Refer to consultation Plan)
<u>Nag 3</u> Personnel	All staff are involved in an Appraisal process including Support Staff. Professional Development according to Strategic Plan.	Appraisal goals to be based around Literacy, Numeracy and Inquiry learning especially writing and oral language Involving KPAL goals. Health and Safety requirements met through "Safety Assist" scheme.
<u>Nag 4</u> Property and Finance	Review 10 yr and 5 year Property Plans To meet 1;18 New Entrant changes which will be put towards building a Hall. <u>Enviro Schools</u>	To develop Hall Committee, visit schools, develop plans ,seek quotations, apply for Lotto/ASB funding. Either build Stage One or complete project depending on finances. Ensure Administration Block, Resource Room Upgrade and Information Communication Area plans are developed and actioned through Property Consultant and MOE and to begin this upgrade in 2009. Focus Enviro teaching through development of vegetable garden focus groups- HE/HA funding to develop mobile class gardens. Enviro Shield presented at Assembly.
<u>Nag 5</u> Health and Safety	To maintain nutrition to meet Gold Heart Award To raise awareness of the relationship between exercise/diet and a healthy lifestyle. To meet SunSmart policy and provide hats for all pupils. To meet the emotional needs of the children. Rheumatic Fever Project 2009	Red Heart Day, Gold Hear Award presented Feb 14 th 2009. Continue to ensure all improvements are subject to Health Promoting Schools and Fruit in Schools ethos. To subsidise sporting fees/sunhats. Kiwi Can Programme and Peer Mediation, plus Social Worker in Schools ongoing. Focus on social improvement re bullying, develop strategies to ensure playground safe.
<u>Nag 6</u> Legislation	As a Kaikohe Cluster within the " <u>Student Engagement Initiative</u> " with the MOE.	Attendance and Absentee data to be collated using SMS and ideas for best practise shared across the Cluster. Funding to appoint a person to work in the community with at risk students in relation to non-attendance. Investigate use of "Rock On" to support problem of non-attendance.

KAIKOHE WEST SCHOOL

CONSULTATION WITH THE COMMUNITY 2009

<p>NAG 1 To promote and encourage parental involvement and a partnership in student learning, including Maori, European and Pacifica. Inform parents and BOT of Plans and Targets for all pupils.</p>	
<p>Term One February</p> <p>March</p>	<p>Information Booklet for Parents/Caregivers. Library Café open to meet parents during Parent Teacher Interviews plus:</p> <ul style="list-style-type: none"> • Review of new Vision Statement. • Student Achievement 2008 displayed • 2009 Annual Plan/Strategic Plan Feedback <p>Achievement and Assessment 2008 booklet available to community.</p> <p>NZC ongoing Staff and BOT consultation with Leon Benade to develop vision providing plans for further widening consultation with community.</p>
<p>Term Two May</p>	<p>Consultation ongoing as data displayed in the school foyer asking for parents suggestions using sticky notes.</p> <p>On going Focus Meetings set up if required to further discuss School Vision, Values and Strategic Plan.</p>
<p>Term Three August</p>	<p>Annual Parent /Caregiver Survey sent home- seeking feedback. Bi-lingual Education, parents to indicate interest in this option. Parent /Teacher /Pupil Interviews</p> <p>Curriculum Review discussions and after school meetings as required. Written Reports sent home Prizegiving – reporting on 2009 student achievements.</p>
<p>Term Four November</p> <p>December</p>	

STRATEGIC PLAN FOR CHARTER CONSULTATION

2006	2007	2008	2009	2010
Maori /Pacifica Parents survey- “Goals & Aspirations”	Strategic Plan- School Vision	Consultation Vision and Values re NZC Maori/Pacifica Home School Partnership - ongoing	Strategic Plan - Implementation & consultation of NZC in relation to Vision statements Charter.	Maori/Pacifica Parents survey “Goals and Aspirations” NZC / Charter Confirmed.

