

Matakana School

School Number 1364

CHARTER

Strategic Plan 2012 – 2014

Annual Plan 2012



Taking students beyond expectations!

Matakana School Context

- Our modern, semi-rural school is situated in large grounds in a popular country village setting which contributes to the peaceful learning environment of the school. We are currently classified as a U4 Decile 9 School with a grading roll of 287 students. The school has a long history and will celebrate its sesquicentennial (150 years) in 2012. We believe our students need to be actively engaged in individual, shared and cooperative learning experiences that are enjoyable and challenging. We deliver a school curriculum which is rich, real, relevant and respectful
- Matakana School aims to develop the whole child, intellectually, socially, emotionally, creatively and physically in a caring learning environment that prepares students to succeed in today's world. Our vision statement, 'Taking students beyond expectations!' is founded on this. Our students personal development programmes focus on 'Matakana Magic' where being mature, articulate, goal driven, inquiring and caring is of primary importance
- A focus on explicit teaching in English and Mathematics is complemented by Integrated Studies. There is also an emphasis on strong outdoor, sporting and creative arts activities, including school choirs and Kapa Haka. We foster a commitment to action and service in our community and are as committed to our community as they are to us. Parents, staff and students proudly work together to create a great nurturing school in an aesthetically pleasing environment. A Montessori Unit is integrated into the school. A well equipped special needs facility – The Castle – exists on site.
- Our community is a constantly changing one and rapid growth has been experienced both in the community and the school. Most of our children have experienced a formal pre-school education setting and are generally well equipped for school being confident and articulate. In general our parent body are community-minded professionals who are highly articulate, well-educated and informed. Parents are proactive and demonstrate a keenness to be involved in their children's education and are highly supportive of the school

MATAKANA SCHOOL

School Vision, Mission, Motivation

MATAKANA SCHOOL

VISION
Taking students beyond expectations!

MISSION
Creating Confident, Connected,
Actively Involved, Lifelong Learners

MOTIVATION
'Matakana Magic'

Mature
Articulate
Goal Driven
Inquiring
Caring

Values

MATAKANA MAGIC

Mature

- **Risk-takers:** equally confident to explore new ideas, roles and strategies
- **Well balanced:** able to link physical, mental and life skills

Articulate

- **Communicators:** confident and competent to communicate in many ways
- **Open-minded:** ready to explore a range of views and alternatives
- **Thinkers:** skilled in using thinking strategies to create better solutions

Goal Driven

- **Lifelong learners:** with an active love and celebration of learning
- **Personal drive:** focused on continuous improvement

Inquiring

- **Inquirers:** using all the skills needed to find out what they need to know
- **Knowledgeable:** with a good basic general knowledge
- **Reflective:** with the ability to reflect wisely and consider all alternatives

Caring

- **Community-minded:** with commitment to action and service in the community
- **Principled:** with integrity, honesty and a sense of fairness and justice
- **Respectful:** to oneself, others and the environment

Strategic Goals

1. Every child attending Matakana School will make progress towards reaching the National Standards in literacy and numeracy.
2. The principal and teachers will respond quickly and effectively to the learning needs of children who are not achieving. Formative assessment practices will be an integral part of all classroom programmes so as to improve the quality of curriculum delivery and student learning outcomes across the school.
3. The principal and teachers will continue to work with parents to further enhance their understanding of their child's literacy and numeracy needs.
4. The school will report to parents about their child's progress and achievement against national or age appropriate norms.
5. Raise levels of achievement of Maori and Pasifika students in literacy and numeracy.
6. To give effect to the New Zealand Curriculum through the Integrated Matakana School Curriculum and 'Teaching as Inquiry' Pedagogy.
7. E-Learning and Thinking Skills as a disposition: Teachers and students will effectively integrate ICTs and Thinking Skills into daily classroom practice.

Charter Undertaking:

This charter was ratified by BOT on 12 December 2011 and will be submitted to the Ministry of Education on 15 December 2011.



Lisa Bindon
Chairperson, Board of Trustees:

Date: 12 December 2011

Obligations to the Ministry of Education

The school acknowledges its obligations to the Government and the Ministry of Education under legislation and guidelines that include the National Education Goals, National Administration Guidelines and Educational Priorities

Cultural Diversity

The school recognises the national education priorities and is committed to responding to cultural diversity and to improving the learning outcomes for all students

Te Reo Instruction

The school integrates aspects of te reo and tikanga Maori into teaching and learning programmes making use of staff and community expertise. The school does not provide specific instruction in te reo and tikanga, however, parents may be directed to local schools providing bi-lingual education

Charter Consultation

The Board will document and maintain an ongoing programme of reporting, self-review and community consultation over a three-year period. Reports from reviews will form the basis for deciding priorities for school development and improvement. This will involve open and frank communication and consultation with parents, staff and all stakeholders in respect of the charter, strategic planning, annual planning and student achievement.

MATAKANA SCHOOL STRATEGIC PLAN 2012 TO 2014

1. Every child attending Matakana School will make progress towards reaching the National Standards in literacy and numeracy.

2012	2013	2014
Refer annual action plan	Continue to target students - data from target students in literacy and numeracy will be measured each term. Progress and Achievement Data will be reported to the BOT and trends analysed.	Annual whole-school National Standard data from 2012-2014 to be analysed and trends identified. After three years of National Standards target setting – what is the overall progress that has been made? This Progress and Achievement Data will be reported to the BOT and trends analysed.

2. The principal and teachers will respond quickly and effectively to the learning needs of children who are not achieving.

Formative assessment practices will be an integral part of all classroom programmes so as to improve the quality of curriculum delivery and student learning outcomes across the school.

2012	2013	2014
Refer annual action plan	Focus on student self assessment practices. Formative assessment practices will be embedded. Refined use of OTJ sheets for accurate overall teacher judgements (OTJs) Orbit analysis and graphing in trial use.	Use of OTJ sheets refined and embedded in conjunction with Orbit analysis and graphing to ensure learning needs are identified in students who are not achieving and students themselves are able to track their own progress over time.

3. The principal and teachers will continue to work with parents to further enhance their understanding of their child's literacy and numeracy needs.

2012	2013	2014
Refer annual action plan	Goal Setting and PPPs will be established practice as well as the use of goal cards and students will be confident to accurately inform their parents about their learning.	Refining of PPPs and use of a Learning Management System (LMS) to inform parents of student learning.

4. The school will report to parents about their child's progress and achievement against national and age appropriate norms

2012	2013	2014
Refer Annual action Plan	PPPs established and reports informative and clearly showing progress and achievement. Orbit analysis and Graphing in trial use.	Full implementation of Orbit analysis and graphing to further enhance reporting to parents.

5. Raise levels of achievement of Maori and Pasifika students in literacy and numeracy

2012	2013	2014
Refer annual action plan	Analysing of data to identify children at risk in order to: <ul style="list-style-type: none"> ▪ Target children's specific learning needs ▪ Provide programmes to address children's specific learning needs ▪ Raise levels of achievement The Maori 'Traditional Way' will be used to inform the Maori community.	Use Orbit analysing of data and graphing to identify children at risk in order to: <ul style="list-style-type: none"> ▪ Target children's specific learning needs ▪ Provide programmes to address children's specific learning needs ▪ Raise levels of achievement The Maori 'Traditional Way' will be used to inform the Maori community.

6. To give effect to the New Zealand Curriculum through the Integrated Matakana School Curriculum and 'Teaching as Inquiry' Pedagogy

2012	2013	2014
Refer annual action plan	Continious improvement of School Curriculum – focus on Real, Rich, Relevant and Respectful Global curriculum content focus - sister school curriculum sharing initiated	Global curriculum content focus - sister school curriculum sharing established. Electronic national and international classroom teaching via Skype using ultra-fast broadband to enrich the School Curriculum.

**7. E-Learning and Thinking Skills as a disposition:
Teachers and students will effectively integrate ICTs and Thinking Skills into daily classroom practice**

2012	2013	2014
Refer annual action plan	Expand ICT knowledge base and start linking to live internet based learning and teaching opportunities using mobile devices on ultra-fast broadband. Sister school connections initiated.	Embedding regular live internet based learning and teaching opportunities using ultra-fast broadband as part of the Learning Management System (LMS) Sister school connections established.

2012 ANNUAL ACTION PLAN DEVELOPED FROM OUR STRATEGIC PLAN

1. Every child attending Matakana School will make progress towards reaching the National Standards in literacy and numeracy			
Specific Strategies for 2012 incl. budget	Who	Expected Result	Actual Result
To gather and analyse achievement data in literacy and numeracy.	Teachers SM SENCO/AP/DP Principal	Following analysis of data: <ul style="list-style-type: none"> ▪ Planning and teaching programmes will be tailored to meet the specific learning needs of students ▪ 'Need' trends across the school will be identified ▪ Specific PD for staff in order to continue to lift achievement according to the trends identified in the analysis of data 	
To gather and analyse achievement data in literacy and numeracy for at risk students .	Teachers SM SENCO/AP/DP Principal	At risk students identified: <ul style="list-style-type: none"> ▪ Programmes put in place in order to raise levels of achievement ▪ Specific programmes for at risk children, will be monitored on a regular basis ▪ Students monitored on a regular basis, by teachers and Senior Management 	
To report to the BOT on student achievement.	Lead Teachers SENCO/AP/DP Principal	Progress and Achievement Data will be presented to the BOT. Results will be differentiated; <ul style="list-style-type: none"> ▪ All children- Year Level / Gender / Maori / Pasifika / Special Needs 	
Data from target students in literacy and numeracy will be measured twice yearly. Progress and Achievement Data will be reported to the BOT.	SM Principal	Data will be gathered from targeted students and measured twice yearly to monitor progress and achievement. This will be reported to the BOT as part of the mid year and end-of-year assessment reports.	

2. The principal and teachers will respond quickly and effectively to the learning needs of children who are not achieving.

Formative assessment practices will be an integral part of all classroom programmes so as to improve the quality of curriculum delivery and student learning outcomes across the school

Specific Strategies for 2012 incl. budget	Who	Expected Result	Actual Result
Teacher's job descriptions will again include formative assessment goals.	Principal DP/ AP	Teachers will meet formative assessment goals as outlined in job descriptions.	
Assessment grids finalised for accurate overall teacher judgements (OTJs)	Teachers	The newly developed summative assessment grids for accurate overall teacher judgements (OTJs) will be used for accurate progress and assessment from Year 1-6. The assessment schedule for 2013 will be updated in Term 3, 2012.	
Formative assessment will be evident in classroom practice.	Teachers	Students will articulate their own success criteria in "child speak" in response to the question "What are you learning?" There will be evidence in the classroom environment of formative assessment practice in teaching programmes.	
Formative assessment will inform planning and teaching programmes to ensure learning needs are being met.	Teachers	Learning intentions will be evident in all planning Learning intentions will be shared with students in written and oral form. Evidence of feedback/ feed forward in children's books. Use of revised Goal Cards will be sacrosanct in all year levels.	

3. The principal and teachers will continue to work with parents to further enhance their understanding of their child's literacy and numeracy needs

Specific Strategies for 2012 incl. budget	Who	Expected Result	Actual Result
Home/ school partnerships in literacy and numeracy – parent information session.	Lead Teachers Principal	A parent information session will be run in Term 2. At this session the OTJ Assessment grids will be presented and explained to parents. These sessions are knowledge based and will assist parents in understanding National Standards and reporting to parents. Parents will be given information which will help them to support the school with their child's learning.	
Written Reports to parents Term 2 (Mid-Year) and Term 4 (End-of-year Report).	Teachers Principal	Reports will be further refined and contain specific information regarding literacy and numeracy levels. Reports will clearly indicate to parents how their child is progressing in relation to National Standards.	
Parent Interviews & Goal Setting will be held in Term 1, Week 4. Pupil Progress Presentations in Term 2, Week 9. Open Class Day in Term 3, Week 10	Teachers Principal	At Parent Interviews & Goal Setting the focus will be on the goals for future learning as listed on the student's end-of-year report for 2011. At the Pupil Progress Presentations, students will share with their parents their learning journey so far and where to next using their goal cards. At the Open Class Day on students will guide their parents through their class showing their work and talking about their classroom environments	

4. The school will report to parents about their child's progress and achievement against national and age appropriate norms

Specific Strategies for 2012 incl. budget	Who	Expected Result	Actual Result
New updated written reports will be used in 2012 to reflect new expectations.	Principal SM Teachers Parents/. BoT	New reports used in Term 2 & 4. Reporting timetable for 2013 updated in Term 3, 2012. Reports will be written in a way that parents are able to clearly understand where their child's learning is at. Reports will indicate specific learning levels in relation to National Standards.	
Reports to parents will reflect current achievement levels, against expected levels.	Principal Teachers SM	Assessment practice will be rigorous to ensure as much as possible that results are an accurate reflection of a child's progress. Data on reports will be up to date Format of written reports will make evident to parents their child's learning levels in relation to National Standards.	
Parent Interviews & Goal Setting will be held in Term 1, Week 4. Pupil Progress Presentations in Term 2, Week 9. Open Class Day in Term 3, Week 10	Principal Teachers SM	Dates will be set for Parent Interviews and Goal Setting as well as PPPs in the relevant term. Parents will be encouraged to attend – 100% attendance expected. Open Class Day will be informative and students will be able to confidently inform their parents about their learning journey.	
Written reports will be given to parents in Terms 2 and 4	Principal Teachers SM	Written reports will be completed by class teachers. Senior Management and the Principal will oversee the writing of reports.	

5. Raise levels of achievement of Maori and Pasifika students in literacy and numeracy

Specific Strategies for 2012 incl. budget	Who	Expected Result	Actual Result
To gather and analyse achievement data in literacy and numeracy.	Principal Senior Management	Progress and achievement data for these students will be analysed and all at risk students identified.	
To gather and analyse achievement data in literacy and numeracy.	Principal SENCO/Senior Management	Programmes put in place for identified at risk students in order to raise levels of achievement.	
To report to the BOT on achievement of Maori/ Pasifika students.	DP/Principal	BOT will be informed re Maori / Pasifika student achievement. The Maori 'Traditional Way' will be used to inform the Maori community.	

6. To give effect to the New Zealand Curriculum through the Integrated Matakana School Curriculum and 'Teaching as Inquiry' Pedagogy

Specific Strategies for 2012 incl. budget	Who	Expected Result	Actual Result
Implement reviewed Integrated Curriculum for 2012 <ul style="list-style-type: none"> ▪ Curriculum overview/Delivery plan incorporating thinking skills ▪ Concept/Context planning ▪ Matakana Magic golden thread 	Principal SM Teachers	Staff meeting- Term 4 to reflect on Integrated Curriculum topics 2013 – focus on Concept/Context and the Matakana Magic thread that keeps it all together – PMI Review of the Curriculum Delivery Plan for 2013 in Term 3, 2012.	
'Teaching as Inquiry' Pedagogy	Principal SM Teachers	Term 1 – 4 as the reviewed Integrated Curriculum for 2012 unfolds teachers will focus on: <ul style="list-style-type: none"> • Creating a supportive learning environment • Encouraging reflective thought and action • Enhancing the relevance of new learning • Facilitating shared learning • Making connections to prior learning and experience • Providing sufficient opportunities to learn 	

**7. E-Learning and Thinking Skills as a disposition:
Teachers and students will effectively integrate ICTs and Thinking Skills into daily classroom practice**

Specific Strategies for 2012 incl. budget	Who	Expected Result	Actual Result
For ICTS to be incorporated into classroom programmes: <ul style="list-style-type: none"> ▪ PCs/Macs/Ipads/Ipods ▪ Data Projectors ▪ Cameras – Video & Still ▪ Visualisers ▪ Talking Tins 	Teachers	ICT goals will again be included in job descriptions. ICTs will be incorporated into learning programmes. Teachers will identify in planning how they are doing this. Teachers will share learning with colleagues. Teachers experimenting with new Ipads and Itouch's Teachers experimenting with 'Newsmaker' programme	
To continue to develop the use of thinking skills in the classroom. <ul style="list-style-type: none"> • SOLO Taxonomy 	Teachers Principal	Professional Development opportunities will be available for staff. Teacher's pedagogical knowledge will increase and impact on children's learning (personal PD). Integration of thinking skills will be evident in planning. Children will be able to articulate their knowledge of thinking skills. Teachers will reflect on their practice and share with colleagues their ideas and thoughts.	
Use of ICT's will be evident in planning, programmes and teaching as observed by Syndicate leaders	Lead Teachers Syndicate Leaders Teachers Principal	Professional Development opportunities will be available for staff.	
Teachers will have access to more ICT hardware	Lead Teachers Principal	All classrooms will be equipped with visualisers in 2012. More Ipads and Ipods will be provided through Grants/BOT funding	

Progress and Achievement Targets for 2012

In Written Language, Reading and Mathematics (using Overall Teacher Judgement)

Group Target: To raise achievement levels in **Reading** and **Mathematics** with an emphasis on **Boys** and **Maori** students deemed at risk of not achieving in relation to **National Standards**. Analysis of school wide data at the end of 2011 in relation to National Standards has revealed that the need exists to target the Boys in the 2012 Year 3,4 & 5 cohorts. In these cohorts we only have Boys in the 'Below' category.

School-wide Target: To raise levels of **Written Language** in Years 1-6 with an emphasis on those students deemed at risk – including **Maori** students - of not achieving in relation to **National Standards**. Analysis of school wide data at the end of 2011 in relation to National Standards has revealed that we need to focus on moving more students from 'Below' to 'At' and from 'At' to 'Above' the National Standard.

2012 'BUSINESS AS USUAL ANNUAL PLAN' FOR MATAKANA SCHOOL

NAG	FOCUS AREA	PLANNED STRATEGIES FOR THE YEAR	ACTUAL RESULT
CURRICULUM			
NAG 1 ...with the principal and staff	Literacy	Refer annual action plan	
	Numeracy	Refer annual action plan	
	Other curriculum area initiatives <ul style="list-style-type: none"> • Matakana Integrated Curriculum – Integrated Studies – Year 2 of a 3 Year Cycle • assessment (e-asTTle) • NZCER PATs online 		
	Inquiry learning	Refer annual action plan	
	NZC implementation		
	Integrated Curriculum		
	Assessment	Introduction of e-asTTle/ refine and update spreadsheets in classroom manager/ refine reports and reporting to parents.	
	Students at risk	Refer strategic and annual action plan.	
	GATE, CWSN and ESOL programmes	As per SENCO and DP/AP . GATE – Writers Club and possible Radio Club	
	Regular, quality physical activity	Through Harbour Sport - continue promoting physical activity during play breaks including organised sport. Children will have access to a variety of sports equipment/ games at play breaks.	
Consultation with Maori re achievement	Refer strategic and annual action plan – the Maori 'Traditional Way' will be used to consult with the Maori community.		

DOCUMENTATION AND REVIEW

NAG 2 ...through the principal and staff	School review	Update on where we are at re recommendations from 2011 ERO review in preparation for February 2014 ERO review.	
	Policy and procedure review	As per BOT Policy Sub-com. Policy review cycle.	
	Strategic plan review	Ongoing through 2012.	
	Develop annual plan	Charter/ Strategic and Annual Plans for 2013 to be presented to the Board in December 2012 for ratification.	
	Develop student progress and achievement targets	Two specific targets in 2012: <u>Group Target:</u> To raise achievement levels in Reading and Mathematics with an emphasis on Boys and Maori students deemed at risk of not achieving in relation to National Standards. Analysis of school wide data in relation to National Standards has revealed that the need exists to target the Boys in the 2012 Year 3,4 & 5 cohorts. In these cohorts we only have Boys in the 'Below' category. <u>School-wide Target:</u> To raise levels of Written Language in Years 1-6 with an emphasis on those students deemed at risk - including Maori students - of not achieving in relation to National Standards. Analysis of school wide data in relation to National Standards has revealed that we need to focus on moving more students from 'Below' to 'At' and from 'At' to 'Above' the National Standard.	
	Curriculum learning area reviews	Integrated Learning – Year 2 of the three year cycle. Thinking Skills Review 2012	
	Reports to BOT (general)	Principal reports to BOT at each meeting referenced to the annual plans and targets.	
	Reports to BOT – student achievement	Report to the Board as per 2012 BOT Annual Workplan	
	Reports to BOT re Maori and Pasifika achievement	Report to the Board re Maori and Pasifika student achievement in reading, writing, and numeracy - March 2012	
	Reporting to parents	See strategic and annual action plan.	
Community consultation	Review results from 2011 parent survey and present action plans to BOT.		

PERSONNEL

NAG 3 BOTs are required to...	Professional development programme	Written Language Moderation and Workshops Differentiation/Thinking skills - school wide PD in SOLO Taxonomy ICT PD – July 2012 Conference for ICT Team ICT PD – IPAD/IPOD APP use	
	New staff and PRT induction	New staff and PRT will be supported into the school by their Syndicate leaders and the DP/Principal. Syndicate leaders will be specifically responsible for the induction.	
	Staff appraisal – teaching and non-teaching	Continue to review and refine the teacher appraisal system to include the new teacher criteria. Ensure all non teaching staff are appraised against job descriptions. Teacher appraisal goals to align with school strategic goals.	
	EEO programme	To ensure that the principles of EEO are reflected in school policies and practice.	
	Good employer practices	As outlined in policies.	
	BOT training	Continued Board training.	

PROPERTY AND FINANCE

NAG 4 BOTs are required to...	Prepare annual budget	Property allowed for in budget.	
	Allocate funds to reflect charter goals	Funds allocated through budget according to identified school needs eg. field drainage, concrete painting, toilet upgrade (Room 6).	
	Regular reviewing of financial situation with BOT	Monthly reports to the BOT by Property Sub-com.	
	Maintenance of school buildings and grounds	First year of implementation of the new 10YP and New 5YA plan in 2012.	
	Develop property to reflect charter goals (5YA)	As per 5YA and modern teaching/learning environments. Information Centre upgrade to start in 2012	
	Planned major asset purchases	7 x Visualisers Information Centre assets Radio Station Top-up Ipads/Ipods not obtained from grant allocations Replacement School Office furniture	

HEALTH AND SAFETY

NAG 5 BOTs are required to...	Provide a safe physical and emotional environment	Continue with current behaviour management strategies- school values system – Matakana Magic, Wheel of Choice. Ensure duty teachers are monitoring the playground.	
	Anti-bullying initiatives	Wheel of Choice – embedding behaviour choices Values system – Matakana Magic developed in 2010 and implemented in 2011 now starting to be embedded. Ongoing review.	
	Community health consultation (every two years)	Review results from 2011 parent survey and present action plans to BOT.	
	NAG 5 other (e.g. major accidents, hazards, evacuations)		

LEGISLATION

NAG 6 BOTs are expected to...	School Attendance	Attendance Report to BOT – March 2012 Investigate e-attendance options – electronic registers	
	Ensure that correct procedures are followed re: Stand downs and/or suspensions Management of truancy Enrolment scheme Teacher registration Staff salary increments. Police vetting of non-teaching staff and contractors Mandatory reporting to teachers council re competency and/or serious misconduct		