



Pasadena Intermediate School

Documentation and Self-Review Policy

The Pasadena Intermediate School board of trustees, with the principal and teaching staff:

- develops the **charter** as its major policy statement and the guiding document for the school. The charter is updated each year and provided to the Secretary for Education.
- develops a **strategic plan**
- **reports to students and their parents** on the achievement of individual students, and to the school's community on the achievement of students as a whole and in groups, including the achievement of Māori students
- uses National Standards to report:
 - **to students and their parents** on individual student achievement and their progress in relation to National Standards, in writing, at least twice a year
 - to the school community on the achievements of students as a whole and in groups, including Māori
 - school-level data, in the statement of variance in the annual report, under the headings:
 - school strengths and identified areas for improvement
 - the basis for identifying areas for improvement
 - planned actions for lifting achievement
- maintains a comprehensive programme of self-review, including
 - plans and programmes
 - evaluation of student achievement information
 - **implementation audits and reports**
 - a triennial **review of policies and procedures**.

This policy meets the aims of **National Administration Guidelines** 2, 2a, 7, and 8.

Release history: **29 August 2014, 28 March 2013, 20 Sept 2011**

SUPPORTING POLICIES AND PROCEDURES

Managing Policy and Procedures

Review Instructions

Review Schedule

School Planning and Reporting

Recognising Student Achievement

Reporting to Parents on Student Progress and Achievement

Compliance with New Zealand Legislation

Last reviewed in Term 2, 2014.