



TITAHI BAY SCHOOL

CHARTER

2014 – 2017

He Manu hou ahau, he pi ka rere
Learning for Life

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MISSION STATEMENT

To promote achievement and self-worth and provide challenging opportunities for all our students and staff

Learning For Life

He Manu hou ahau, he pi ka rere

OUR CULTURE:

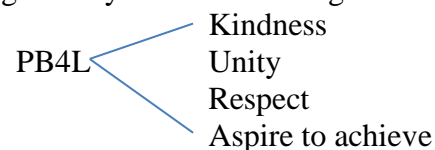
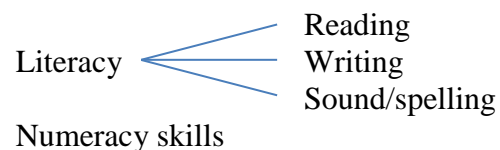
We celebrate our dual heritage, and today's multi-cultural school community, respecting and valuing diversity, and have high expectations, inclusiveness and care for ourselves, others and our environment.

WHO WE ARE:

Titahi Bay School is nestled in the heart of Titahi Bay, a short distance to our beach and harbour. We have New Entrants – Year 6 children and we are very proud of our achievements. We are a vibrant, big school which embraces the cultural traditions found within our diverse group of students. We currently have 43% Maori, 40% Pakeha, 12% Pacific Island and 5% other in our school.

OUR STRENGTHS:

We have a very effective staff with a lot of experience who deliver innovative programmes across our school. We believe that the foundations to an effective education come about through a very focused teaching and learning programme on:



We offer a wide range of initiatives to ensure all our students are challenged and reach their expected level of achievement. We provide Reading Recovery, Multi Lit lessons, Lexia Reading and extra lessons for students who need a little extra help. We are very proud of our special needs programme in our school and our Te Manawa area.

We have been developing our teaching skills in Writing, Maths and Spelling over the last two years and have raised the level of achievement across the school. We are currently in our third year of Positive Behaviour for Learning training and this has now become a strength of our school.

OUR TEACHING STAFF:

We seek to always employ the most effective teachers to join our team with an emphasis on a range of diverse backgrounds and skills – Our teaching staff are experienced, committed, vibrant, enthusiastic, positive and ready to go the extra mile for our students. Our staff has a range of professional experience and interests and work very collaboratively on all aspects of school development.

All our staff are part of ongoing professional development, particularly in the areas of:

- Reading – ‘Reading together’
- Writing –
- Sounds/spelling – Joy Allcock Research
- Maths- MST maths (.5)
- Behaviour/wellbeing student – PB4L

Our school wide curriculum reflects THE NEEDS AND INTERESTS OF OUR STUDENTS each year. The staff has a high expectation on achievement but also that all our learning community work harmoniously together.

OUR TRADITIONS:

We have a reputation in the performing arts and kapa haka. Our school shows are legendary and always involve the whole school. We celebrate our new 5 year olds coming into our school through Springbulbs and we hold a very special graduation night at the end of Year 6 – where each child receives a Taonga. We also recognise the Year 6’s who have reached the highest level in Numeracy, Literacy, Sports, Visual Arts, Performing Arts, contribution to school and role models/Leaders.

We are a very sporty school and have Saturday netball and hockey and we also compete in a range of sporting events locally and regionally. All new children and staff are welcomed into our school with a Powhiri. The Powhiri team is made of students – the karanga and speaker on the paepae are students.

K Kindness **U** Unity **R** Respect **A** Aspire to achieve

We celebrate that Titahi Bay School uses the KURA anagram as our motto for how we operate at school.

OUR SCHOOL:

We are on big grounds with two large grass areas. Our buildings, hall and playgrounds are well maintained. We have shaded areas for children. Our school celebrates enviro education through our edible garden, worm farms and recycling; and we encourage students to take pride in their environment. Each team has an edible garden to look after in the school grounds.

OUR COMMUNITY:

Our community totally supports our school and is very approachable and keen to help us. Our community enjoy coming to all our celebrations, especially when their children are showcasing their talents. We celebrate Academics, The Arts, Sports and our Values programme. We have very supportive parents who work with the school on any new initiative.

JOINT EXPECTATIONS: Parents, teachers and the community hold high expectations for student achievement:

- Students will become self-motivated, independent and confident
- Parents and teachers will do everything they can to overcome the barriers to learning that some children encounter
- Children will achieve the fundamentals of a good education and in doing so will have fun and discover and experience new and exciting things.

**COMMUNITY
CONSULTATION:**

Titahi Bay School consults regularly with our parents and caregivers over matters which affect the education of their children. The consultation process includes strategic plans, school reviews, community surveys and reporting to parents. The BOT meets with members of the Maori community and reports to them on the progress of Maori students as a group. In 2014 the school will also have a Pasifika group who will meet termly to focus on student engagement. The school will, in 2014, have an elected student council which will allow students some involvement in school decision making and reporting to our BOT – “students’ voice”. In 2014 we will also work with Mutukaroa within a cluster in Porirua with a focus on engaging with our community.

EXPECTATIONS:

A profile (our vision) of a Year 6 student who has spent at least 3 years at Titahi Bay School before leaving us.

- *Be at the expected National Standards level in Reading, Writing and Maths. To be achieving at the expected level and have the necessary skills to be moving onto Year 7/8.
- *Proud of his/her achievements, school and community
- *Confident (motivated and happy)
- *Organised (responsible for self)
- *Able to persevere (set goals and work hard)
- *Able to get along with others (friendly and fair), show gratitude
- *Resilient (able to handle setbacks and conflict)
- *Able to think for him/her self and take responsibility
- *Able to read, write, communicate and use maths skills – to his/her potential
- *Creative, healthy and active
- *Excited about learning and future opportunities

**INCLUSION AND
EQUITY:**

At Titahi Bay School we celebrate difference and value people as individuals. The strictest confidentiality will be adhered to in accordance with the Privacy Act 1993. The needs of all our children will be catered for regardless of gender, ethnicity, culture, physical, social and academic abilities. We welcome all children to our school and will work with families to ensure their child receives the correct funding and programmes. Our social play area called ‘Te Manawa’ is used daily by children and a special programme is planned, organised and run by the school SENCO. All special needs are overseen by our SENCO – Sharon Thompson

MAORI & PASIFIKA: In 2014 this will be a focus by our BOT and Leadership Team. We will continue to work on the development of consultation with Maori and Pacific Island community. We will also continue to develop and target achievement levels of our Maori/Pacific Island children. We want children to lead our powhiri both on the paepae and doing the karanga. We will have whanau nights to celebrate our successes. We have Murray Patterson working one day a week on Te Reo lessons, extension classes, Kapa Haka training and a boys mentoring programme.

ENVIRO EDUCATION: In 2014 this will be a continued school area of development using the skills of our experienced gardening team in at school. Each team in the school will have an area where they nurture and grow vegetables. This will be student led with help from Katrina Jagersma.

The charter drives the operational plan and links with the policies and procedures of the school. The policies and procedures are reviewed on an annual cyclical basis.

Community consultation occurs each year as part of the self-review of curriculum delivery in term 4, reporting on student achievement to the community in newsletters, surveying of new families, random sampling and consultation with our Maori and Pacific Island families.

Titahi Bay School's planning year is from January to December each year. A copy of our charter and annual plan will be lodged with the Ministry of Education each February.

A copy of the annual variance report will be lodged with the Ministry of Education by 31 February the following year.

THE UNIQUE POSITION OF MAORI CULTURE:

The School curriculum will recognise and value the unique position of Maori in New Zealand society. All students will have the opportunity to acquire some knowledge of Maori language and culture. The school curriculum will acknowledge the importance to all New Zealanders of both Maori and Pakeha values, traditions and histories.

The Leadership Team will share with the Board of Trustees the Maori achievement data stating the percentage of children below, at and above the National Standards from the school report in Term 2 and 4.

The school entry data and Reading recovery percentages will be shared in Term 2 and 4.

The Board of Trustees will work alongside the Mutukaroa plan to help us engage with our Maori whanau.

MAORI / PACIFIC ISLAND ACHIEVEMENT GENDER

NEW ZEALAND'S CULTURAL DIVERSITY

The School curriculum will encourage students to understand and respect different cultures that make up the NZ Society. It will ensure that the experiences, cultural traditions, histories and languages of all New Zealanders are recognised and valued. It will acknowledge the place of Pacific Island societies in New Zealand society and New Zealand's relationships with the peoples of Asia, Europe and the South Pacific.

The School will incorporate tikanga Maori into the curriculum by:

- * Having a trained teacher one day a week take level 1, 2, 3, lessons in Te Reo - Murray will assess every child who comes into the programme – a report will be written on these children in Term 4. (This programme will be in Terms 3 and 4)
- * Recognising that students may need to meet more than one set of cultural expectations
- * Incorporating into the school curriculum, practices that reflect the value of tikanga Maori
- * Empowering Maori parents and whanau to participate in their child's education by having the chance to put them in a Maori language class
- * Whole school Kapa Haka training every odd week and on even weeks a student Powhiri group.
- * Consult with the Maori community using their own consultation processes, in the development of priorities for the education of Maori children
- * Encouraging children to value each other's heritage and culture
- * Empowering children to be accepting of other cultures and cultural difference
- * All new children will be part of a powhiri when they arrive at school and also when the school has visitors
- * Year 4 - 6 children will be trained to speak on the paepae and girls to perform the karanga
- * Whanau group meetings to share in school successes and give guidance and feedback to school

TITAHI BAY SCHOOL

We want:

“Young people who will be confident, connected, actively involved, lifelong learners”

HOW WE DELIVER THE CURRICULUM

Every child is teachable



**Fundamental
Stepping Stones**

Rich Inquiry Learning

**Using sound assessment and then effective classroom teaching
to develop a broad knowledge, effective skills, positive attitudes and values
with a special acknowledgement of Te Reo Maori and sign language**

These all link to the five key competencies of the NZ Curriculum

English – Literacy

- Reading
- Writing
- Reading Recovery
- Spelling
- Multi Lit
- Lexia

Maths – Numeracy

- Maths Support Teacher

Using language, symbols and text

PB4L – K U R A

Thinking

Managing Self

Participating and contributing

Social Sciences

Technology

Science

Health & P.E.

The Arts

Enviro

Relating to others

HOW WE DELIVER THE CURRICULUM AT TITAHI BAY SCHOOL

Foundation	Rich context	Inquiry Learning			
Literacy & Numeracy	Social Sciences	Science	Technology	The Arts	PE & Health
<p>*All teaching based on overall teacher judgement and assessment</p> <p>*flexible groupings</p> <p>*Daily instructional lessons</p> <p>*Opportunities to practise and consolidate skills and strengths through relevant and useful independent activities</p> <p>*Targeting students whose learning is at risk with extra support (targeted teaching and teacher aide support)</p> <p>*Integrated programmes across the curriculum to provide purpose for learning</p> <p>*Multi Lit/Lexia programmes</p> <p>*Reading Recovery</p>	<p>This is planned and taught through units from our curriculum delivery document and the NZ curriculum. This is collaboratively written in class/teams and whole school where we can integrate two areas we do.</p>				
	<p>*Belonging to groups</p> <p>*Roles & responsibilities</p> <p>*History of NZ – tangata whenua & subsequent migrations</p> <p>*Culture in our daily lives</p> <p>*Places of significance</p>	<p>*Understanding, investigation and communication in science.</p> <p>*Participating and contributing through these contexts</p> <p>- The living world</p> <ul style="list-style-type: none"> - life processes - ecology - evolution <p>- Planet Earth & Beyond</p> <ul style="list-style-type: none"> - Earth systems - interacting systems - astronomical systems <p>-The physical world</p> <ul style="list-style-type: none"> - physical enquiries - physics concepts <p>-The material world</p> <ul style="list-style-type: none"> - property & changes of matter - chemistry & society 	<p>*Technology knowledge</p> <p>*Technology practice</p> <p>*The nature of technology at appropriate levels as outlined in the NZC</p>	<p>Rich opportunities to learn about and create:</p> <ul style="list-style-type: none"> -Visual artworks -Dance -Drama -Music <p>Through:</p> <ul style="list-style-type: none"> -outside performers & artists working with children -performance opportunities -Artsplash -school concerts -local events <p>Leading to:</p> <ul style="list-style-type: none"> -understanding in the arts context; -development of practical knowledge -communicating and interpreting 	<p>P.E.</p> <p>*In class/syndicate programmes of:</p> <ul style="list-style-type: none"> -daily fitness -dance & aerobics -swimming -athletics -skills based programmes using equipment <p>*Out of school senior sports teams:</p> <ul style="list-style-type: none"> -netball/hockey -arena sports -interschool competitions -sports programmes in school offered by outside agencies <p>Health</p> <ul style="list-style-type: none"> *NZC based units of work at class, syndicate, or whole school levels *Life education van *Programmes offered by outside agencies -Police -Roots of Empathy -Public health nurse

PB4L – is integrated across everything we teach at this school.

HOW WE ASSESS THE CHILDREN

We will use appropriate assessment methodology, including diagnostic (before), formative (during) and summative (after) assessment, particularly in literacy and numeracy. This enables early identification of those students who need extra support, helps us to plan our programmes and the next step learning for individual children or groups and enables us to keep parents well informed on how their child is progressing and what they can do to help.

- Year 1:**
- *School entry assessment
 - *Running records
 - *Junior Assessment of Mathematics (JAM)
 - *6-Year diagnostic survey
 - *Sounds/Letters
- Year 2:**
- *Running records
 - *Junior Assessment of Mathematics (JAM)
 - *Reading recovery testing (for children in the programme)
 - *PM Benchmarks
 - *Sounds/Letters
- Year 3:**
- *STAR (Supplementary Tests of Achievement in Reading)
 - *Junior Assessment of Mathematics (JAM) where required
 - *Running records
 - *Essential Spelling Lists 1-4
 - *GloSS testing (Maths)
 - *PAT Maths
 - *Joy Allcock spelling
- Year 4-6**
- *STAR
 - *e-AsTTle Reading, e-AsTTle Writing, e-AsTTle Maths (Assessment Tools for Teaching & Learning)
 - *GloSS testing (Maths)
 - *PAT Maths
 - *Joy Allcock Spelling

Using these standardized tools in conjunction with more informal classroom assessment and overall teacher judgement, teachers gain knowledge of students' progress and achievement. This informs future programmes, allows teachers to see where students fit against National Standards and fulfills statutory reporting requirements. Teachers also assess children's well-being and behaviour.

All of this information is available to parents, and is presented to them in the form of written reports twice a year.

Meet-the-teacher evenings are held to allow discussion of children's progress. Parents with concerns are encouraged to get in touch with the teacher or principal at any time.

TO ACHIEVE OUR 7 STRATEGIC GOALS

Initiative, plans, goal and projects

We do this through:

- *Ongoing staff professional development plans
- *Property plans
- *Curriculum delivery and assessment plans
- *Self-reviews
- *Consultation
- *Assessment results
- *Set budgets to reflect our goals

As a school our target overview is:

- No child slips back from current level of achievement (November – November) over summer holidays.
- All children maintain level and move (well below – below)
- All children making sufficient accelerated progress to enable movement beyond current level
- All children working towards the National Standards levels
- All children on Reading Recovery, Multi Lit, Lexia come off the programme supported to sustain level and move up.

ALL CHILDREN ACHIEVING AT OR ABOVE NATIONAL STANDARDS WHEN THEY LEAVE OUR SCHOOL.



OUR SCHOOL'S VISION

Our Values: These are the things this school and its community hold dear:

The Values we foster in our classrooms and playground: We celebrate these when students can show us them

Kindness

- *We like our school and we are happy to come to school.
- *A smile and greeting go a long way.
- *When things don't go our way, we need to be able to bounce back, (emotional resilience).
- *Laugh lots, share your humour.
- *Be willing to contribute and be involved.
- *We learn how to respond to, deal with and eliminate bullying and hurt.



Unity

- *We all take pride in our school and community.
- *Our school's family atmosphere is to be treasured.
- *Everyone needs to be able to get along with each other.
- *Teachers, parents, caregivers and children know each other well and work together positively.
- *We all have ownership of our class and school rules.
- *Everyone is involved in how our school works and in how it grows – 'The Kura Kid Way'



Respect

- *Everyone is responsible and accountable for their actions and behaviour.
- *Everyone needs to respect others.
- *Good manners are priceless.
- *Show gratitude.
- *We treat everyone with fairness and friendship.
- *Trust and honesty in everything is very important.
- *We are all responsible for our environment and for 'picking up after ourselves'.



Achieve

- *Always give things a go and do your best.
- *Understand what you have to do and set goals.
- *Do quality work.
- *Get better and better at everything, every day.
- *Learn from your mistakes and move on
- *Take time to reflect. (quietly and honestly think about your learning and your growing).
- *Rewards and success often come as a result of hard work, persistence and determination.
- *Take control of your learning.
- *Competition can challenge us and give us something to strive for.
- *We all need to know how learning happens and how we best learn.

Teaching and Learning

- All students are motivated for challenging learning by skilled, well-trained teachers.
- All students, regardless of ability, receive excellent teaching and learning opportunities so they can achieve their potential.
- All students develop a commitment for their own learning.
- All teachers are motivated and eager to provide an innovative and challenging learning environment.
- Professional development that addresses both the teaching needs of teachers and the identified learning needs of students is provided for teachers.

- K U R A
- Values We Share

The school values were developed after extensive consultation and reflect those on page 10 NZC.
 These values shape how we behave and interact at Titahi Bay School. Through ongoing reflection and review the school ensures they are encouraged, modelled and explored in all school practices and programmes

<p style="text-align: center;">NZC Values we support as a national direction, through encouragement, modelling and exploration</p>	<p style="text-align: center;">Our School Values that are encouraged, lived and regularly reviewed by everyone in our school</p>	
<p>Excellence * aiming high, persevering</p> <p>Innovation, inquiry, curiosity * thinking critically, creatively, reflectively</p> <p>Diversity * different cultures, languages, heritages</p> <p>Equity * fairness and social justice</p> <p>Community and participation * for the common good</p> <p>Ecological sustainability * Care for the environment, etc.</p> <p>Integrity * being honest, responsible, accountable, ethical</p> <p>The NZ Curriculum (2007)</p> <p>The New Zealand Curriculum (2007)</p>	<p>PERSONAL BEST *Always give things a go and do your best. *Understand what you have to do and set goals. *Do quality work. *Get better and better at everything, everyday. *Take time to reflect. (quietly and honestly think about your learning and your growing) *Rewards and success often come as a result of hard work, persistence and determination *Take control of your learning *Competition can challenge us and give us something to strive for.</p> <p>HAPPINESS *We like our school and we are happy to come to school. *Learning can be fun and it can also be hard work. *A smile and greeting go a long way. *Everyone is learning to grow in confidence. *when things don't go our way, we need to be able to bounce back, (Emotional resilience) *Learn from your mistakes and move on. *Laugh lots, share your humour. *Be willing to contribute and be involved. *We learn how to respond to, deal with and eliminate bullying and hurt.</p> <p>CREATIVITY *Imagination is a tool we can use positively. *We encourage creativity and expression in all areas. *We all need to be taught how to develop better thinking skills *We love the challenges of solving problems. *We love coming up with new ideas.</p>	<p>*Reflection is a key to tapping into our imagination and creativity. *We all need to know how learning happens and how we best learn. *We value time to play. RESPONSIBILITY *Everyone is responsible <i>and accountable</i> for their actions and behaviour. *Everyone needs to respect others. *Good manners are priceless. <i>Show gratitude</i> *We treat everyone with fairness and friendship. *Trust and honesty in everything is very important. *Independence will help you to focus on your own work. *Being organised is a key to independence *We are all responsible for our environment and for 'picking up after ourselves'. TOGETHERNESS *We all take pride in our school and community. *Our school's family atmosphere is to be treasured. *Everyone needs to be able to get along with each other. *Teachers, parents, caregivers and children know each other well and work together positively. *We all have ownership of our class and school rules. *Everyone is involved in how our school works and in how it grows – 'The Kura Street Way'.</p>

STRATEGIC GOALS 2014 – 2017

STRATEGIC GOALS

Student Achievement	Governance	Personnel	Finance	Property	School culture	Community Partnerships
<p>Our student achievement will meet the high expectations of the school community through learning programmes based on quality assessment and analysis of data, Which will result in improved learning outcomes for all students.</p> <p>2013 Raised student achievement. Focussed learning Quality teaching</p>	<p>Our Board of Trustees will provide effective governance through inclusive and consultative decision making based on policies, procedures and robust and transparent self-review of the key issues of student achievement, and school practice and delivery.</p> <p>2013 Future focused learning</p>	<p>Our commitment to high quality, innovative teaching will be guided through a robust professional development programme, an appraisal process and appropriate support that ensures the delivery of best practice and high quality outcomes for students.</p> <p>2013 Strengthened leadership and management Quality teaching</p>	<p>Our financial Management will prioritise funding for improving student learning outcomes and achieves our strategic goals and identified needs of the school, within budget allocations.</p>	<p>Our property planning will be strategically managed to develop modern learning areas. Buildings and grounds will be maintained to provide the best and safest physical environment for our students, staff and the school community.</p> <p>2013 Environmental development</p>	<p>Our school culture will foster high expectations in regard to learning, behaviour and respect for each other. We will embrace and celebrate inclusivity and cultural diversity which will ready each student for life.</p> <p>2013 Consistently positive and respectful behaviour schoolwide</p>	<p>Our school will foster excellent relationships between students, families, whanau, staff and the wider Titahi Bay community.</p> <p>2013 Consistently positive and respectful behaviour schoolwide</p>

**TITAHI BAY SCHOOL
STRATEGIC PLAN FOR THE YEAR 2014 – 2017**

**IN RELATION TO THE NATIONAL EDUCATION GUIDELINES:
NATIONAL ADMINISTRATION GUIDELINES**

“In order to ensure that the National Education Goals (NEGS) are met, the Board of Trustees and Principal respectively, are also required to follow sound governance and management practices involving curriculum, employment, financial and property matters applying to Titahi Bay School. Further details of these requirements are found in the relevant legislation, appropriate contracts of employment and, from time to time, guidelines promulgated by the Secretary of Education”.

This strategic plan is set out so that each year’s objectives are linked to the National Administrative Guidelines.

STRATEGIC FRAMEWORK 2014 – 2017 (Goals – Strategies – Actions)

Student Achievement / Curriculum Delivery 9NAG 1)

Goal 1

Our student achievement will meet the high expectations of the school community through learning programmes based on clear goals, quality assessment and analysis of data which will result in improved outcomes for students.

STRATEGIES	ACTIONS	IMPLEMENTATION
Strengthen the gathering and use of student achievement data across the school.	<ul style="list-style-type: none"> *Priority in gathering student achievement will be in Literacy, Numeracy and PB4L. *Student achievement data will be used when reviewing teaching and learning across the school in order to set annual goals and targets. *The management team will develop and implement a shared approach to data analysis and application of findings to teaching and learning programmes. *Staff meetings will be set up to share data across the school for future PD planning 	<p>On going 2014 – 2017</p> <p>On going</p> <p>On going</p> <p>On going</p>
Strengthen the moderation process of OTJ across the school	<ul style="list-style-type: none"> *Teachers will strengthen their skills in overall teacher judgement in <ul style="list-style-type: none"> *pairs *coaching sessions *teams *whole school *teams 	During 2014
Teaching programmes will deliver authentic, varied, innovative and relevant learning experiences for all students	<ul style="list-style-type: none"> *Regular planned reviews of practices and programmes will be undertaken to ensure students are achieving through quality teaching and learning programmes. *In-class observations of teachers will be undertaken as part of annual appraisals/coaching. *In-class observations of teachers will be linked to school-wide PD focus/personal goals *In-class observations of teachers will be linked to teachers’ target students. *Develop and extend the school’s focus on developing our PI and Maori priority learning programmes 	During 2014
Strengthen and adapt the ICT capacity across the school	<ul style="list-style-type: none"> *Audit current performance and identify improvements to hardware, software and information systems across the 	During 2014

	<p>school to support data gathering, analysis and application to curriculum development in order to plan for and resource ICT including PLD for staff.</p> <p>*Use ICT effectively in the management of assessment data across the school.</p> <p>*Every team will have a focused ICT expert.</p>	
Review the curriculum delivery document across the school		
Review the assessment tools we use and the time we use them across the school.	<p>*Re-look at time line for all assessment across the school.</p> <p>*Whanau PD on what assessment we use and why.</p> <p>*Go over all assessment tools with whole staff to share expertise</p> <p>*Assessment data is used to drive all PD in school and Priority Learning programmes</p>	2014
Identify and respond to the specific students learning needs across the school.	<p>*Te Reo and tikanga Maori will be more visible in our students' learning with the support of a part-time Maori language teacher – Murray Patterson one day a week.</p> <p>*Provide kapa haka enrichment opportunities for all students with the support of Murray Patterson.</p> <p>*Through professional learning and development opportunities teachers will develop skills and techniques to differentiate classroom programmes to meet the diverse needs of students in their classes.</p> <p>*Teachers planning and classroom programmes will show evidence of differentiated learning opportunities for students.</p> <p>*All teacher planning will identify</p> <p>*Special needs students *Maori students *PI students</p> <p>And they will show if the child is at/above/below and the programmes set up to meet their needs.</p> <p>*Work with the Mutukaroa initiative to enhance our work with whanau.</p>	

Governance (NAG 2 & 6)

Strategic Goal 2

Our Board of Trustees will provide effective governance through inclusive and consultative decision-making based on policies procedures and robust self-review of the key issues of student achievement and school practice and delivery

STRATEGIES	ACTIONS	IMPLEMENTATION
	*The BOT will meet all required MOE deadlines for reporting in a timely manner. *The school will receive a positive ERO review in 2014.	Ongoing 2014 – 2017 2014
Establish effective assessment and reporting practices in order to provide useful achievement information for children, teachers, parents and the Board of Trustees (BOT).	*Reporting to parents will be 3 times a year to parents on their children’s learning progress and report to the BOT showing student achievement across the school in relation to National Standards. *Teachers will continue to use a variety of assessment tools to gather assessment data on student achievement. *Teachers will provide formative feedback to children and their parents/whanau on the students’ next learning steps. *The BOT will receive on an ongoing and regular basis reports prepared by the management team, teaching staff and BOT members informing them of progress, trends and recommendations on student achievement.	Ongoing 2014 - 2017
Boost capability and profile of BOT members.	*BOT members will take advantage of NZSTA training and professional learning and development opportunities to ensure their effective governance of the school. *The BOT will communicate regularly with the school community via the school newsletter and on the school website.	Ongoing 2014 – 2017 Ongoing 2014 - 2017
Develop a self-review cycle to identify strategic, on-going and emergent reviews across the school.	*The BOT establish a self-review programme of policies and procedures to ensure compliance with legislative requirements. This will also have procedures under each policy. *Develop and implement a plan to review how effective the school is in ensuring quality outcomes for its Maori and Pasifika students will be planned for	Whanau evaluation 2014 Pasifika evaluation 2014
Review the After School Care at Titahi Bay School.	*Ask questions of our community on After School Care *Ensure 3 rd party is signed up-to-date. *Contract in place is being met. *Emergency details are kept at school.	Survey 2014 Ongoing

Personnel (NAG 3)

Strategic Goal 3

Our commitment to high quality, innovative teaching will be guided through a robust professional development programme, an appraisal process and appropriate support to ensure the delivery of best practice.

STRATEGIES	ACTIONS	IMPLEMENTATION
Strengthen our annual appraisal processes.	<ul style="list-style-type: none"> * Teachers will be appraised through in-class observations and criteria linked to the NZTC new teacher registration criteria. * Teachers will use the Teaching as Inquiry model to develop and strengthen effective teaching practises across the school. * Appraisals will be linked directly to the school’s annual goals and to personal goals through coaching sessions. * Teachers will use both student achievement data analysis and new registered teachers’ criteria for personal goal setting. *Support staff will receive the necessary guidance to ensure high levels of performance through an appraisal process and ongoing professional development. 	2014 – 2017 2014 – 2017 2014 - 2017
Professional learning and development will be linked to the school’s strategic goals and the annual priorities.	<ul style="list-style-type: none"> * Planned reviews of teaching practices and teaching and learning programmes will be undertaken to identify future PD opportunities. * Analyse student achievement data to identify future PD opportunities. * In preparing the budget for the following year the BOT will make an allowance for professional learning and development. 	Term 1 – Term 4 Term 1 – Term 4
Boost and maintain staff excitement in and commitment to the school’s strategic direction.	<ul style="list-style-type: none"> * Provide quality professional learning and development. * Maintain positive staff morale and a climate of professional congeniality and collaboration through well-planned and 	2014 – 2017 2014 – 2017

focussed staff meetings

* Through professional learning and development opportunities teachers will develop skills and techniques to differentiate classroom programmes to meet the diverse needs of students in their classes.

2014 - 2017

Finance (NAG 4a)

Strategic Goal 4

Our financial management will prioritise funding for improving student learning outcomes and achieves our strategic goals and identified needs of the school, within budget allocations

STRATEGIES	ACTIONS	IMPLEMENTATION
Monitor and control school expenditure against the annual budget.	<ul style="list-style-type: none"> * Set an agreed operating budget for the following year in November/December. * Allocate funds to reflect the priorities of the school as stated in the school charter and annual plan. * Provide appropriate documentation for audit purposes in a timely manner. * The BOT will establish a finance sub-committee/portfolio that will meet with the principal prior to every BOT meeting specifically to look at the school financial position. 	<p>2014 – 2017</p> <p>Ongoing</p>
Involve parents in supporting the school to raise additional funds.	<ul style="list-style-type: none"> * The BOT will actively encourage and support the parent/whanau Pasifika group. * An annual fundraising plan will be developed and shared with staff and school community – through Home & School 	<p>Ongoing</p> <p>Term 1 of each year</p>
Use Education Services for Asset Register	* Updated each year.	Term 4
BOT will align funds to any big projects	Minuted in February each year	February

Property (NAG 4b)

Strategic Goal 5

Our property planning will be strategically managed to develop modern learning environments. Buildings and grounds will be maintained to provide the best and safest physical environment for our students, staff and the school community

STRATEGIES	ACTIONS	IMPLEMENTATION
Extract maximum value from existing property assets.	<ul style="list-style-type: none"> * Maintain a clean, attractive and secure school site. * Maintain a school hazards' management programme to ensure a safe physical environment. * Begin project work identified in the 5YA Property Plan. 2013 - 2015 * Establish a property portfolio on the BOT. – completed by Lee Ashby 	<p>2014 – 2017</p> <p>2014</p>
Work with the school community on shared environmental initiatives.	<ul style="list-style-type: none"> * Plan opportunities for students and parents/whanau to contribute to school-wide environmental projects including gardening. * Apply for grants for environmental projects * Home & School 	2014
BOT work on shade areas and extra seating	<ul style="list-style-type: none"> * Plan set up in 2014 at BOT meeting 	2014
BOT reserved funds set aside for work on South Block	<ul style="list-style-type: none"> * Modern learning environment plan set up with 5YA and BOT reserves 	2014

School Culture (NAG 1 & 5)

Strategic Goal 6

Our school culture will foster high expectations in regard to learning, behaviour and respect for each other. We will embrace and celebrate cultural difference which will ready each child for life.

STRATEGIES	ACTIONS	IMPLEMENTATION
Develop and maintain programmes and an ethos that reflects New Zealand's cultural diversity in particular the unique position of Maori as the Tangata Whenua.	* Integrate Te reo and tikanga Maori in teachers' planning across the curriculum.	2014 – 2017
	* Te reo and tikanga Maori will be more visible in our students' learning with the support of a part-time Maori language teacher.	
	* Continue to emphasise Maori language and encourage an awareness of Maori cultural practices and Maori history of this rohe.	
	* Students across the school are able to powhiri manuhiri and actively demonstrate manaakitanga when hosting guests at school.	2014 – 2017
	* Provide kapa haka enrichment opportunities for all students.	2014 – 2017
	* Develop and implement a plan to review how effective the school is in engaging its Maori and Pasifika students. – Unit given to senior teacher	2014 – 2017
	* Senior students will have an opportunity to have a marae experience every second year.	2014 - 2017
Promote an inclusive school climate that celebrates and learns from cultural diversity.	* Arts and cultural performances are an important aspect of school life at Titahi Bay School. School culture team ensures that Titahi Bay School celebrate all events. * New Zealand Music Month will be celebrated each year.	2014 - 2017
Promote a school climate which safe guards the physical and emotional wellbeing of students, their parents/whanau and staff.	* Provide pastoral care for our students and staff. * Maintain a fair and consistent school wide behaviour management system through PB4L * Review and upskill staff in behaviour management when participating inducting new staff. * Review and update if required emergency procedures to students and staff. * BOT and staff actively encourage parents/whanau to work in the school as parent tutors, sports management/coaching, class helpers, gardening and where appropriate sharing their skills/expertise.	2014 - 2017
Identify and take advantage of opportunities to build a strong student voice in the school and	* Students will continue to actively contribute to the school's student council. The minutes of these meetings will be shared with staff, BOT and school community (on a	2014 – 2017

<p>grow young leaders.</p>	<p>school noticeboard). * Students will be supported and encouraged to plan for, participate in and contribute to both school and community projects/events. * Senior student leaders will share student news via the school newsletter and website. * Students will continue to plan and lead the weekly school assembly. * Senior student leaders attend Leadership training.</p>	<p>2014 - 2017</p>
<p>PB4L – Kura School is providing in everything we do</p>	<p>* KURA is everywhere in school * Promote the values of KURA</p>	<p>2014 - 2017</p>

Community Partnerships (NAG 7)

Strategic Goal 7

Our school will foster excellent relationships between children, families, staff, and the wider community.

STRATEGIES	ACTIONS	IMPLEMENTATION
Develop and strengthen relationships between the school and the students' parents/whanau	* New families to the school will be invited to the school for a morning tea with the principal.	Once a term 2014
	* Implement Reading Together MOE reading initiative between the school and parents/whanau of junior students at least twice during the school year.	Ongoing
	* BOT and teachers will seek active support from parent/whanau for environmental projects around the school. * BOT will seek active support from parents/whanau for school fundraising initiatives.	Ongoing
	* BOT and teachers will continue to seek parent/whanau feedback through face to face meetings and surveys. * BOT will liaise with the *whanau group *Pasifika group *Home & School to help set the future goals of our school.	Ongoing

<p>NAG 1 Curriculum</p> <ul style="list-style-type: none"> . Develop and strengthen whole school moderation processes for consistency of Overall Teacher Judgements (OTJs) for reporting achievement . Te Reo Maori and tikanga will be integrated across the curriculum . Planning and classroom programmes will show evidence of differentiated learning opportunities for students Implementing the use of ICT tools and opportunities as part of teaching and learning programmes to engage students in their learning . Use the National Standard 2013 data to implement PD for 2014 	<p>NAG 2 Documentation and Review</p> <ul style="list-style-type: none"> . Leaders of teams keep folders on area of responsibility . Unit holders keep clear evidence of area of responsibility . Student data available and used for all planning . Be part of all school reviews 	<p>NAG 3 Personal</p> <ul style="list-style-type: none"> . Be part of all PD in school . Have personal, team and school goals . Work with your coach to achieve your goals . In class observations will be linked to goals . Participate in all new school learning
<p>NAG 7 Community Partnership</p> <ul style="list-style-type: none"> . Promote Home & School events especially the Triathlon . Continue to strengthen school/whanau relationships . Actively encourage whanau to work in our school . Be part of Reading Together programme. . Share as much information with whanau as you can through e-mails, facebook, website, roles . Work and liaise with whanau/Pasifika group 	<p>TITAHU BAY SCHOOL</p> <p>TEACHER'S ANNUAL PLAN</p> <p>2014</p>	<p>NAG 4 Property/Maintenance</p> <ul style="list-style-type: none"> . Use students in school gardens . Use gardens to make soups in winter . Plant seeds across school
<p>NAG 6 Administration</p> <ul style="list-style-type: none"> . Ensure each term all student data is entered on MUSAC accurately and on time . Electronic rolls are completed twice a day . Planning shows evidence of differentiated learners . Planning shows and reflects Maori/PI/Special needs students and their needs 	<p>NAG 5 Health and Safety</p> <ul style="list-style-type: none"> . Participate in evacuations once a term for whole school and staff . Support students to actively contribute to the school's student council by having regular, planned class meetings . Report to Steve/Kevin any classroom and/or playground hazards so they can be attended to promptly . Continue to promote an inclusive school climate that celebrates and learns from diversity 	<p>NAG 4 Finance</p> <ul style="list-style-type: none"> . Manage curriculum budgets and ensure expenditure is within budgeted amounts . Actively encourage and support the Home & School . Push for all students to do Triathlon . Manage class spending budget

<p>NAG 1 Curriculum</p> <ul style="list-style-type: none"> * Continue to support extra staffing for Reading Recovery, Maths, Writing, Priority learning * Develop with the leadership team an ongoing ICT plan across the school * Ensure staff development is set up for all for 2014 with time at BOT meeting for feedback 	<p>NAG 2 Documentation and Review</p> <ul style="list-style-type: none"> * Review and craft a Charter for 2014 – 2017. Share with MOE and school community *Continue to develop ICT plan for 2014 – 2017 and action it within budget * Initiate a review of Maori and Pasifika student engagement and achievement during 2014 * Establish a self-review programme to ensure compliance with legislative requirements and to assist in strategic planning for 2015 * Share with school community the Annual Report following May 2014 submission to MOE 	<p>NAG 3 Personal</p> <ul style="list-style-type: none"> * BOT undertake NZSTA PD as they see the opportunity * Continue to induct all new BOT members in * Continue to support staff development in line with school's priorities * BOT members visible and known to staff
<p>NAG 7 Community Partnership</p> <ul style="list-style-type: none"> *BOT actively promote Titahi Bay School * BOT actively engage and support the whanau of Titahi Bay School * BOT communicate after every BOT meeting in school newsletter and once a term give feedback to community * BOT members visible at school events * Parent survey Term 3, 2014. 	<p>TITAHIBAY SCHOOL</p> <p>BOT'S ANNUAL PLAN</p> <p>2014</p>	<p>NAG 4 Property/Maintenance</p> <ul style="list-style-type: none"> *Make provisions for environment plans – cycle track, playground, sunshade * Start the design work for 5YA work identified in 10YPP. * Establish a maintenance cyclical programme for school property
<p>NAG 6 Administration</p> <ul style="list-style-type: none"> * Ensure the MOE receive accurate and timely returns and legislative requirements * Submit annual reports and Charter to MOE, including required reports for audit * BOT ensure all policies and procedures are completed and minuted by 2014 * Ensure time, staff, building and finance are set out in BOT plan February 2014 	<p>NAG 5 Health and Safety</p> <ul style="list-style-type: none"> *Participate in evacuations once a term for whole school and staff *Support students to actively contribute to the school's student council by having regular, planned class meetings * Report to Steve/Kerry classroom and/or playground hazards so they can be attended to promptly *Continue to promote an inclusive school climate that celebrates and learns from diversity * Hazards are identified with BOT/School for minimisation and isolation 	<p>NAG 4 Finance</p> <ul style="list-style-type: none"> * Preparation of annual budget and end of year accounts for audit within required time frame Submit final accounts for audit by 31 May to MOE * BOT establish finance person to work with Principal *BOT actively encourage and support the parent Home & School fundraising group * Fund professional development for agreed PLD priorities for teaching and support staff

APPENDIX A – TITAHI BAY SCHOOL 2014 – MATHEMATICS TARGETS FOR RAISING STUDENT ACHIEVEMENTS

Strategic Goal 1 – Student Achievement

- . Our student achievement meets the high expectations of the school community through learning programmes based on quality assessment and analysis of data which will result in improved learning outcomes for all students.
- . We will foster student achievement by providing opportunities to succeed in all areas of the New Zealand Curriculum (NZC).
- . All students will make measurable progress from the start of the school year to the end of the school year across all learning areas of the New Zealand Curriculum (NZC).
- . Titahi Bay students will work towards achieving to their highest level of capability in order that each child achieves their full potential.
- . Titahi Bay students will be achieving at or above their year level expectations when they reach the end of Year 6 in maths skills.
- . MST teacher works with students from Year 3 – 6.

Annual Objective

To increase the number of students achieving at or above the National Standard in Mathematics across the school

Baseline data

	Well below		Below		At		Above	
	Number	Proportion	Number	Proportion	Number	Proportion	Number	Proportion
All students	32	8.3%	83	21.5%	196	50.8%	75	19.4%
All/boys	20	10.4%	29	15.0%	100	51.8%	44	22.8%
All/females	12	6.2%	54	28.0%	96	49.7%	31	16.1%
Maori	20	12.3%	41	25.2%	73	44.8%	29	17.8%
Pasifika	5	11.4%	12	27.3%	19	43.2%	8	18.2%
Asian	1	7.1%	3	21.4%	6	42.9%	4	28.6%
European/Pakeha	6	3.6%	27	16.4%	98	59.4%	34	20.6%
After 1 year at school	0	0%	16	21.6%	48	64.9%	10	13.5%
After 2 years at school	0	0%	8	8.8%	74	81.3%	9	9.9%
After 3 years at school	5	7.6%	25	37.9%	18	27.3%	18	27.3%
End of Year 4	2	3.2%	17	27.0%	28	44.4%	16	25.4%
End of Year 5	13	23.6%	10	18.2%	17	30.9%	15	27.3%
End of Year 6	12	32.4%	7	18.9%	11	29.7%	7	18.9%

Planned Action	Timing	Responsibility	Resourcing
*Review the maths resource book for all staff	Term 4	Maths Team	Maths Team meetings
*Set up a folder of maths information on line for all staff	On-going all year	Maths Team and all teaching staff can also contribute to this	Maths Team meetings
*Introduce updated JAM/GloSS testing – make up resources for all staff – run a staff meeting for all staff on how to use correctly	Term 1	Deb and Candis	Made up new kits which will be collected in term 4 and items checked and replaced. GloSS interview 1/3 kits to be made in Term 4 ready for 2015
*Moderation of the new assessments for JAM/GloSS	Term 1 Term 4	Deb and Candis to oversee moderation across teams	Team meeting time 3 & 17 march (Term 1) Term 4 dates TBC
*Data collected on MUSAC and analysed – class, team, schoolwide Data on MUSAC by week 8 each term	End of Term 1 (term 1 reports) End of term 2 (Mid year information sheet) Beginning of Term 4 (term 4 reports)	All teachers overseen be team leaders, Deb and Candis	MUSAC
*Assessment JAM	Term 1 and Term 4 plus as needed	Classroom teachers and Learning Support teachers	
GloSS	Term 1 and Term 4 plus as needed		
PAT Mathematics	Term 1 and Term 4		Pat Mathematics – data entry (Jodene) Purchase PAT Mathematics answer sheets Term 1 & 4
Group profile Tracking Sheets	All Year	Classroom teachers and Learning Support teachers	

Staff PD on Group tracking sheets	Term 1	Maths Team	
*Parent information nights/afternoons	Term 2 “Bangers & Maths” Evening for families	Maths Team and teachers	Sausages & Bread (for sale) Copies of Games used on the night
*Linked to appraisal goals Identified target students within class and action plan	All Year	Classroom teachers Leadership Team	Professional Development linked to appraisal goals
Target groups in classes	All year	Classroom teachers	
Analyse data middle of each term/end of each term to inform teaching and learning for target group	Mid term/end of term	Classroom teachers	
*Maths Support Teacher programme (MST)	Year 4 students term 1 / 2 (15 weeks) Year 5 /6 students term 2/3/4 (25 weeks)	Deb	Funding through MST programme Budget for required resources
Parent sessions for families of MST students	As required	Deb	Budget for required resources

*Student goal setting Goals set together with child, parent & teacher. Written on Term 1 report	Term 1 at interviews On-going throughout year	Class teacher together with child and parent/s	Day for interviews
*Priority learning in Maths	Term 2/3/4	Tanya together with classroom teachers	Staffing for priority learning
*Maths Team PD Workshops on Multiplicative Thinking Statistics	Term 2 Term 3	Maths Team	Funded by the MOE
*Maths Team share back PD at staff meetings & team meetings Geometry Geometry Multiplicative Thinking Statistics	Term 1 Term 2 Term 3 Term 4		
*Mathletics for Rakau & Ngahere students (Years 3 to 6) Teachers set appropriate courses and tasks according to student needs	All Year	Deb & Candis with the support of the maths team Rakau & Ngahere Teachers	Budget \$5500 from curriculum budgets Purchase additional trophies?
Staff PD on using Mathletics	Term 1	Candis, Nicky B, Phil	
*Maths Week	Term 2 16-20 June	Maths Team & all teachers	Curriculum budget
World of Maths	17-18 June	Deb & Candis	\$4 per student (Koha from families?)
*Outside facilitators as required	As required	Deb & Candis	PD Budget if we get in an outside facilitator

*Maths activities in Te Manawa Exploration with equipment	Weekly	Maths Team	Curriculum budget
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Maths Interim Results mid year OTJ's	Maths End of year results

APPENDIX B – TITAHI BAY SCHOOL 2014 – WRITING TARGETS FOR RAISING STUDENT ACHIEVEMENTS

Strategic Goal 1 – Student Achievement

- . Our student achievement meets the high expectations of the school community through learning programmes based on quality assessment and analysis of data which will result in improved learning outcomes for all students.
- . We will foster student achievement by providing opportunities to succeed in all areas of the New Zealand Curriculum (NZC).
- . All students will make measurable progress from the start of the school year to the end of the school year across all learning areas of the New Zealand Curriculum (NZC).
- . Titahi Bay students will work towards achieving to their highest level of capability in order that each child achieves their full potential.
- . Titahi Bay students will be achieving at or above their year level expectations when they reach the end of Year 6 in writing skills.

Annual Objective

To increase the number of students achieving at or above the National Standard in Writing across the school

Baseline data

	Well below		Below		At		Above	
	Number	Proportion	Number	Proportion	Number	Proportion	Number	Proportion
All students	30	7.8%	89	23.1%	202	52.3%	65	16.8%
All/boys	19	9.8%	51	26.4%	100	51.8%	23	11.9%
All/females	11	5.7%	38	19.7%	102	52.8%	42	21.8%
Maori	18	11.0%	49	30.1%	73	44.8%	23	14.1%
Pasifika	6	13.6%	11	25.0%	19	43.2%	8	18.2%
Asian	0		3	21.4%	8	57.1%	3	21.4%
European/Pakeha	6	3.6%	26	15.8%	102	61.8%	31	18.8%
After 1 year at school	0	0%	15	20.3%	53	71.6%	6	8.1%
After 2 years at school	0	0%	11	12.1%	50	54.9%	30	33.0%
After 3 years at school	5	7.6%	24	36.4%	33	50.0%	4	6.1%
End of Year 4	3	4.8%	12	19.0%	31	49.2%	17	27.0%
End of Year 5	9	16.4%	20	36.4%	21	38.2%	5	9.1%
End of Year 6	13	35.1%	7	18.9%	14	37.8%	3	8.1%

WRITING

Planned action	Timing	Responsibility	Resourcing
<ul style="list-style-type: none"> Reviewed the writing spiral bound book for all staff. 	Term 4 2013	Sub group of literacy team	Literacy team meetings
<ul style="list-style-type: none"> Set up a literacy folder on staff drive 	Ongoing – all year	Literacy team to create and contribute	Literacy team meetings Professional development to meet identified needs
Assessment			
<ul style="list-style-type: none"> Easttle writing rubric – create support booklet for teachers 	Term 1 and 4	Literacy team to choose prompts Year 2-6 teachers to administer Jamie and Karly to modify writing score conversion table	Term 1 2014 – describe. Different test to be done early term 4 - persuade (letter to someone in school) school created prompts
<ul style="list-style-type: none"> OTJ's based on writing books – staff meetings to support people making OTJ's 	Term 2 and 3	Literacy team	Staff meeting time
<ul style="list-style-type: none"> Data collected on MUSAC and analysed – class, team, school wide. Data into musac by week 8 each term. 	End of term 1 (reports) End of term 2 (mid year reports) beginning of term 4 (reports)	Class teachers to make judgements and enter data. Checked by team leaders and Jamie and Karly.	MUSAC
Staff P.D			
<ul style="list-style-type: none"> Create writing process display 	Term 1	Karly	Colour photocopy and laminating Staff meeting time
<ul style="list-style-type: none"> Ideas for short writing activities 	ongoing	Literacy team	Staff meeting time Literacy team meetings to prepare

<ul style="list-style-type: none"> Identifying target students and next steps Twilight P.D sessions organised by Wellington Literacy Association Linked to appraisal goals – identified target students in class and action plan Outside facilitators Explore digital literacy options with Ipads Visiting Pinehaven School Video children and their response to writing Moderating writing Extra moderating meeting for PRT's <p>Community links</p> <ul style="list-style-type: none"> Student goal setting at parent teacher interviews 	<p>ongoing – as needed</p> <p>All year</p> <p>All year</p> <p>As required</p> <p>Ulearn - October</p> <p>10th March</p> <p>Early term 2</p> <p>Term 1 and 4</p> <p>Term 1</p> <p>Term 1 –at interviews</p>	<p>Classroom teachers</p> <p>Literacy team</p> <p>Classroom teachers Leadership team</p> <p>Karly and Jamie</p> <p>Karly and Jamie</p> <p>Karly and Jamie</p> <p>Karly and Jamie</p> <p>Literacy team to lead all class teachers to participate</p> <p>Karly</p> <p>Class teacher /student/ parents</p>	<p>Staff meeting time</p> <p>Membership to Literacy association and course fees as applicable</p> <p>Professional development linked to appraisal goals</p> <p>PD budget</p> <p>PD budget</p> <p>-</p> <p>Class cover</p> <p>Staff meeting time</p> <p>PRT meeting time</p> <p>Day for interviews</p>	
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<ul style="list-style-type: none"> • Book week with celebration and parade 	Term 3 – week 4?	Literacy team and all staff	library parents – local authors and librarians support staff (Steve, Kevin etc.)
<p>Priority learning</p> <ul style="list-style-type: none"> • Identify target students in classes 	All year	Classroom teachers	Class data/observations
<ul style="list-style-type: none"> • Target students from teams to work with support teacher (Tanya, Sharon, Judy) 	Term 2	Team leaders Support teachers Deb	Support teachers
<ul style="list-style-type: none"> • Analysing progress made of learning support students 	End of each term	Jamie and Karly Support teachers Deb	Data Musac?
<p>Resources</p> <ul style="list-style-type: none"> • Maintaining the resource room 	Weekly	Tiara (Karly and Jamie)	Tiaras time (Fridays)
<ul style="list-style-type: none"> • Purchasing writing resources 	As needed	Karly and Jamie – feedback from the literacy team	Literacy budget
<ul style="list-style-type: none"> • The writing book 	Term 1	Classroom teachers	Class budgets

Spelling

Planned action	Timing	Responsibility	Resourcing
Assessment <ul style="list-style-type: none"> Speedy spelling 	Kakano/koru Weekly Rakau Once a term	Classroom teachers to administer, mark and enter to musac	Writing spiral bound book
<ul style="list-style-type: none"> Letter sound 	Kakano/koru Termly Rakau Termly as required	Classroom teachers to administer, mark and enter to musac	Writing spiral bound book
<ul style="list-style-type: none"> Pseudo and senior pseudo 	Kakano/koru Termly Rakau Term 1 and 3 Ngahere Senior pseudo term 1 and 3	Classroom teachers to administer, mark and enter to musac	Writing spiral bound book
<ul style="list-style-type: none"> Dictation 	Kakano/koru Term 1 and 3	Classroom teachers to administer, mark and enter to musac	Writing spiral bound book
Staff P.D <ul style="list-style-type: none"> Kakano/Koru twilight session with Joy Allcock 	Term 1 (ongoing?)	Classroom teachers	Joy Allcock Team meeting time
<ul style="list-style-type: none"> Possible Rakau/Ngahere session with Joy Allcock 	Term 2?	Literacy team	Joy Allcock PD budget Team meeting time

<p>Priority learning</p> <ul style="list-style-type: none"> • Identify target students in classes • Target students from teams to work with support teacher (Tanya, Sharon, Judy) • Analysing progress made of learning support students <p>Resources</p> <ul style="list-style-type: none"> • Lexia 	<p>Term 1</p> <p>Term 1</p> <p>End of term 1</p> <p>Daily – all year</p>	<p>Classroom teachers</p> <p>Team leaders Support teachers Deb</p> <p>Jamie and Karly Support teachers Deb</p> <p>Literacy team with support from Mike</p>	<p>Class data/observations</p> <p>Support teachers</p> <p>Data Musac?</p> <p>Class time Lexia programme</p>
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Writing Interim Results mid year OTJ's	Writing End of year results

APPENDIX C – TITAHI BAY SCHOOL 2014 – READING TARGETS FOR RAISING STUDENT ACHIEVEMENTS

Strategic Goal 1 – Student Achievement

- . Our student achievement meets the high expectations of the school community through learning programmes based on quality assessment and analysis of data which will result in improved learning outcomes for all students.
- . We will foster student achievement by providing opportunities to succeed in all areas of the New Zealand Curriculum (NZC).
- . All students will make measurable progress from the start of the school year to the end of the school year across all learning areas of the New Zealand Curriculum (NZC).
- . Titahi Bay students will work towards achieving to their highest level of capability in order that each child achieves their full potential.
- . Titahi Bay students will be achieving at or above their year level expectations when they reach the end of Year 6 in reading skills.
- . All 6 year olds will have a 6 year net.

Annual Objective

To increase the number of students achieving at or above the National Standard in Reading across the school

Reading

Planned action	Timing	Responsibility	Resourcing
<ul style="list-style-type: none"> • Reviewed the reading spiral bound book for all staff. 	Term 4 2013	Sub group of literacy team	Literacy team meetings
<ul style="list-style-type: none"> • Set up a literacy folder on staff drive 	Ongoing – all year	Literacy team to create and contribute	Literacy team meetings Professional development to meet identified needs
Assessment <ul style="list-style-type: none"> • Easttle reading – create support booklet for teachers 	Term 1 and 4	Jamie and Karly to create tests Year 4-6 teachers to administer Jamie and Karly to create booklet	Created new tests for Feb 2014 New tests to be remade October 2014
<ul style="list-style-type: none"> • Running records 	Ongoing – as needed. Ex Reading Recovery students monthly or termly Kakano – seen text - termly	Classroom teachers	Staff meeting term 1 – Sharon H to discuss running records for ex reading recovery students.

<ul style="list-style-type: none"> STAR Data collected on MUSAC and analysed – class, team, school wide. Data into musac by week 8 each term. <p>Staff P.D</p> <ul style="list-style-type: none"> Reading comprehension strategies Running records -Monitoring of ex reading recovery students explained Analysing running records 	<p>Koru – seen text - termly Rakau year 3- term 2 and 3 (term 1 and 4 if under stanine 5) year 4 – easttle reading – below 2p – running record term 2 and 3. If below stanine 5 term 1 and 4. Ngahere – easttle reading – below 2p – running record term 2 and 3. If below stanine 5 term 1 and 4.</p> <p>Year 3-6 Administered term 1 and 4</p> <p>End of term 1 (reports) End of term 2 (mid year reports) beginning of term 4 (reports)</p> <p>Ongoing – beginning term 1 2014.</p> <p>Term 1</p> <p>Term 2</p>	<p>Class teachers for administering and marking Deb allocating tests for each child</p> <p>Class teachers to make judgements and enter data. Checked by team leaders and Jamie and Karly.</p> <p>Literacy team</p> <p>Sharon Hartley</p> <p>Sharon Hartley</p>	<p>Deb to purchase/order STAR booklets term 1 and 4. Jodene to enter data.</p> <p>MUSAC</p> <p>Staff meeting time Literacy team meetings to prepare</p> <p>Staff meeting time</p> <p>Staff meeting time</p>
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<ul style="list-style-type: none"> • Reciprocal reading strategy 	Term 2	Jamie	Staff meeting time
<ul style="list-style-type: none"> • Identifying target students and next steps 	Term 2	Literacy team	Staff meeting time
<ul style="list-style-type: none"> • Twilight P.D sessions organised by Wellington Literacy Association 	All year	Literacy team	Membership to Literacy association and course fees as applicable
<ul style="list-style-type: none"> • Linked to appraisal goals – identified target students in class and action plan 	All year	Classroom teachers Leadership team	Professional development linked to appraisal goals
<ul style="list-style-type: none"> • Outside facilitators 	As required	Karly and Jamie	PD budget
<ul style="list-style-type: none"> • Explore digital literacy options with Ipads 	Ulearn - October	Karly and Jamie	PD budget
<ul style="list-style-type: none"> • Visiting Pinehaven School 	10 th March	Karly and Jamie	-
<p>Community links</p> <ul style="list-style-type: none"> • Reading together programme 	Term 2 and 3	Rebekah and Kristina (Sharon Hartley)	Programme book and resources – supplied as part of the programme. Reading together section of library.
<ul style="list-style-type: none"> • Parent night on reading at home 	Term 3	Literacy team	Reading together booklets staff sharing Bookmarks with reading strategies and questions- Sheena Cameron ‘reading comprehension strategies’ as a guide

<ul style="list-style-type: none"> • Student goal setting at parent teacher interviews • Book week with celebration and parade • Duffy books – children receive 5 books a year 	<p>Term 1 –at interviews</p> <p>Term 3 – week 4?</p> <p>All year</p>	<p>Class teacher /student/ parents</p> <p>Literacy team and all staff</p> <p>Jodene and literacy team</p>	<p>Day for interviews</p> <p>library parents – local authors and librarians support staff (Steve, Kevin etc.)</p> <p>sponsors school Duffy budget</p>
<p>Priority learning</p> <ul style="list-style-type: none"> • Identify target students in classes • Target students from teams to work with support teacher (Tanya, Sharon, Judy) • Analysing progress made of learning support students 	<p>All year</p> <p>Term 1 (other terms?)</p> <p>End of each term</p>	<p>Classroom teachers</p> <p>Team leaders Support teachers Deb</p> <p>Jamie and Karly Support teachers Deb</p>	<p>Class data/observations</p> <p>Support teachers</p> <p>Data Musac?</p>
<p>Resources</p> <ul style="list-style-type: none"> • Maintaining the resource room • Purchasing reading resources 	<p>Weekly</p> <p>As needed</p>	<p>Tiara (Karly and Jamie)</p> <p>Karly and Jamie – feedback from the literacy team</p>	<p>Tiaras time (Fridays)</p> <p>Literacy budget</p>

<ul style="list-style-type: none"> • Lexia 	Daily – all year	Literacy team with support from Mike	Class time Lexia programme
<ul style="list-style-type: none"> • Library books 	All year	Jodene Student input	Library budget

Reading Interim Results mid year OTJ's	Reading End of year results

EXPLANATORY NOTE:

In developing both our Reading, Writing and Numeracy targets for 2014, care has been taken to ensure that they comply with the Education Act.

As a staff team we will continue to collect and analyse base-line student achievement data for all year levels in Reading, Writing and Mathematics. The staff team will continue to track the progress of every student, at every year level, in Reading, Writing and Mathematics through their successive years of schooling. This will include teachers making overall teacher judgements (OTJ's) against the National Standards.

Teachers assess each child at regular intervals throughout the year and track their progress constantly, including teachers making overall teacher judgements (OTJ's) against the National Standards and school-wide monitoring and moderating opportunities. This, along with a range of other information, is used to write the mid-year and end-of-year reports. Our assessment and reporting system is reviewed every year to ensure we are consistent and up to date. In 2013 we received very positive feedback from parents about the frequency of and content of the student achievement reporting we shared with them both orally and in written form. While we are constantly looking to improve our assessment practices we feel confident that our practices are robust.

Term 1 – half hour meeting setting goals with a full written report.

Term 2 - where their child is at in relation to the mid-year point of National Standards.

Term 4 - a full report detailing all assessment with an OTJ against the National Standards.

Staff look closely at the student achievement data they are collecting in order to set class, group and individual goals for all children. We appreciate the importance of clearly identifying where a student is at and where they need to go next in their learning. Feedback from our parents and caregivers at the start of Term 2 this year was very positive. They appreciated the specific feedback they received including next steps for their child's learning.

We know that children progress at individual rates and that they do not necessarily conform to group or sub-group rates. We recognize that sustainable and lasting improvement in student achievement, particularly for those students with special learning and personal needs, cannot be achieved in a single year alone. We know sustained improvement requires resourcing, time and the continuous focused attention on improvement by the school with support from family and whanau.

Kerry Delaney
Tumuaki/Principal
February 2014