

ST PATRICK'S SCHOOL NAPIER



SCHOOL CHARTER 2020

MISSION STATEMENT

“In a Catholic Way we Learn Today for Tomorrow”

The school's intent is to provide a good education in a Catholic environment to Catholic pupils and others whose parents choose such an education for their children.

Me Ruia Mai Te Kakano Ka Puawaitia te Hua

Seeds Planted Today Will Flourish and Blossom for Tomorrow

Shamrock
Represents St Patrick our Patron

School Monogram



Norfolk Pine
Represents Napier

Marian Symbol
Represents Mary the Mother of Jesus

Open Book
Represents the Bible, book of learning

The School Motto

‘TO LIVE JUSTLY’

Is taken from the Old Testament Book of Micah, Ch 6:v8

“Three things I ask of you
To Live Justly
To Love Tenderly
And to Walk Humbly with your God”

OUR VISION

Hauora through learning, love and laughter.

Living the St Pat’s Way:

Kia Whakaute

Be respectful; yourself, others, environment. Appreciate.


Kia Manaaki

Be kind, caring, support and protect others, generosity.

Kia Nanaiore

Be your best, put in effort, persevere, endeavour.

ST PATRICK'S SCHOOL ANNUAL PLAN 2020

<p>SCHOOL & STUDENT IMPROVEMENT TARGETS 2020</p> <p>Pasifika achievement in mathematics.</p> <ul style="list-style-type: none"> To make a significant difference to student achievement and acceleration for all Pasifika students in maths, in particular the 6/19 students (32%) who were below curriculum expectation in 2019. <p>Achievement in writing</p> <ul style="list-style-type: none"> To make an early difference to student achievement and acceleration in writing for the year 3-6 cohort: <p>A) Boys, 23 in total (37%) who were below curriculum expectation in 2019.</p> <p>B) Maori students who were below curriculum expectation in 2019. Year 3/4 - 8/22 students (36%) Year 5/6 - 7/17 students (41%)</p> <p>Hauroa (Well Being) To improve hauroa, specifically to improve opportunities where our cultural diversity is acknowledged and celebrated. The wellbeing at school survey tool will be the measure for improvement. This includes students, staff and whanau.</p>	<p>SELF REVIEW</p> <ul style="list-style-type: none"> 2019-2021 Self Review & Action Plan - largely focused around reviewing our St Patrick's Local Curriculum document Monthly B.O.T reports. Staff Appraisal / Reflection. Policy and Procedures Review - (Self-review Cycle). Charter / Strategic & Annual Plan. B.O.T Self Review & Professional Development. Student Voice Survey (well-being at school). 	<p>CURRICULUM / P.D FOCUS 2020-2021</p> <ul style="list-style-type: none"> Digital Technologies Curriculum Implementation - (on-going) Science Toolbox Kit extension (2 per term) Developing Mathematical Inquiry Communities (DMIC - Year 2) Positive Behaviour for Learning (PB4L) - Year 3 Writing - Cultural Response Pedagogy - In line with 2020 student achievement target -Internal P.D opportunities School-wide integration of R.E throughout our connected Learning (Putatara focus) Opportunities offered through Mataruahau Kahui Ako
<p>SPECIAL CHARACTER</p> <ul style="list-style-type: none"> Consultation with Community Consult with our Maori & Pasifika Community - lifting student achievement and fanau involvement. Self Review School wide Pastoral Care mid-year review. TNTCS PLD and formation time. DRS formation. New 2020 - 2022 Special Character Strategic Plan 	<p>PERSONNEL</p> <ul style="list-style-type: none"> Staff Appraisal 0.4 Reading Recovery SEG funded teacher - aides for school support programme Review Support Staff contracts C.R.T 0.2 Management Release Leadership P.D 0.1 DRS release COL release PB4L release 	<p>PROPERTY / HEALTH & SAFETY</p> <ul style="list-style-type: none"> Review 10 year property plan Emergency Evacuation Drills - 1 per term W.O.F Fire Safety, Security Inspections Maintenance / Hazards schedule 2018 checklist P.E storage Monthly H & S reports to B.O.T Upgrade hard court area/markings
<p>PROFESSIONAL DEVELOPMENT</p> <ul style="list-style-type: none"> B.O.T Training STA / MOE / CEO - B.O.T Election PD budget \$8000 R.E in-service - staff, DRS, Principal, TNTCS Opportunity for individual, syndicate and curriculum team professional development PMS / Appraisal - review / focus on student achievement. - release for class- room observation School-wide Focus - DMIC + PB4L + COL 	<p>FINANCE</p> <ul style="list-style-type: none"> Budget to reflect 2020 priorities Budget for property work - maintenance plan Fund "Personnel" priorities as recorded in Annual Plan Fund Teacher Resources for school-wide focus "Curriculum Development" & ICT Prepare annual budget following Furniture & ICT upgrades 	<p>RESOURCES (Major)</p> <ul style="list-style-type: none"> Laptops for teaching staff (T.E.L.A) Leadership P.D - PB4L, DMIC & C.O.L Curriculum budget priorities Data / ICT for classrooms - modernisation ICT - Hardware / Classroom devices - TV's Staff P.D Classroom furniture upgrade

Self-Review 2019/2020/2021

	2019	2020	2021
Term 1	<p>Connected learning - Toonoga/ Integration RE</p> <p>Staff hauora - through teacher only day</p> <p>LLP/MLP - school wide</p> <p>Teaching as inquiry - collaborative inquiry</p> <p>PBAL - 3 key behaviour expectations</p> <p>Assessment Overview</p> <p>Data wroll tracking and Discussions</p> <p>Report to the BOT</p>	<p>DMIC (Year 2) Culturally Responsive Pedagogy</p> <p>Connected Curriculum - Science/Digital Technologies/Arts</p> <p>Science toolbox</p> <p>TAI collaborative inquiry (ongoing)</p> <p>Student/whanau voice</p> <p>PBAL - 3 key behaviour expectations</p> <p>Writing - Culturally Responsive Pedagogy</p>	<p>DMIC - (Year 3)</p> <p>Reporting to Whanau</p> <p>Teaching as Inquiry - collaborative inquiry</p> <p>Collaborative practice</p> <p>LLP/MLP - school wide</p> <p>Science - sustainability (ongoing)</p> <p>Student engagement and agency</p> <p>What are we doing? Where to from here?</p> <p>How does this look in our key learning areas?</p> <p>St Pats Curriculum Doc Review</p>
Term 2	<p>St Patrick's School Curriculum - leadership team and school wide:</p> <p>Science</p> <p>gifted and talented</p> <p>Connected learning</p> <p>Health consultation (Marist Whanau - pubertal change)</p> <p>Wellbeing survey (students and staff, in week 4)</p> <p>Maori/Pasifika Consultation (DMIC)</p> <p>Three way conferences and written reports to whanau</p> <p>Mid year data review</p> <p>Including 2019 targets and school wide:</p> <p>Pasifika achievement in maths</p> <p>Boys' achievement in writing</p> <p>Hauora of our learners -through Ask your Team survey</p>	<p>Health (including wellbeing)</p> <p>Science toolbox</p> <p>Wellbeing survey (students and staff, in week 2)</p> <p>Three way conferences and written reports to whanau</p> <p>Mid year data review</p> <p>Including 2020 targets and school wide data</p>	<p>Three way conferences and written reports to whanau</p> <p>Mid year data review</p> <p>Trends - (including attendance data)</p> <p>Digital Technologies in the Curriculum</p> <p>Writing Across The Curriculum</p>
Term 3	<p>PBAL team review</p> <p>Health consultation (Year 4/5)</p>	<p>PBAL team review</p> <p>Science toolbox</p> <p>Health consultation (Year 1-6)</p> <p>Maori/Pasifika Consultation (DMIC/Writing)</p>	<p>PBAL sustainability review</p> <p>Health consultation (Year 7/8)</p>
Term 4	<p>Reporting to Parents</p> <p>Connected Curriculum</p> <p>End of Year Data Review</p> <p>(Reporting to the BOT and MoE)</p>	<p>Wellbeing survey (students and staff, in week 2)</p> <p>Science toolbox</p> <p>Reporting to Parents</p> <p>End of Year Data Review</p> <p>(Reporting to the BOT and MoE)</p>	<p>Reporting to parents</p> <p>End of Year Data Review</p> <p>(Reporting to the BOT and MoE)</p>

REFLECTING CULTURAL DIVERSITY / TIKANGA MAORI

The Board of Trustees recognises the cultural diversity at St Patrick's, and will ensure the delivery of Te Reo and Tikanga Maori in the following manner.

- Strong focus on Catholic Maori spirituality in the Religious Education Programme.
- Karakia / Prayer daily part of school life.
- Maori Myths and Legends incorporated into Language and Art.
- When focussing on New Zealand settings, value is placed on the heritage of the Tangata Whenua.
- Te Reo teaching resource available for classroom tuition from years 1-8.
- Ka Hikitia resource used to guide, for consultation, decision making and school programmes.
- Actively search out expertise in the community to enhance delivery of Te Reo and Tikanga Maori – kapa haka, marae protocol, etc.
- To further promote our unique relationship with local Marae and its whenua.

CATERING FOR VARIOUS ETHNIC GROUPS

- Identification of ethnic composition of roll.
- ESOL Programme operating.
- Community involvement in cultural studies.
- Knowledge and understanding of other cultures is enhanced through Religious Education, Social Studies and other curriculum programmes.
- Involvement of wider community in special cultural studies.
- Cultural diversity reflected in governance roles.

This school does not currently have the staffing resources to provide indepth instruction in Te Reo Maori. Should any parent or group of parents exercise their legal right to request instruction in Te Reo Maori, the request would be fully considered by the Board of Trustees in consultation with the whanau, the wider school community, and staff.

- NAG 1 (e): states "in consultation with the school's Maori community, develop and make known the schools community policies, plans and targets for improving the achievement of Maori students".

This requirement has been and will continue to be met by the following;

- Whanau Whanui consultation
- Individual consultations with Whanau in regards to pupils' achievement and the setting of individual targets and goals. (Two formal consultations per annum plus numerous informal opportunities)
- February 2019 – community input into policy / procedure development (whanau picnic / teacher evenings).
- Monthly and annual curriculum and student achievement reports to the community through either school newsletter or B.O.T reports. (including analysis and identification of Maori and Pasifika pupil achievement)
- Kapa haka in the school
- The use of Te Reo in the classroom

STRATEGIC PLAN

2020 – 2022

STUDENT ACHIEVEMENT

GOAL: 1 To provide high quality education that will enable pupils to reach their highest standard of personal achievement and independence

OBJECTIVES:

- To promote excellence in literacy and numeracy.
- To develop communication skills, independence in work habits and problem solving strategies.
- To foster the essential skills of critical thinking and inquiry learning.
- To provide high quality special needs and special abilities programmes.
- To set annual targets for improvement based on quality assessment.
- To involve the school and wider community in the learning process.
- To foster life long learning.

STRATEGIES:

- The Board supports staff by providing professional development and appropriate resources through the annual budget.
- Focus on written language and maths especially for boys and Pasifika students.
- Key Competences integrated into planning (ONGOING).
- Develop a more integrated curriculum (Inquiry) (2019 – 2021 Self Review)
- Utilise a wide range of learning styles and intelligences.
- Utilise specialist staff outside the school when appropriate.
- Continue to develop assessment systems that include moderation, standardised tools and O.T.Js to monitor and track student achievement.

CATHOLIC CHARACTER

GOAL: 2 To have all pupils equipped with full education needs and the values and practices of the Catholic faith.

OBJECTIVES:

- To ensure that faith is fostered in a personal God and Jesus Christ.
- To ensure that the parents and pupils value the Religious Education Programme offered by St Patrick's.
- To ensure that staff are role models in the Christian Character of the School.
- To reflect the Catholic Character of St Patrick's to the wider community.
- To promote parent involvement in the Religious Education Programme at St Patrick's.

STRATEGIES:

- By promoting daily class prayer.
- By highlighting a monthly "values focus" that has meaning to pupils and the community.
- By providing annual staff development programmes and encouraging staff to work towards their accreditation.
- All teaching staff to be involved in extramural study "What Catholics Believe" or "Understanding Sexuality".
- By encouraging pastoral involvement in the School and looking to our future with school chaplaincy.
- By informing and consulting with parents/caregivers about the Religious Education programmes.
- By providing regular opportunities for liturgies in the school Sacred Space, and involvement in parish liturgies, sacramental liturgies, and Parish Masses.
- By providing staff with opportunities to attend Religious Education Courses.
- By developing our outreach programme to incorporate local, national and international projects (financial support).
- Encourage and support parents to be more involved as first teachers of faith (Baptism / Eucharist).
- Staff to be fully involved in the 2020 P.D Calendar of events issued by the P.N.C.E.O.
- To implement targets identified in the Special Character section of the 2020 Annual plan.

COMMUNITY PARTNERSHIP

GOAL: 3 To have quality Parish and community involvement and participation in the learning experience of pupils at St Patrick's School.

OBJECTIVES:

- To encourage parents and caregivers to be involved in school activities.
- To promote the Treaty of Waitangi as a living document for both staff and pupils.
- To encourage joint representation between school, parishes and community groups.
- To maintain effective communication with parents / caregivers, parishes and the wider community.
- To strengthen our partnership with the catholic parishes in building the Kingdom of God.

STRATEGIES:

- Each class will provide details of programmes to be covered for the term inviting parental involvement when appropriate. School / meet the teacher evening in February 2019.
- By continuing the weekly newsletter to all parents /caregivers and parishes both in hard copy and electronic form. (Website, Facebook and school phone application).
- By providing board and staff training
- By informing and consulting on important strategic and policy decisions within the school.
- By facilitating Whanau Whanui and Pasifika meetings to consult and plan for pupils' needs.
- By regularly reporting to parents / caregivers and holding parent teacher interviews – June.
- By inviting parents / caregivers and others to attend school functions involving all aspects of school life.
- By holding parent information evenings for parents (new entrants / new to intermediate).
- By providing a structured New Entrant induction programme and a transitioning programme between syndicates ie: Y2 – Y3 Y4 – Y5 Y6 – Y7 Y8 – High School.

MANAGEMENT SYSTEM

GOAL: 4 To operate efficient and effective management systems that meet the functioning needs of the School and national auditing standards.

OBJECTIVES:

- To meet the requirements of the National Education Guidelines, National Administration Guidelines, and the School Charter.
- To ensure that the financial management system meets the legal responsibilities and aids the School to operate within the budget.
- To ensure that the Board of Trustees and the Principal are informed of latest management techniques and practices.
- To develop management systems that are self-reviewing.

STRATEGIES:

- By the monitoring and review of current management system policies and practices.
 - By providing training opportunities for BOT and staff on new management systems.
 - By presenting monthly financial reports to the Board of Trustees.
 - Through preparation of an Annual Budget and Annual Report.
 - By providing opportunity for the school community to have input into policy formulation.
- **Appendix to Strategic Plan (Management Systems / Finance)**

	2019	2020	2021	2022	2023																				
DEVELOPMENT FOCUS	TO ALLOCATE FUNDS TO REFLECT THE: <ul style="list-style-type: none"> • CURRICULUM / ANNUAL PLAN • PROPERTY PLAN • STRATEGIC PLAN 																								
REVIEW	<p style="margin: 0;">← BUDGETS →</p> <p style="margin: 0;">← S.E.G / T F E A GRANTS →</p>																								
IMPLEMENTATION	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">S.E.G / T.F.E.A. GRANTS</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: center;">→</td> <td style="width: 10%;"></td> <td style="width: 5%;"></td> </tr> <tr> <td>CURRICULUM BUDGETS</td> <td></td> <td style="text-align: center;">→</td> <td></td> <td></td> </tr> <tr> <td>ADMIN AND PROPERTY BUDGET</td> <td></td> <td style="text-align: center;">→</td> <td></td> <td></td> </tr> <tr> <td>CAPITAL WORKS / RESERVES</td> <td></td> <td style="text-align: center;">→</td> <td></td> <td></td> </tr> </table>					S.E.G / T.F.E.A. GRANTS		→			CURRICULUM BUDGETS		→			ADMIN AND PROPERTY BUDGET		→			CAPITAL WORKS / RESERVES		→		
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PERSONNEL

GOAL 5: To provide the best staff to meet the goals of St Patrick's School in an environment which is supportive to staff.

OBJECTIVES:

- To ensure that staff development initiatives are in place.
- To make budgetary commitment to targeted professional development.
- To ensure that staff appointments reflect the goals of the School.
- To ensure that the Board of Trustees understand the changing and diverse roles of teachers and support staff.
- To ensure that the school has the required number of "tagged" positions.
- To be a good employer.

STRATEGIES:

- Employ equal employment opportunity criteria (3 Year Review Cycle 2019 – 2021).
- Recognise union involvement in staff discussions.
- By maintaining the personnel committee to deal with Board appointments and human resource issues.
- By promoting and maintaining an annual system of assessment for staff performance that will assist in the setting and completion of goals and help identify any training needs. (P.D.C)
- Encourage staff to visit other classrooms and utilise expertise of current staff members.
- To continue to appoint staff who are the best people for the advertised position.
- To ensure that the staff representative on the B.O.T has a defined job description.
- Codes of Ethics for B.O.T
- Maintain a positive rapport between staff and B.O.T. Acknowledge staff achievements and service.

Refer: State Sector Act 1988
Education Act 1989
Primary Teachers Collective Employment Contract
Support Staff Collective Employment Contract
Principals Employment Contract
Integration Agreement

PROPERTY – HEALTH AND SAFETY

GOAL 6: To provide a safe physical environment of the highest standard which promotes teaching and learning.

OBJECTIVES:

- To work with CSB to meet any identified inadequacies in the physical environment.
- To provide a welcoming, visually pleasing and well-maintained environment.
- To ensure that the teaching space meets the required building code.
- To maintain existing buildings to the required national standard.
- To encourage and promote in children appreciation and care of their environment.
- To meet all health and safety requirements within the school.
- To budget for effective use of funds available for capital works.
- To provide a pupil/teacher friendly environment

STRATEGIES:

- Develop and maintain a comprehensive long term maintenance programme to be reviewed annually. (10 year property plan) – which is prioritised for auctioning.
- Maintain a plan for Post Disaster Rescue and Relief under the Civil Defence Act 1983.
- Develop and Maintain an “Emergency – Crisis” Action Plan & Procedures.
- Manage and promote the safe pick-up and delivery of children.
- Provide playground supervision by staff.
- To keep an updated hazards register and to action as is practically possible.
- Ensure that all legal requirements of the Building Code and Building Warrant of Fitness are maintained.
- Maintain gardens and landscaping with an overall plan.

2020	2021	2022
<p>Junior Area - Upgrade Discovery Area</p> <p>Landscaping - Replace trellis – playground pergola - Tree pruning - Native area near Edukids Fenceline</p> <p>Painting - Repaint court markings - Shadesails – Y3/6 area</p> <p>CF 10YPP - Update Cyclical Maintenance Schedule - Repaint court marking</p>	<p>Landscaping - Tree pruning</p> <p>Painting - Interior touch-up – Admin Block</p> <p>Landscaping - Junior deck resurfaced</p> <p>CF 10YPP →</p>	<p>Painting - Exterior – Hall – Admin Block</p> <p>Landscaping - Tree pruning - Landscaping</p> <p>CF 10YPP →</p>
<p>REVIEW</p>	<p>Asset register & Maintenance Programme (10 Year Plan) →</p> <p>Buildings and Grounds →</p> <p>Review Policies →</p>	
<p>IMPLEMENTATION</p>	<p>Specific Policy Review →</p> <p>Asset Register →</p> <p>Hazards Identification →</p> <p>Maintenance Register →</p> <p>Emergency Procedures →</p> <p>Community Support / Fundraising →</p>	

CURRICULUM DEVELOPMENT

GOAL 7: To offer a curriculum which is both interesting and challenging and is in accordance with the national curriculum statements and National Education Goals (including special character) and which reflects the National Education Priorities.

OBJECTIVES:

- To implement the National Administration Guidelines and Procedures.
- To implement the New Zealand Curriculum.
- To provide the best learning environment for all students so that they have every opportunity to meet their full potential.
- To present school wide information to the Board of Trustees about trends and patterns of student achievement.
- To maintain a timetable for the annual self review of curriculum.
- To ensure that staff are fully trained in the implementation and delivery of curriculum.

STRATEGIES:

- By adopting and adhering to a timetable of Curriculum Self Review.
- By ensuring local curriculum goals are funded for and implemented (2020 Budget).
- Use curriculum advisors and other agencies when appropriate (C.O.L and DMIC)
- By budgeting for staff training and identified curriculum development programmes.
- By providing funds for the development and maintenance of resources identified in the Annual Plan.
- Encourage co-operative planning within and between syndicates.
- To action our Curriculum Implementation Plan that recognises the New Zealand Curriculum and how it will be specific to St Patrick's School in meeting our needs.
- To comply with the requirements of the National Administration Guidelines.

SELF - REVIEW

GOAL 8: To maintain an up-to-date Charter, Strategic Plan, Policies and Procedures, Annual Plan, Implementation Plans and Programmes that reflect the aspirations and needs of the school community.

OBJECTIVES:

- To assess the effectiveness of the Strategic Plan in meeting its stated goals and objectives.
- To ensure policies and procedures are constantly reviewed, or developed where required.
- Maintain / review the Annual Plan and Charter.
- To maintain an ongoing programme of self review to determine how well we are achieving our objectives and to decide future priorities.

STRATEGIES: (To be utilised as guidelines in Annual Plans)

- Undertake an annual review of the Strategic Plan / Annual Plan.
- Consider request for updates to the Strategic Plan outside the review period.
- Finalise the updating of the school's Charter (February / March 2019).
- Review curriculum related development and maintenance plans.
- Review policies and procedures annually or when appropriate. (Refer to timetable)
- School Self-Review Plan (2017 – 2019)
- Procedures in place to collect, collate and analyse student achievement data (ethnicity, gender, year level).

School and Student Improvement Targets 2020

Pasifika achievement in mathematics.

To make a significant difference to student achievement and acceleration for all Pasifika students in maths, in particular the 6/19 students (32%) who were below curriculum expectation in 2019.

Boys' achievement in writing.

To make an **early** difference to student achievement and acceleration in writing for the year 3-6 cohort:

A. Boys, 23 in total (37%) who were below curriculum expectation in 2019.

B. Maori students who were below curriculum expectation in 2019.

- Year 3 / 4 - 8/22 students (36%)
- Year 5 / 6 - 7/17 students (41%)

Hauora goal

To improve hauora, specifically to improve opportunities where our cultural diversity is acknowledged and celebrated. The wellbeing at school survey tool will be the measure for improvement. This includes students, staff and whanau.

SUPPORTING DOCUMENTATION

The following documentation supports us in improving student achievement:

- School Policies and Procedures
- Curriculum Plan and Delivery Policy
- Class Student Portfolios
- Personal Profiles
- Weekly Work Plans
- Curriculum Statements
- Ka Hikitia (2013 - 17)

The following documentation supports us in developing good management practices and effective organisational systems:

- Charter (including Strategic Plan, Annual Plan, Annual Student Targets)
- School Policies (including procedures)
- Performance Appraisals
- Annual Budget
- Ten Year Property Plan
- B.O.T Job Descriptions
- Minutes of Meetings (B.O.T, Staff, P.T.A)
- Self Review and Action Plan 2019 -2021

The following documentation supports us in fostering positive community partnerships:

- Community Consultations as part of self review
- Health and Safety consultations
- Information Booklet / Prospectus
- Weekly Newsletters
- Reporting Systems
- Contributions in Parish booklets and bulletins
- Special Character Policy
- Tataiako – Cultural Competencies for Teachers of Maori Learners
- Pasifika Education Plan 2013 – 2017