



Documentation and Self-Review Policy

The Sacred Heart College Board of Trustees, with the Headmaster and Teaching Staff:

- develops the charter as its major policy statement and the guiding document for the school. The charter is updated each year and provided to the Ministry of Education.
- develops and implements a strategic plan. The plan documents how the school meets the National Education Guidelines through its policies, plans, and programmes including those for curriculum, aromatawai and/or assessment, and staff professional development.
- **reports to students and their parents** on the progress and achievement of individual students
 - on the basis of good quality assessment information
 - in plain language, in writing, at least twice a year
 - across the National Curriculum, as expressed in The New Zealand Curriculum 2007 or Te Marautanga o Aotearoa, including in mathematics and literacy, and/or te reo matatini and pangarau.
- **reports to the school community**, without identifying individual students, on the progress and achievement of students as a whole and in groups, including the achievement of Māori students, on the basis of good quality assessment information.
- maintains a comprehensive programme of self review, and ongoing cyclical internal evaluation and inquiry, including:
 - plans and programmes
 - evaluation of student progress and achievement information, based on good quality assessment information
 - implementation audits and reports
 - a triennial review of policies and procedures
 - special reviews triggered by emerging issues and unforeseen events.
- provides a statement providing an analysis of any variance between the school's performance and the relevant aims, objectives, directions, priorities, or targets set out in the school charter. This is provided at the same time as the updated school charter is provided to the Ministry of Education.
- conducts an annual review of Board performance, which considers the Annual Report, ERO report, the Board roles and responsibilities, and any relevant matters.
- The Board also:
 - ensures that the proprietor's request for a self-review of the three dimensions of the College's special character is actioned. These dimensions are Catholic Community, Pastoral Care, and Religious Education.
 - reviews its obligations to the proprietor by completing the annual report to the proprietor.

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