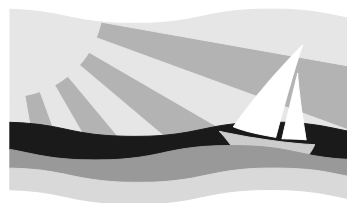


DIAMOND HARBOUR
SCHOOL

Diamond Harbour School

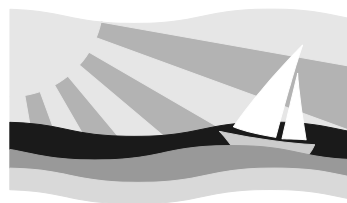
Annual Plan 2012



**DIAMOND HARBOUR
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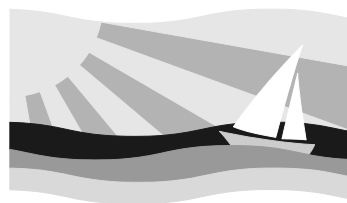
Strategic Goal: The National Standards are used effectively to support progression in student outcomes.			
Annual Target: By the end the year 75% of our children will be achieving at the national standard in writing			
Objective One	Children will be achieving at the national standard in writing		
Baseline data (EOY 2011)	Year One: No data as at entry level	EOY Data	Year One: 80% of children at National Standard
	Year Two: All children at national standard		Year Two: Maintain at national standard ¹
	Year Three: Currently 75% of children are achieving national standard		Year Three: 85% of children will be achieving at the national standard
	Year Four: Currently 67% of children are achieving at the national standard		Year Four: 80% of children will be achieving at the national standard
	Year Five: Currently 60% of children are achieving at the national standard		Year Five: 70% of children will be achieving at the national standard
	Year Six: Currently 55% of children are at the national standard		Year Six: 75% of children will be achieving at the national standard
	Year Seven: Currently 27% of children are at the national standard		Year Seven: 55% of children will be achieving at the national standard
	Year Eight: Currently 38% of children are at the national standard		Year Eight: 55% of children will be achieving at the national standard

¹ It may become evident that national standards at this level are less stringent than at subsequent levels, consequently standards are likely to become harder to achieve. Moderating national standards and gaining consistency of assessment procedures is an area of school-wide development.



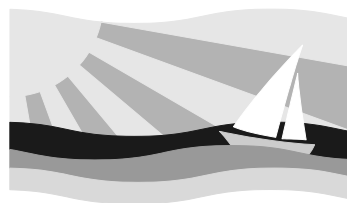
**DIAMOND HARBOUR
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<p>Actions</p>	<ol style="list-style-type: none"> 1. Provide resourcing and support to the Literacy Professional Development Contract to ensure all training and materials are available to support the changes in pedagogy. 2. Allocate teacher aide assistance to support teachers with target groups of children. 3. To provide release time for lead teachers to carry out observations and to provide feedback to colleagues. 4. Document moderation processes across the school in writing. 5. Self review the assessment procedures within our school. 6. Review parent information page, supported by Ministry of Education resources, on the school website. 7. Lead National Standards information sessions for parents, families and whanau. 8. Identify school strengths and areas for improvements in literacy 9. Provide the Board with reports on achievement and planned actions for lifting literacy achievement. (July, November 2012) 10. Report in the annual report on the numbers of students At, Above, Below or Well Below the National Standards in literacy. (November 2012) 	<p>Eddie Norgate</p>
	<p>All teaching staff commit to the following actions:</p> <ol style="list-style-type: none"> 1. Commit and participate to the school's professional development program. 2. Use best practice teaching methods (see Appendix One) to reach national standard goals in plan 3. Undertake national standards information sessions for parents families and whanau. 4. Through school reporting processes provide 'next step learning' and at home help for parents. 	<p>Teaching Staff</p>



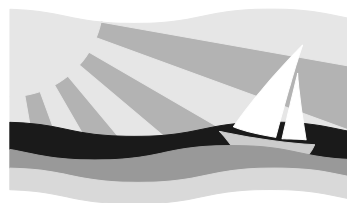
**DIAMOND HARBOUR
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Strategic Goal: The National Standards are used effectively to support progression in student outcomes.			
Annual Target: 80% of children will be achieving the national standards in maths by the end of the 2012 year. (Data from 2011 showed 53% of children at or above National Standard, however a number of children who were at or above standard have left the school.) Our current Year 7 cohort are an area of need in mathematics.			
Objective One	55 % of Year 7 children will be achieving at the National Standard in maths		
Baseline data	Year Seven: 37% of our children are at or above the National Standard in mathematics.	EOY Data	Year Seven: 55% of children will be at the National Standard
Objective Two	Across the school 80% of children will be achieving the national standard in maths		
Baseline data	Across the school 74 % of children are achieving the national standard in maths.	EOY	80% of children will be achieving the national standard
Actions	<ol style="list-style-type: none"> 1. Self review the assessment procedures within our school. 2. Provide appropriate professional development for the Year 7 teacher of mathematics 3. Document National Standards moderation processes within our school 4. Place a parent information page, supported by Ministry of Education resources, on the school website 5. Hold national standards information sessions for parents, families and whanau. 6. Identify school strengths and areas for improvements in mathematics 7. Provide the Board with reports on achievement and planned actions for lifting achievement. (Mid year and end of year) 8. Report in the annual report on the numbers of students At, Above, Below or Well Below the National Standards. (November 2012) 		Eddie Norgate



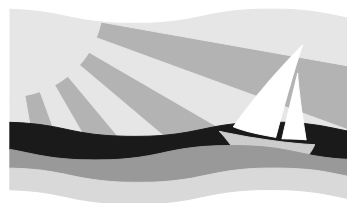
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	<p>Year Seven</p> <ol style="list-style-type: none">1. Use best practice teaching methods (see Appendix Two) to reach national standard goals in plan2. Undertake national standards information sessions for parents families and whanau3. Provide regular next learning steps for children4. Through school reporting processes provide 'next step learning' and at home help for parents	Lisa Oliver
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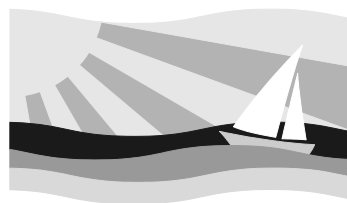
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Strategic Goal: Every child has an individual understanding of the Key Competencies.			
Annual Target: Children can measure their progress using the Key Competencies.			
Objective One	Children are able to articulate a learning story at the 3 way learning conferences at mid year.		
Baseline data	Children do not report Key Competencies.	EOY Data	All children will be able to explain a learning story to their parents and give next steps using the Key Competencies.
Actions	<ol style="list-style-type: none"> 1. Through the Literacy development programme the teachers will revisit current pedagogy. 2. Through the Literacy development programme the teachers will revisit the links between the Key Competencies and best practice. 3. Teacher, student and parent feedback sought on new reporting process. 		Eddie Norgate
	<p>All teaching staff commit to the following actions:</p> <ol style="list-style-type: none"> 1. Teachers will explicitly show the links and interlinks between curriculum areas in their planning. 2. Through the Literacy development programme the teachers will revisit current pedagogy. 3. Children will be able to demonstrate an understanding of thinking strategies. 4. Topic work will have either a thematic or inquiry base. 		



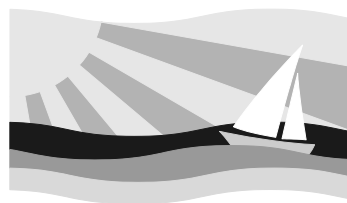
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Strategic Goal: The National Standards are used effectively to support progression in student outcomes.		
Annual Target: To develop child centred programmes that cater for the ‘whole child’, are in place to meet specialised needs.		
Objective One	Implement ESOL (English Second Language Learners,) reading recovery , teacher aide (to support teachers with students with specific needs), and career guidance programmes to support identified needs	
Actions	<ol style="list-style-type: none"> 1. Manage budget for English as Second or Other Language (ESOL) and other Special Needs Support Programmes using the school’s Special Education Grant (SEG), Resource Teachers of Learning and Behaviour (RTLB) funding and locally raised funds. 2. Implement reading recovery programme for 5 hours per week, for terms 1 & 2. (0.1 hours funded by MOE and the balance from Banked Staffing, reviewable from March 01 2012). 3. Implement English as a Second or Other Language (ESOL) support for students from a Non-English Speaking Background (2.5 hours per week, funded by Banked Staffing, reviewable from March 01 2012. Funding application to MOE in March). 4. Manage and monitor teacher Aides to assist in classes with children with identified needs for 17 hours per week (SEG) 5. Implement a phonics and Rainbow Reading support programme.(April) 6. In the Junior School implement a modified PMP/Brain Gym programme. (April) 7. Undertake annual appraisals of learning support staff to ensure programmes are effectively implemented 8. Monitor the implementation and effectiveness of career guidance programmes. (November) 9. Provide reports to the BOT on reading recovery, ESOL and special needs progress and achievement at mid year and year end. (July & November) 	Eddie Norgate Lisa Oliver (SENCO)



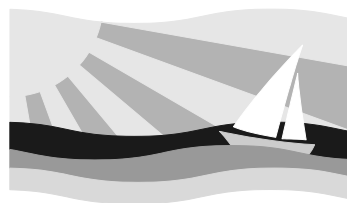
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Strategic Goal: To develop a culture which values passion for learning, personal development, self-review, appraisal, innovation, risk-taking & contribution. (Model lifelong learning).		
Annual Target: Effectively manage staff appraisal and performance		
Objective One	Implement employment policies and procedures	
Actions	<ol style="list-style-type: none"> 1. Appraise all staff against their Job Description, Professional Standards and Code of Conduct for performance management and attestation for salary increments. (June & November 2012) 2. Participate in an appraisal process by engaging an outside facilitator in assessing the managerial responsibilities of the principal. (This will be ongoing from 2011 due to absence of principal in term 4 of 2011. March 2012) 3. Ensure all teachers have appropriate registration and report to BOT. (February) 4. Implement the School's 2012 Professional Development Plan and up date the Board at each meeting. (On going) 5. Pass on wage and salary increases plus other entitlements negotiated on behalf of Teachers and Support Staff as per respective Collective Agreements. (On-going) 6. Consult with teachers on the use of Fixed Term units for Responsibility as part of the annual review process. (January 2012 & November 2012) 7. Appoint and use staff in line with the figures outlined in the Banked Staffing Report. (On a quarterly basis review with Al Wilson) 	Eddie Norgate



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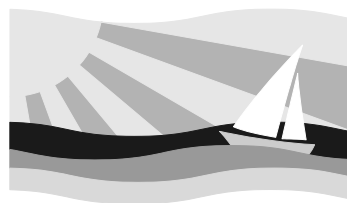
Strategic Goal: To ensure that the school grounds and buildings are well maintained, safe and clean.		
Annual Target: In line with Ministry direction ensure the school's infrastructure is maintained, repaired and meets appropriate safety standards.		
Objective	Implement property maintenance and improvement plans	
Actions	<ol style="list-style-type: none"> 1. Property reports prepared for the Board. 2. Once property funding is clarified, prepare a 5 year property plan. (July 2012)* 3. As part of health and safety regulations install safety standard class in Piwakawaka. (April 2012)* 4. Replace interior linings of Piwakawaka. (April 2012)* 5. Install blinds in both Piwakawaka and Pukeko.(April 2012) * 6. Refurbish, refit and upgrade sick bay and staff toilets.* 7. As part of health and safety regulations make provisions to upgrade wheelchair toilet and shower facilities.* 8. Upgrade and redesign school signs to incorporate appropriate logos. 9. In consultation with Arrow Strategy coordinate earthquake repairs to remedy damage. (See schedules of work from Arrow Strategy.)(Ongoing) 10. Carry out regular safety checks on the buildings and playgrounds to comply with Health and Safety Standards and to meet Building Warrant of Fitness requirements. (Monthly) 11. Establish an Edible Garden, in consultation with PTA, Enviro-Group and other community based organisations. (October 2012) 12. In partnership with the Ministry of Education and Kidsfirst kindergartens establish an ECE Centre on our school grounds. (December 2012) 13. Review landscape plan to ensure compatibility with Ministry of Education property provisions, ECE Centre, Community Garden and earthquake repairs. (July 2012) 	<p>Eddie Norgate Peter Fischer Arrow Strategy MOE Kidsfirst partnership</p>
Note actions 2-7 will be based on funding and direction from MOE regarding property developments in the greater Canterbury region.		



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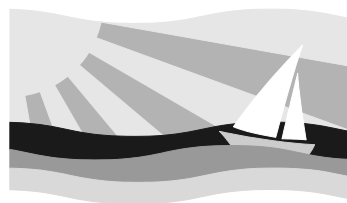
Strategic Goal: Develop a school culture that leads to the realisation of each child's potential and celebrates their differences.		
Annual Target: Maintain and improve school's positive financial position.		
Objective One	Manage school finances to achieve strategic goals and outcomes within school financial policy and procedures.	
Actions	<ol style="list-style-type: none"> 1. Review monthly expenditure and report to Board. 2. Prepare annual accounts for auditor. (May 2012) 3. Establish facilities for online payments of all accounts. (May 2012) 4. Prepare 2013 budget in line with strategic direction (December 2012) 	Eddie Norgate Al Wilson Solutions and Services

Strategic Goal: Develop a school culture that leads to the realisation of each child's potential and celebrates their differences.		
Annual Target: Meet and exceed all health and safety compliance requirements		
Objective One	Implement health and safety policy and procedures	
Actions	<ol style="list-style-type: none"> 1. Identify hazards around the school and update the register monthly. (On-going) 2. Practise safety and emergency evacuation drills each term and report to BOT. 3. Complete building/grounds compliance checks on a monthly basis as per manual. (On-going) 4. Medical and internet agreements completed and updated. (March 2012) 5. Ensure processes are in place to identify and remedy emotionally unsafe circumstances. 6. Complete school wide 'Keeping Ourselves Safe Unit' 7. Hold a parent evening with Youth Education Officer. 	Eddie Norgate Peter Fischer



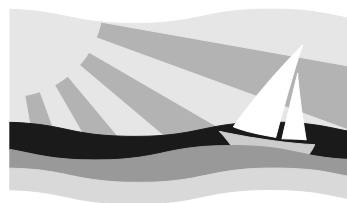
**DIAMOND HARBOUR
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Strategic Goal: To develop a culture which values passion for learning, personal development, self-review, appraisal, innovation, risk-taking & contribution. (Model lifelong learning).		
Annual Target: Meet all legislative requirements in the governance of Diamond Harbour School		
Objective One	Effectively govern Diamond Harbour School.	
Actions	<ol style="list-style-type: none"> 1. Set BOT meeting dates, prepare monthly agenda, document and keep appropriate minutes. 2. Annual report and audited accounts sent to MOE by May 31. 3. 2012 Annual plan and charter sent to MOE by March 01. 4. Elect Chairperson and minute delegation authority to Deputy Principal in Principal's absence. (February 2012) 5. Inform community of term dates for 2012 and dates for starting date for 2013. (December 2012) 	Dave



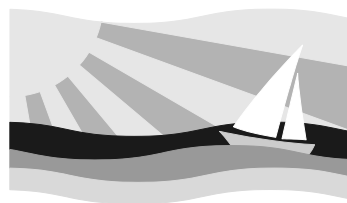
**DIAMOND HARBOUR
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Strategic Goal: National Standards are used effectively to support progression in student outcomes.			
Annual Target: Effectively engage with the Maori community and raise Maori student achievement			
Objective One	Use Ka Hikitia as a source and guiding document to raising Maori student achievement		
Actions	1. Hold a parent information evening for Maori families. (April 2012)		Eddie Norgate
Objective Two	Across the school 75% of Maori children will be achieving the national standard in writing. (A group of Maori children have left school, hence the variation in those achieving the National Standard with the 2011 EOY data)		
Baseline data	Across the school 53 %of Maori children are achieving at the National Standard in writing.	EOY	75% of Maori children will be achieving the National Standard in writing
Actions	<ol style="list-style-type: none"> 1. Provide resourcing and support to the Literacy Professional Development Contract to ensure all training and materials are available to support the changes in pedagogy. 2. Allocate teacher aide assistance to support teachers with target groups of children. 3. To provide release time for lead teachers to carry out observations and to provide feedback to colleagues. 4. Establish a kapa haka group. 5. Document moderation processes across the school in writing. 6. Place a parent information page, supported by Ministry of Education resources, on the school 		Eddie Norgate



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	<p>website.</p> <ol style="list-style-type: none"> 7. Lead National Standards information sessions for parents, families and whanau. 8. Identify school strengths and areas for improvements in literacy 9. Provide the Board with reports on achievement and planned actions for lifting literacy achievement. (November 2012) 10. Report in the annual report on the numbers of students At, Above, Below or Well Below the National Standards in literacy. (November 2012) 	
Actions	<p>All teaching staff commit to the following actions:</p> <ol style="list-style-type: none"> 1. Commit and participate to the schools professional development program. 2. Use best practice teaching methods (see Appendix One) to reach national standard goals in plan 3. Undertake National Standards information sessions for parents families and whanau 	Teaching staff



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Appendix One

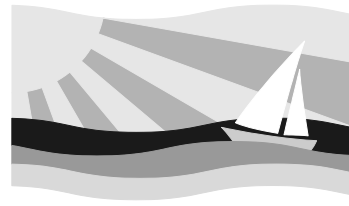
Best Practice Teaching Methods in Literacy

1. Teachers explicitly outline learning intentions and success criteria.
2. Teachers explicitly and regularly outline next learning steps for children
3. Teachers explicitly outline learning links between reading, writing and Key Competencies
4. Teachers set and expect high standards
5. Teachers collect and analyse data using norm referenced, formative, summative, anecdotal and exemplar based assessment practices.
6. Teachers modify teaching practices in response to data
7. Teachers use specific reading and writing strategies from *Effective Literacy Practice* in their literacy programmes

Appendix Two

Best Practice Teaching Methods in Numeracy

1. Teachers explicitly outline learning intentions and success criteria.
2. Teachers explicitly and regularly outline next learning steps for children
3. Teachers explicitly outline learning links between mathematics, reading and Key Competencies
4. Teachers set and expect high standards
5. Teachers collect and analyse data using norm referenced, formative, summative, anecdotal and exemplar based assessment practices.
6. Teachers modify teaching practices in response to data
7. Teachers use a range of numeracy strategies in their classroom programme



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8. Teachers follow models of teaching as outlined in the Numeracy Project