

ST ANDREWS SCHOOL CHARTER 2014



Principals' endorsement: _____

Board of Trustees' endorsement: _____

Submission Date to Ministry of Education: _____

Mission Statement / Vision

Our students are to be confident, connected, actively involved, life long learners, within a caring, rural environment.

Values at St Andrews School

Our Values at St Andrews School form the basis of who we are and what qualities we would like our children to exhibit as future leaders and contributors to society. Through consultation with staff, parents and children, we have selected 5 core values, with a 6th value being integrated throughout each one.

These Values are:



Pride is the 6th Value which is intertwined.

Why are these Values important and relevant to St Andrews School?

Co-operation links well with the Key Competencies and we believe it is the foundation for future learning. Through co-operation, we would expect our children to work as a team member, contributing their knowledge, skills and attitudes towards a common goal.

Respect is what we want our students to demonstrate for themselves, others and their property as well as the environment. Because we live in such a diverse community, respect is important for us all to live, work and play in a peaceful, productive place.

Citizenship is a value we believe is important as it provides the students with a sense of belonging. Citizenship is about contributing to our local community by obeying the rights, rules and responsibilities of society. Pride in our culture and heritage is also a major feature of citizenship.

Friendship is a very dominant feature for our children. Through the Te Hononga survey carried out by our children, it was evident that the children had well developed friendships and they enjoyed each others company. This is something we believe needs to be reflected in our school culture, hence it being selected as a core Value.

Excellence also links well with the revised NZ Curriculum and for us it means establishing and maintaining high standards. This means the highest of standards for all individuals in academic, cultural, behavioural and sporting achievements. We would like our children to strive for success in all that they do to maintain excellence.

Pride can be seen in all of these values and this is what we would like our children to exhibit on a daily basis. We want our children to take pride in who they are, where they come from and what they accomplish.

The values are simplified for our children to know and understand what it means to demonstrate each Value.

Co-operation

- . We Can work together
- . We Care by listening to each other
- . We Know how to share roles and responsibilities

Respect

- . We Can treat others the way we like to be treated
- . We Care for people, property and the environment
- . We Know everybody is unique

Citizenship

- . We Can work together for a common goal
- . We Care about our community
- . We Know about rights and responsibilities

Friendship

- . We Can make friends
- . We Care about our friends
- . We Know how to be a good friends

Excellence

- . We Can do our best
- . We Care about doing better
- . We Know how to seek help

School Logo

The school logo is the Skills for Life Triangle, we have taken each assertion of the Triangle, “We Know” (knowledge), “We Can” (Skill) and “We Care” (Attitude) and relate it to each of our Values.

The origin of our triangle is one that reflects the geographical location in which this community is set - it connects the mountains, sea and land. The triangle also reflects the dynamic learning environment for our students by linking the: home, school and student. The design incorporates the 3 elements of mountain, sea and land with all 3 being of importance to our district and region. The Koru symbolises growth.



At St Andrews School the Board of Trustees is committed to providing:

Student Achievement	Overall continuous improvement in student progress, achievement and engagement
Strategic Planning and Self Review	Setting strategic direction for the school through charter, policies and self review
Personnel	A positive, supportive environment for staff, through quality recruitment, performance management and continuous development
Property	A unique, vibrant, rural focused, versatile learning environment
Finance	Within resources available a budget to fund the school's curriculum, personnel, property and administrative activities
Health and Safety	A safe, healthy physical and emotional learning environment
Community Partnership	Opportunity for consultation and communication with the wider community incorporating local curriculum goals set with our community

Maori Dimensions and Cultural Diversity

In recognising the unique position of the Maori culture, St Andrews Primary will take all reasonable steps to provide instruction in Tikanga (Maori culture) and Te Reo Maori (Maori Language)

For All our students We Will:

Promote the use of Te Reo Maori through the use of simple greetings, commands and vocabulary

Mihi Whakatou new staff and visitors to our school

Include Waiata in our class singing and assembly programmes

Engage students in Tikanga and Te Reo through our School Kapahaka

Promote and celebrate our Kapahaka students through performances and competitions

Include in our classroom teaching and learning programmes specific areas of skills and knowledge of Te Reo and Tikanga

Identify opportunities in each "Big Idea" integrated topic for development of a Maori perspective, Tikanga and Te Reo

Provide opportunities for any pupil who requires higher levels of Te Reo and Tikanga as part of their school programme

Provide staff with the opportunity to undertake professional development in Te Reo and Tikanga

For our Maori students We Will:

Retain and value our kapahaka group to celebrate Te Reo and Tikanga

Recognise and respect the cultural needs of the student

Plan for class programmes that provide opportunities for pupils to include a Maori perspective, in their learning

Identify and report on the achievement of Maori students to ensure that there is equity

Annually report to, and consult with, the parents of Maori pupils

For our Community We Will:

Promote practices that recognise Te Reo as an official language of New Zealand - use of greetings / mihi at school functions, singing of national anthem in Maori and English, inclusion of Waiata at prize giving and other School wide and community events

Have our Kapahaka perform to our community

Host hangi for our families and community to share

The St Andrews Primary School Strategy for Maori Student Achievement follow the school Maori Student Achievement policy in accordance with the legal requirements

If Whanau requests a higher level of Tikanga and/or Te Reo than is at present evident in our school's Maori programme the staff and family will discuss and explore the following options:

Further explain the existing programmes

Investigate further extending the existing programmes

Investigate dual enrolment with Correspondence School

STRATEGIC AIMS for the Period 2014 to 2016

This strategic section sets out the Board of Trustees key aims and direction over the next three years

Strategic Aim 1: Curriculum Delivery

All students will achieve personal excellence, delivered through a full and balanced education which reflects our mission and values and is underpinned by the New Zealand Curriculum.

2014	2015	2016
1.1 Review and refine NZC with community goals embedded	1.1 Review curriculum plan and delivery	1.1 Refine curriculum plan and delivery
1.2 Review our mission and values statements	1.2 Our school mission and values embedded into school curriculum and delivery	1.2 Review and refine our school mission and values within our school curriculum delivery

Strategic Aim 2: Student Achievement

All students are successfully able to progress throughout their learning as evidenced by assessment and evaluations in relation to the New Zealand Curriculum, National Standards and other identified school and community priorities.

2014	2015	2016
2.1 BOT development and Training	2.1 BOT development and Training	2.1 BOT development and Training
2.2 Establish effective moderation and assessment processes in accordance with National Standards and NZC	2.2 Imbed current moderation and assessment practices	2.2 Review and revise current moderation and assessment practices

2014	2015	2016
2.3 To provide ongoing professional development for all staff members around the student management system	2.3 Collate and use student management data to identify school wide targets. Review school wide data collection for all assessments to meet the current needs. PD for staff on the student management system	2.3 Review our assessment collection and procedures. PD for staff on the student management system
2.4 Develop the ICT capacity within the school that supports classroom learning by staff and students	2.4 Develop further the ICT capacity within the school that supports classroom learning by staff and students	2.4 Provide extended opportunities for students to access ICT to support student learning.

Strategic Aim 3: Community Engagement

We welcome and encourage members of our community to participate in the life of the school to support the students learning.

2014	2015	2016
3.1 Develop and initiate community consultation plan	3.1 Implement community consultation plan	3.1 Review and refine the community consultation process.
3. 2 Identify communication methods	3.2 Aim for engagement of all families in the school reporting process.	3.2 Review and modify the form of communication to encourage maximum participation from the community

Annual Plan 2014 - Curriculum Delivery

Annual Aim 1.1 Review NZC with community goals embedded				
Actions	Led By	Resources/Budget	Timeframe	Evaluation
Community consultation of the school health programme	Principal / DP / Staff and consultation from BOT	Review and update health resources Curriculum Budget	Term 1 initiate review Term 2 undertake review Term 3 new documentation updated	
Community consultation of the school social science programme	Principal / DP / Staff and consultation from BOT	Review and update social science resources Curriculum Budget	Term 2 initiate review Term 3 undertake review Term 4 new documentation updated	

Annual Aim 1.2 Review our mission and values statements				
Actions	Led By	Resources/Budget	Timeframe	Evaluation

Review current mission and values statement	Principal / DP / Staff and consultation from BOT, Cleave Hay NZSTA advisor	BOT & Staff Professional Development	Initiate review Term 1 Incorporate new mission/vision and values into charter Term 1 Embed new mission/vision and values statements into school planning Ensure school mission/vision and values is incorporated into classroom practice Term 3/4	
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Annual Aim 2.1 Board of Trustee Development and Training				
Actions	Led By	Resources/Budget	Timeframe	Evaluation
Governance Principles to be reviewed	Principal / Staff Rep / BOT, Cleave Hay NZSTA advisor	BOT Professional Development	Term 1	
Strategic Planning reviewed	Principal / Staff / BOT, Cleave Hay NZSTA advisor	BOT Professional Development	Term 1	
The Board's Role as an employer clarified	Principal / Staff Rep / BOT, Cleave Hay NZSTA advisor	BOT Professional Development	Term 2	

Annual Aim 2.1 Board of Trustee Development and Training				
Review and Mentor St Andrews Board Meeting	Principal / Staff Rep / BOT, Cleave Hay NZSTA advisor	BOT Professional Development	Term 2	

Annual Aim 2.2 Establish effective moderation and assessment processes in accordance with National Standards and NZC				
Actions	Led By	Resources/Budget	Timeframe	Evaluation
Review current assessment practices to improve moderation practices across the school	Principal / Staff	Professional Development Budget	Term 1	
Moderation expectations outlined and put into practice in St Andrews Curriculum Planner	Principal / Staff	Professional Development Budget	Term 3	
Students to have a survey on engagement, learning and safety. Informs reporting to parents	Principal / Staff		Term 3	
Review reporting to parents including student reports, parent interviews, student voice	Principal / DP / Staff and BOT	Assessment Budget	Term 2	

Annual Aim 2.3 To provide ongoing professional development for all staff members around the student management system				
Actions	Led By	Resources/Budget	Timeframe	Evaluation
To establish assessment practices for online assessment data collation and analysis	Principal / Lead Teacher / Staff / Assembly support / Pip Cleverley	Assessment Budget	Term 1	
Use the student management system to identify trends and to identify strategic aims and target groups	Principal / Lead Teacher / Staff / Assembly support / Pip Cleverley	Assessment Budget Student Management System budget	Term 2	

Annual Aim 2.4 Develop the ICT capacity within the school that supports classroom learning by staff and students				
Actions	Led By	Resources/Budget	Timeframe	Evaluation
ICT Buying plan used to purchase new equipment	Principal / Staff / BOT /Alex Towart	Costs as per ICT plan	Term 1 Review Term 3 for 2015 Budget	
ICT integrated into classroom plans	Principal / Staff	IT Budget	Term 2 initiated Review Start term 4	
Upgrade Website to ensure community is kept informed on programmes at St Andrews	Principal / Staff	It Budget	Term 1	

Annual Aim 2.4 Develop the ICT capacity within the school that supports classroom learning by staff and students

Class pages established in Learning management system as part of website. P.D. supported to develop class pages	Principal / Staff	IT Budget	Begun Term 1	
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Annual Aim 3.1 Develop and initiate community consultation plan

Actions	Led By	Resources/Budget	Timeframe	Evaluation
Review how community is communicated with	Principal / Staff / BOT / PTA	Assessment Budget	Term 3	
Conducting parent surveys using a variety of methods to ensure that a wide variety of parents are consulted with	Principal / Staff / BOT	Assessment Budget	Term 3	

Annual Aim 3.2 Identify communication methods

Actions	Led By	Resources/Budget	Timeframe	Evaluation
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Annual Aim 3. 2 Identify communication methods				
Use reviewed communication methods with parents and the wider community to ensure that parents and the community are well informed.	Principal / Staff / BOT	Assessment Budget	Term 3	

Student Achievement Targets - 2014

Strategic Aim: Student Achievement

Annual target 1: To increase the number of students in Year 4 achieving at or Above National Standards in writing				
Baseline Data: Analysis of school-wide data in December 2013 identified concerns in the achievement of our Year 3 students in writing. Data from a variety of assessment tools, observation and conversations showed that 8 students (50%) are either below or well below the National Standards.				
Target: The target group to make accelerated progress towards achieving At or Above the National Standard for writing by the end of the year.				
Actions	Led By	Budget	Timeframe	Evaluation
Review and analyse data with students and determine the particular learning needs of the target students	Principal / DP /Staff		Term 1	

Annual target 1: To increase the number of students in Year 4 achieving at or Above National Standards in writing

Regular meetings to discuss progress of target students.	Principal / DP /Staff		Progress reports written and reported through the principals report	
Plan programme to support learning	Principal / DP /Staff	Teacher Aide	Term 1	
Use of outside learning agencies to ensure that they have the best possible ability to access the curriculum	Principal / DP /Staff		Term 1	
Moderate and analyse the data from the target group to show progress	Principal / DP /Staff		Term 1	
Teachers to reflect on and improve practice with goals linked to appraisal	Principal / DP /Staff		Term 1/2	
Provide professional development opportunities for teachers to reflect and improve on current teaching practice	Principal / DP /Staff	Professional Development	Term 2/3	
Student involvement through setting goals and reflection of their learning in writing	Principal / DP /Staff		Term 1 - 4	
Ongoing assessment analysis with end of year data to be completed	Principal / DP /Staff	Assessment	Term 4	

Annual target 2: To increase the number of students achieving at or above the National Standard in Maths

Baseline Data: Analysis of school-wide data in December 2013 identified concerns in the achievement of our students in maths. Data from a variety of assessment tools, observation and conversations showed that 38% (31 students) are either below or well below the National Standards.

Target: The target group to make accelerated progress towards achieving At or Above the National Standard for maths by the end of the year.

Actions	Led By	Budget	Timeframe	Evaluation
Review and analyse data with students and determine the particular learning needs of the target students	Principal / DP /Staff		Term 1	

Annual target 2: To increase the number of students achieving at or above the National Standard in Maths

Regular meetings to discuss progress of target students.	Principal / DP /Staff		Progress reports written and reported through the principals report	
Plan programme to support learning	Principal / DP /Staff	Teacher Aide	Term 1	
Moderate and analyse the data from the target group to show progress	Principal / DP /Staff		Term 2	
Teachers to reflect on and improve practice with goals linked to appraisal	Principal / DP /Staff		Throughout the year	
Provide professional development opportunities for teachers to reflect and improve on current teaching practice	Principal / DP /Staff	Professional Development	Throughout the year	
Student involvement through setting goals and reflection of their learning in maths	Principal / DP /Staff / Students		Term 1 - 4	
Ongoing assessment analysis with end of year data to be completed	Principal / DP /Staff		Term 4	

[Charter Document](#)

The Charter Document should be read in conjunction with a number of other key documents which include:

- 5 and 10 year property plans/programme
- The St Andrews Curriculum
- The St Andrews School Strategic Planning Document
- The Budget
- Maori Achievement Policy

BACKGROUND INFORMATION ON THE STUDENT ACHIEVEMENT GOAL & TARGETS

- To meet the requirements of the NAG's (*in particular NAG 2 & NAG 2A*) we need an on-going programme of self-review of student achievement in each curriculum area.
- For our school this is achieved through our TRIENNIAL EFFECTIVENESS REVIEW PROGRAMME. Within this there is an annual curriculum review of student progress in Mathematics and Literacy and a three year review of the other curriculum areas. This meets the requirement (NAG 2 & NAG 2A) to provide an on-going programme of self-review and to report to the school's community on the achievement of students as a whole.
- In all the BOT Curriculum Reports mention will be made of how the class programmes are meeting the learning needs of the students identified as achieving ABOVE and BELOW their expected level.
- At the BOT Annual Meeting the Goals/Targets identified for 2014 are shared with the parent community
- Individual sharing of pupils needs with parents at student/parent interview and at students' report time
- The School has data systems for tracking every student's progress in relation to our student achievement target, and systems for tracking school performance and use of resources Targets. The Board's Analysis of Variance Report on the Targets for 2014 will be presented to the St Andrews School Community at the 2015 BOT Annual Meeting as part of the Board's Annual Report. This report will include school-level data on National Standards under the three heading stipulated in NAG 2A. It will also include the numbers and proportions of students at, above, below or well below the standards, including Maori, Pasifika and by gender (where this does not breach an individual's privacy) and how students are progressing against the standards as well as how they are achieving.

Charter Undertaking

Charter Undertaking - In accordance with Section 63 of the Education Standards Act (2001), the St Andrews School Board of Trustees undertakes to take all reasonable steps (not inconsistent with any enactment, or the general law of New Zealand) to ensure that (a) the school is managed, organised, conducted, and administered for the purposes set out or deemed to be contained in this charter; and (b) the school, and its students and community, achieve the aims and objectives set out in the school charter. This charter has been approved by the Board following consultation with the community and consideration of obligations set down by the National Education Guidelines.

The Board of Trustees sent this copy of the 2014 St Andrews School Charter to the Ministry of Education Christchurch April 2014