



CARLTON SCHOOL

"Promoting Success and Personal Best"

2010

Charter & Strategic Plan

OUR MISSION STATEMENT

Carlton School will endeavour to provide an education that accepts each child's individuality and to strive for personal excellence.



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Carlton School is an urban school, situated in Wanganui, catering for students from Year 1 – 6. We are a decile 4 school with a roll that ranges between 270 - 312. We celebrate our multicultural composition. Our students are predominantly European (56%) and Maori (27%), with a smaller number of students who are from other ethnic backgrounds; Pacific (7%), Asian (6%) and other (4%). We have a satellite class of Arahunga School which contributes to the school's character.

An Enrolment Scheme has been introduced from February 2008 in order to prevent overcrowding.

2010 GOALS

1. To foster high levels of achievement in Literacy
2. To foster high levels of achievement in Numeracy
3. To provide a safe environment where students' physical and mental health is nurtured.
4. To promote success and personal best through quality assessment.
5. To enhance the supportive partnerships established between stakeholders.
6. To provide students with opportunities to engage with, and inquire about, their world through a range of technologies.

CARLTON SCHOOL STRATEGIC PLAN 2010 - 2012

Teaching & Learning	<ul style="list-style-type: none"> • Develop effective learning and teaching programmes with priority being given to Literacy, Numeracy, Health and Physical Education. • Implement effective assessment practices that align with National Standards. • Provide programmes to effectively meet the needs of learners across the spectrum.
Self Review	<ul style="list-style-type: none"> • Maintain an on-going process of self-review of school policies, programmes and practices. • Implement a reporting programme to parents and the community that reflects student voice and meets the requirements of National Standards.
Personnel	Implement personnel and industrial practices that;- <ul style="list-style-type: none"> • Meet the school's statutory obligations as the employer. • Foster an inclusive, cooperative and collegial environment amongst all staff.
Finance/Property	<ul style="list-style-type: none"> • Implement a budget that supports the vision for the school, its teaching programmes and physical environment. • Implement and regularly review the Property Plan to ensure a safe, healthy learning environment. • Maintain budgetary and accounting practices that ensure the school meets its legal obligations.
Health & Safety	<ul style="list-style-type: none"> • Provide a safe physical and emotional environment for students and staff. • Comply with all relevant legislation.
Administration	<ul style="list-style-type: none"> • Structure the school to ensure efficient and effective administration of financial resources. • Formulate job descriptions for all personnel to ensure roles are clear and contribute to the effective administration of the school.

CURRICULUM PRIORITY FOR 2010 - 2012

Goal 1 – Literacy:

To foster high levels of achievement in Literacy

Strategies

- Focus on effective pedagogical practice on-going professional development.
- Employ tools that provide robust information on student learning to inform teaching practice and report to our community. (National Standards)
- On-going review of Literacy programmes to align them with Ministry of Education guidelines. (Literacy Progressions)
- Deploy the budgeted funds in a considered manner.

Goal 2 – Numeracy:

To foster high levels of achievement in Numeracy

Strategies

- Focus on effective pedagogical practice through on-going professional development.
- Employ assessment tools that provide robust information on student learning to inform teaching practice and report to our community. (National Standards)
- Use support systems (Advisers, Numeracy Project website, NZ Curriculum) to raise student achievement.
- Deploy the budgeted funds in a considered manner.

Goal 3 - Health/Physical Education:

To provide a safe physical and emotional environment, motivate and focus students in taking responsibility for their health and physical well-being.

Strategies

- Promote and maintain the Carlton School Behaviour Management programme.
- Promote and maintain the Cool Schools mediation programme.
- Promote a healthy lifestyle through P.E. programmes, sports participation and nutrition initiatives.
- Deploy the budgeted funds in a considered manner.

Goal 4 – Assessment:

To promote success and personal best through high quality assessment.

Strategies

- Maintain the data gathering, recording and reporting processes established for students from school entry to six years old.
- Review and refine assessment tools and reporting procedures to align with National Standards.
- Raise the profile of student voice in assessment practices.
- Use assessment results to inform teaching practice.
- Employ the student management system to effectively gather, analyse and report data.

Goal 5 – Three Way Partnership:

To enhance the supportive partnerships between parents, the school and community.

Strategies

- Consult with parents (via surveys, newsletters, meetings, school events) to gauge community support for school initiatives and programmes.
- Report to parents on student achievement in a manner that respects the three way partnership.
- Initiate programmes and processes that bring parents into the school environment regularly.

Goal 6 – ICT, Arts, Inquiry:

To provide students with opportunities to engage with and inquire about, their world through a range of technologies.

Strategies

- Integrate a range of technologies within inquiry teaching and learning.
- Provide opportunities for students to learn about, interpret and respond to their world.
- Develop student skill level in employing a range of technologies.

Finance - Property

- Prepare the annual budget that reflects the needs of the school in 2008.
- Finalise audit information - February/March.
- Review and update Asset Register.
- Continue to implement the 10 year Property Plan with possible projects being the separation of stormwater and sewage and the upgrading of our main switchboard.
- Complete Board funded minor capital works projects:
 - Construction of teacher withdrawal area in old office.
 - New ground markings.
- Continue the annual exterior maintenance programme.
- Maintain Swimming Pool - monitor cracks, water loss and quality. Keep pool full and clean all year to allow for swimming in Terms 1 and 4.
- Vandalism: Liaise with security patrols, Police and neighbours to continuously

Legislation

- Review Code of Practice for Pastoral Care of International Students. Update where necessary.
- Continue to keep up to date with new legislative changes.
- Fulfil requirements by electing Board of Trustee Chairperson at the first meeting in 2008.
- To reinstate an enrolment scheme if required.

ANNUAL SCHOOL ACTION PLAN

CARLTON SCHOOL

January 2010 - December 2010

Produced by staff and Board of Trustees in consultation.
Plan based on National Administration Guidelines

Personnel / Appraisal

- Consolidate appraisal procedures and modify them where necessary. Complete annual appraisal programme with emphasis on observation visits.
- Provide appropriate professional development for all staff.
- Employ suitable personnel to meet the needs of special needs pupils, foreign fee paying students and other targeted groups. Utilise available income and support schemes.
- Ensure the process of appointing a new Principal for 2009 is robust and completed in plenty of time.

Professional Development

- See separate action plans for 2007 for Literacy, Numeracy, Physical Education and Assessment.
- Information Literacy: Continue to build on skills with emphasis on the integration of Information Literacy into the classroom programme.
- Gifted and Talented: Continue to look at ways of catering for these students
- Consolidate and sustain the Written Language, Numeracy and Reading programmes including data gathering and reporting.
- Maintain ongoing inschool staff development in Visual Arts.

Plans - Reviews - Reports

- Review Charter/Strategic Plan emphasising achievement of annual targets.
- Prepare and implement a 2008 planning and reporting timetable for the Board of Trustees.
- Continue to develop community partnership by fostering closer links with parents/caregivers/community members etc through newsletters, surveys, consultation, school events, liaison with Maori parents etc.
- Hold some parent information meetings on curriculum and/or school policies.

Safe Environment

- Promote Positive Behaviour Plan and School Culture folder.
- Continue to ensure that Carlton School has a safe working environment by using relevant parts of the STA/ACC "Think Safe" Booklets.
- Provide appropriate First Aid training for staff who require it.
- Integrate safety themes into our class programmes (e.g. Road, Fire, Life Ed).

PROCEDURAL INFORMATION

Annual Cycle (January - December)

Carlton School will lodge an updated copy of the Charter with the Ministry in March each year and report on the Annual Plan at the second Board meeting each year (April).

The updated Charter will include the school's annual targets for improved student achievement. These targets will be identified by:

- Analysis of school wide assessment data.
- Information gathered through staff discussion.
- National trend focus (eg NUMP, Exemplars)
- National priorities.

Catering for Cultural Diversity

Carlton School acknowledges New Zealand's cultural diversity and the unique position of Maori culture. (Education Standards Act 2001).

This is demonstrated through:

- School policy and curriculum delivery.
- Consultation with the Maori families.
- Consultation with the local Iwi.
- Te Reo learning modules.
- Integrated units of work.

NB: If a parent/caregiver requests that a child's curriculum delivery be in Te Reo, the Board will direct him/her to the Wanganui schools who provide either total or partial immersion.

Supporting Documents

Carlton School Budget
Carlton School 10 Year Property Plan
Carlton School Curriculum Delivery Plans
Carlton School Policies and Procedures

Consultation

A variety of methods are used for informing our school community. These include:

- Parent/teacher/pupil interviews February/July.
- Written report in December.
- Newsletters - school/syndicate/class.
- Parent/teacher curriculum evenings.
- Reports to Board of Trustees and wider community.
- Informal discussions/meetings in and out of the classroom.
- Community surveys