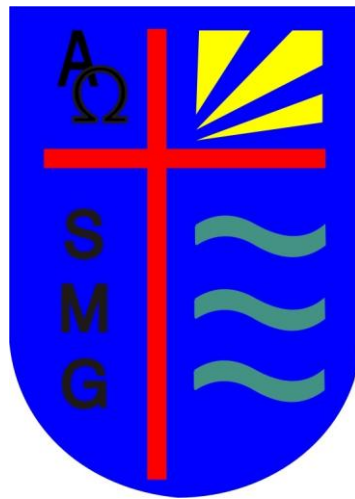


St Mary's Catholic Primary School



School No 2680



**Charter
2010**

St Mary's Catholic Primary

School Charter 2010

(School Number 2680)

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Improving Student Learning and Achievement
Developing a Quality learning Environment

Student Achievement Goal 1:

For Students to be able to say the "Our Father" prayer correctly and reverently and to be able to explain aspects of its source and meaning.

Student Achievement Goal 2:

For students to improve their comprehension skills and ability

Student Achievement Goal 3:

For students to improve their number knowledge and use of strategies

Annual Section

Board Goal

1. Address the current shortfall in being able to accommodate our maximum roll of 250 students.
2. Work on a strategy to increase the capability of the school to meet the demand from Preference families to provide a Catholic Primary School education

Annual Plan

Student Achievement Target : - Comprehension

Action Plans - Numeracy

Action Plan - Special Character

Student Achievement

Variance Analysis for Student Achievement 2009

Mission Statement – St Mary's Catholic School through Christian values aims to create a positive learning environment for all students

ST MARY'S CATHOLIC PRIMARY SCHOOL

**INTRODUCTORY
SECTION**

2010

St Mary's Catholic Primary School Charter

National Priorities
Literacy
Numeracy
Maori Achievement

BOT Ratification
28 April 2010

Submit to MOE
13 May 2010

School Priorities
Literacy— Reading Comprehension
Teaching of the “Our Father”
Numeracy Strategies

Catholic Character
We will reinforce the love of Christ and foster Christian values through the integration of the Religious Education programme where appropriate
We will encourage our students to be active members of our Parish and eventually the wider Catholic Church community

Mission
St Mary's Catholic School,
through Christian values,
aims to create a positive
learning
environment for all students

Bi-culturalism and Cultural Diversity
We will promote practices that reflect New Zealand's cultural diversity and the unique position of the Maori culture

Vision

- Promote the Special Catholic Character of our school across all learning areas.
- Develop a lifelong love of learning.
- Ensure that we strive for excellence at all times.
- Develop students to achieve their personal best in an independent, creative manner
- Encourage and support our staff, especially through professional development to strive for best practice in teaching and learning.
- Provide learners with the skills they need to meet the challenges of tomorrow.
- Promote the positive image of St Mary's Catholic Primary School in the community and celebrating our successes

Values

- Honour the dignity and individuality of all members of our school community.
- Empower children to become lifelong learners by developing independence, self management skills and confidence.
- Provide a consistent and positive school climate where children experience self worth and continue to build self esteem.
- Promote tolerance, honesty, respect and caring in all we do.
- To model and to explore the values of truth, wisdom, faith and mercy.

Cultural Diversity and Maori Dimension

How will our school reflect:

New Zealand's cultural diversity

The school curriculum will encourage students to understand and respect the different cultures that make up New Zealand society. It will ensure that the experiences, cultural traditions, histories and languages of all New Zealanders are recognized and valued. It will acknowledge the place of Pacific Islands societies in New Zealand society, and New Zealand's relationships with the peoples of Europe, Asia, and the South Pacific.

New Zealand Curriculum Framework

The unique position of the Maori culture

The school curriculum will recognize and value the unique position of Maori in New Zealand society. All students will have the opportunity to acquire some knowledge of Maori language and culture... The school curriculum will acknowledge the importance to all New Zealanders of both Maori and Pakeha traditions, histories and values.

The school will incorporate tikanga Maori (Maori culture and protocol) into the school's curriculum.

- Recognise that students may need to meet more than one set of cultural expectations.
- Incorporate into the school's curriculum practices that reflect the value of Tikanga Maori.
- Provide a school wide programme in basic Te Reo and Kapa Haka
- Empower parents and whanau to participate in their child's education, including consulting the Maori community using its own consultation processes, in the development of priorities for the education of Maori children.
- Children will value each others' heritage and culture.
- Empower children to be accepting of other cultures and cultural difference.
- The Board of Trustees will consider all requests for instruction in Te Reo Maori in the light of the school's resourcing and capabilities at the time the request is made. In the event of such a request being made, the school will make every attempt to provide information on schools in the district that have the capacity for such instruction.

Board Undertaking

Consultation:

The St Mary's Catholic School Board of Trustees consults:

- annually with the wider school community including the Maori and Parish community
- through regular newsletters
- Parent/Board/Teacher evenings
- Surveys and questionnaires
- Formal opportunities for consultation include school and BOT meetings
- PLG meetings
- Parent / Teacher interview
- School Website.

Consultation for 2010:

March / April	Assessing and Reporting
July	Vision for the School – Questionnaire
October	Reporting to the community on the progress of accommodating our maximum roll of 250 students
Ongoing	Information through Newsletters regarding National Standards

Ratification of St Mary's Catholic School Charter.

The 2010 St Mary's Catholic School Charter was ratified at the meeting of the school Board of Trustees on 28 April 2010

School Charter and Annual Report

A copy of the St Mary's Catholic School Charter will be sent to the Ministry of Education along with a copy of the relevant year's Annual report by 31st May each year.

ST MARY'S CATHOLIC PRIMARY SCHOOL

**SCHOOL OPERATION,
GOVERNANCE AND
MANAGEMENT**

2010

School Operation, Governance and Management

Curriculum

Key school documents that inform the St Mary's Catholic school Charter relating to curriculum includes:

- New Zealand Revised Curriculum
- Curriculum implementation Plans
- Associated Policies
- Reporting to the BOT
- St Mary's Strategic Plan
- N.Z Standards Booklets

Property

Key school documents that inform the St Mary's Catholic School Charter relating to property include:

- 10 year Capital Works Plan
- 10 year Maintenance plan
- Insurance
- Maintenance / Hazard Register
- Associated Policies
- Education Procedures

Finances

Key school documents that inform St Mary's Catholic School Charter relating to Finance include:

- Asset Register
- Annual and Monthly Financial Reports
- SUE Reports
- Annual Budget
- Associated Policies and procedures
- 10 year Maintenance Plan

Health and Safety

Key school documents that inform the St Mary's Catholic School Charter relating to Health and Safety include:

- Hazards/ Maintenance Register
- Education Procedures
- Maintenance Register
- Associated Policies and Procedures
- Accidents and Medical Registers

Human Resources

Key school documents that inform the St Mary's Catholic School Charter relating to Human Resources include:

- Job Descriptions / Appraisal Documents
- Personnel and Curriculum Policies
- Staff Professional Development Programme
- Roles and Responsibilities Schedule

ST MARY'S CATHOLIC PRIMARY SCHOOL

STRATEGIC SECTION

2010

Developing Strategic Goals Strategic Planning

<p style="text-align: center;">Student Learning and Achievement</p>	<p style="text-align: center;">Developing a Quality Learning Community Goals for Curriculum Support Programmes, Community Partnership and Teacher Development</p>	<p style="text-align: center;">School Organisation and Structure Goals for Personnel Processes and Systems</p>
<ul style="list-style-type: none"> • To further develop the Special Character of the school • To have practices that cater for the special learning needs of gifted/talented children as well as those with specific learning needs • To ensure, particularly in Literacy and Numeracy, teaching and learning practices promote success for all students • To introduce “Let’s Think Through Science” as a basis for Science teaching and learning 	<ul style="list-style-type: none"> • To implement the new digital RE curriculum with the adequate resources funding and professional development • To further expand school community relationship • To provide high quality curriculum programmes based on student need and referenced to the new curriculum document through our integrated planning • To implement best practice in Literacy, Reading and Numeracy across the school. • To provide resources to enable teachers to implement the “Let’s Think Through Science” programme. 	<ul style="list-style-type: none"> • To have strategic planning review and reporting processes that inform and allow for sound governance and management • To provide a climate that retains and develops school personnel • To develop and maintain property and financial systems that meet the needs of our school

ST MARY’S STRATEGIC PLAN FOR CURRICULUM REVIEW, DEVELOPMENT AND IMPLEMENTATION

	2009	2010	2011
<p>Review to</p> <ul style="list-style-type: none"> • Identify needs to be developed • Report to BOT on achievement • Budget resources 	Science	Writing Social Studies	Technology
<p>Development focus to</p> <ul style="list-style-type: none"> • Increase teacher knowledge • Refine teacher practice • Enhance student learning 	Literacy Reading	Science Continuation of National Standards Implementation	Writing Social Studies
<p>Monitor and implement to</p> <ul style="list-style-type: none"> • Support classroom practice • Update curriculum documentation 	NZ Curriculum Document	Literacy Reading	Science Continuation of National Standards Implementation

ST MARY'S SCHOOL SELF-REVIEW

	Term 1	Term 2	Term 3	Term 4
YEAR 2009				
Policy and Procedure	Charter	Nag 3	Property and Finance Nag 4	Strategic Planning / Target Setting
Board Review	Continue Policy Review Cycle	Health Consultation		Annual Plan
Curriculum Review	National Standards	Science		Update Reports
Achievement Report	Senior Syndicate	Junior Syndicate		
Curriculum Report		Target Report Statistics	Target Report Reading	Ministry Targets
Special Focus	Appointment	Of new Principal		
YEAR 2010				
Policy and Procedure	Nag 2 – Self Review Charter	B.O.T Training		
Board Review	Property	Health and Safety	Maori Consultation	Self Review Annual Plan
Curriculum Review	Social	Studies and Writing		
Achievement Curriculum Report			Target Report RE, Reading and Numeracy	Ministry Targets
Special Focus	BOT Elections	Managing	Existing Roll	
YEAR 2011				
Policy and Procedure	Charter	Safe and Physical environment promoting health and nutrition Nag 5	Human Resource Nag 3	
Board Review	Continue Policy Review Cycle	Community consultation School direction	Curriculum	Annual Plan
Curriculum Review	Own School curriculum as per Revised NZ Curriculum document	Writing and Technology	Review	progress
Achievement/ Curriculum Report	Target report		Progress Report	Final Target Report Ministry Targets
Special Focus			Growth Strategy for school	

GOALS:

1. To provide a high quality curriculum based on student need.
2. To ensure, particularly in Numeracy and Literacy, teaching practices promote success for all students.
3. To provide meaningful professional development for staff.
4. To further extend school / community relationships.
5. To provide a school climate that retains and develops school personnel.
6. To develop and maintain property and financial systems that meet the needs of our school.

Objectives	2010 Actions	2011 Actions	Self Review Reporting
To continue the cycle of Scheme and Policy review	Review needs in Social Studies and Writing	<ul style="list-style-type: none"> • Review needs in Technology 	Present updated Scheme components to staff Present updated Policies to BOT and community
To provide professional development programmes that enhance children's learning and achievement	<ul style="list-style-type: none"> • School wide professional development in Science using the "Let's Think Through Science" programme • Continue the Numeracy and Literacy focus • School wide professional development and resourcing in Technology to lead to best practice • Discussion with teachers 	<ul style="list-style-type: none"> • Assess the effectiveness of the "Let's Think Through Science" • Review needs in Technology • Reinforcing and monitoring best practice in Reading across the school • To provide professional development to enable teachers to incorporate National Standards into Literacy and Numeracy programmes • Provide professional development in Numeracy across the junior syndicate 	Professional development programme Action Plans Feedback from staff on Professional Development courses
To further extend school / community relationships	<ul style="list-style-type: none"> • Consult community on school direction (Looking Forward) • Communicate the core values of St Mary's Catholic School to the school and wider community 	<ul style="list-style-type: none"> • Consult with community on environmental sustainability at St Mary's 	B.O.T Annual Report Community Survey Fortnightly newsletters
To further develop the Special Character of our school	<ul style="list-style-type: none"> • Weekly Class Masses • Whole School Mass each term • Daily prayer time • Knowledge of Mass responses 	<ul style="list-style-type: none"> • Develop own school charism to include 3-4 core values and regularly promote these • Daily Prayer time • Increase knowledge of Mass responses • Weekly Class Masses 	Reporting through fortnightly newsletter and Parish newsletter Regular RE Staff meetings Liaise with parish Priests to organize Liturgies, develop awareness of readings at Masses. Liaise with Campion for weekly class Masses

ST MARY'S CATHOLIC PRIMARY SCHOOL

ANNUAL SECTION

**TARGETS FOR STUDENT ACHIEVEMENT
ACTION PLANS**

2010

SAINT MARY'S CATHOLIC PRIMARY SCHOOL ANNUAL PLAN 2010

Teaching and Learning Programme Development

- Implement School Curriculum based on NZ Curriculum
- Ongoing development of school management systems ETAP
- Ongoing GATE programme
- Develop whole school Science focus using Thinking Science programme
- Set up curriculum review team in Technology

Finance

- Prepare for Audit Term 1
- Present monthly financial report to BOT
- Review budgets and variance statements
- Preparation of 2011 budget Oct - Nov

Special Focus

- Interaction with Campion College
- Coping with Roll increase
- Accommodating current Roll

Human Resources

- Trial new Appraisal Process and review
- IT Technician to be used in up-skilling teachers in new developments in IT through lead teacher.
- School wide Professional Development Literacy – Reading, Numeracy and Science
- Using staff strengths and / or outside facilitators
- Employ 0.2 Teacher of Maori

Priority Areas for Improving Student Achievement

- Whole school Literacy – Reading
- Numeracy
- Religious Education – development of new digital programme

Health and Safety

- Comply with current Health and Safety regulations as apply to schools
- Review health and Safety Policy to include a policy on managing crisis within the school and education outside the classroom
- Carry out regular evacuation drills
- Review Evacuation and Civil Defence procedures
- Caretaker to carry out hazards and risk assessment (monthly)
- Continue Road Sense programme

Self Review Reporting

- Review achievement targets and report to BOT
- Review and implement annual reporting to Ministry (Charter) – Term 1
- Board of Trustees training
- 3 year cycle of Policy review
- Annual Plan Strategic Planning 2010 – 2011 Term 4

Consultation

- Consult with community on reporting to parents
- Vision Survey
- Consulting with Maori and Pasifika community

Partnership with the Community / Special Character

- Weekly Class Masses with Parish Community
- St Mary's Day celebration - Feast of the Assumption
- Recognition of Parent help in the School
- Service to community through work of Young Vinnies
- Whole School Mass – one per term
- Develop our own unique school Charism
- Reconciliation twice a year

Communication

- Fortnightly school newsletter
- Board newsletter twice a year
- School notice board
- School notices displayed at St Mary's Church
- School Website

ANNUAL STUDENT ACHIEVEMENT TARGETS PLAN: St Mary's Catholic School 2010

ACTION PLAN: **STUDENT ACHIEVEMENT TARGET 1 “Religious Education”**

**TARGET / INTENDED OUTCOME: For students to be able to say the “Our Father” prayer correctly and reverently
and be able to explain aspects of its source and meaning**

Baseline data	Intended outcomes / desired improvement	Strategies / actions	Time frame	Personnel responsible	Resources / costs	How progress is measured	To whom reported/when
Michelle to do baseline data on a cohort of children A sample group of six students per class (2 basic, proficient, advanced) Each class from Year 2-6 were tested saying the Our Father prayer and prepared questions for each level.	85% of Year 2-6 students to be able to say `Our Father` prayer correctly and reverently 85% of Year 2-6 students will be able to explain the meaning of `Our Father` prayer at their level	Baseline data to be collated by the DRS using prepared questions and recorded. R.E Staff meetings based on Target for the `Our Father` Classroom teachers to teach the meaning of Our Father Information for parents in Newsletter Repeat data collection	Term 1 Ongoing Ongoing Terms 1 & 4 Term3	DRS DRS / Principal/ RE Advisor Teacher Principal DRS	Colour Photocopying	Repeating Individual Assessment	B.O.T / Staff Term 4

RE Results - March 2010

Year	A cohort of a cross section of children per Year group	%
6/5	Twelve of the thirteen students could say the Lords Prayer. Seven knew who first taught it and two knew who it was taught to. Three students knew why it was important. Three could say why Jesus wants us to call God 'Our Father'. Three knew what hallowed meant and no-one knew what our daily bread was. Three students knew when the Lords Prayer was said during Mass. Four children knew why we should forgive others.	12-13 92%
4	Four out of the nine could say the Lords Prayer. Two students could say who first taught it. One knew who it was taught to but none knew why it was important. One student knew why Jesus wanted us to call God 'Our Father'. One knew the meaning of hallowed. No students could say what is meant by your daily bread and one student knew why it was important to forgive others.	4-9 44%
3	Four out of the nine could say the Lords Prayer. Three knew who first taught it. One knew who it was taught to. None of the students knew why it was important, or why Jesus wants us to call God 'Our father' and what hallowed meant.	4-9 44%
2	No child was able to say the Lords Prayer in full or why it was important. One student out of 8 knew who first taught the Lords Prayer. One student knew who it was taught to.	0-8 0%

RE Results – November 2010

Year	A cohort of a cross section of children per Year Group	%
6/5		
4		
3		
2		

OUR TARGET IS TO HAVE 85% OF STUDENTS TO BE ABLE TO SAY THE “OUR FATHER” PRAYER CORRECTLY AND REVERENTLY AND BE ABLE TO EXPLAIN ASPECTS OF ITS SOURCE AND MEANING

ANNUAL STUDENT ACHIEVEMENT TARGETS PLAN: Saint Mary's School 2010

ACTION PLAN: **STUDENT ACHIEVEMENT TARGET 2 “Comprehension Strategies” Years 4-6**

TARGET / INTENDED OUTCOME: For students to improve their Comprehension skills and ability through enhancing teacher knowledge and understanding and the explicit teaching of Comprehension strategies

Baseline data	Intended outcomes / desired improvement	Strategies / actions	Time frame	Personnel responsible	Resources / costs	How progress is measured	To whom reported/when
PROBE Testing of all children	Raise reading comprehension of children schoolwide . 85% at or above their chronological age	Explicit teaching of Comprehension strategies	End of Week 6	Senior Syndicate teachers		PROBE STAR	B.O.T March / November
STAR Reading Tests administrated	expectations syndicate wide	Professional development with Alison Davis	16 April 25 June	James	\$2100	Learning Conversations	Staff
	Use syndicate meetings to raise teacher pedagogical knowledge	Syndicate to develop reading comprehension expectations each year using the Literacy progressions	Ongoing	Senior Syndicate Teachers		Expectations Listed	Staff
	Use Portfolios to report to parents	Developing syndicate and schoolwide learning intentions and success criteria	Ongoing	All Teachers		Appraisals Modelling Books	
		Using our reflective Journals to assist teachers reflective knowledge and understanding	Ongoing	All Teachers		Journal entries and conversations	
		Reporting student outcomes to parents	Term 2 Term 4	All Teachers		Written and Oral Reporting	Parents Term 2 Term 4

**Comprehension Results March 2010
At or Above Expected Level (% and Numbers)**

Year	All	Boys	Girls	Maori
6	18-40 45%	10-25 40%	8-15 53%	5-12 42%
5	19-37 51%	7-17 41%	12-20 60%	3-6 50%
4	26-37 70%	10-21 48%	16-16 100%	5-7 71%

**Comprehension Results November 2010
At or Above Expected Level (% and Numbers)**

Year	All	Boys	Girls	Maori
6				
5				
4				

**OUR TARGET IS TO HAVE 85% OF STUDENTS READING AT OR ABOVE
CHRONOLOGICAL AGE BY NOVEMBER 2010**

ANNUAL STUDENT ACHIEVEMENT TARGETS PLAN: St Mary's Catholic School 2010

ACTION PLAN: **STUDENT ACHIEVEMENT TARGET 3 “Numeracy” Years 1-3**

TARGET / INTENDED OUTCOME: For students to improve their Number knowledge and use of strategies by increasing teacher knowledge and understanding of the learning progressions involved in the teaching of Numeracy

Baseline data	Intended outcomes / desired improvement	Strategies / actions	Time frame	Personnel responsible	Resources / costs	How progress is measured	To whom reported/when	
All children NUMPA tested to establish initial stage	To raise levels of our Year 1 – 3 children Syndicate wide 85% at or above their relevant National Standard	All Junior syndicate teachers enrolled in E.N.P. (Early Numeracy Project) and Principal	Throughout 2010	NUMPA Facilitator Junior Syndicate Teachers and Principal	P.D Budget	Retest all children Anecdotal	B.O.T and Staff March / November	
Teacher questionnaire /survey		Directed Syndicate / Staff Meeting	Ongoing	Judy		Teacher Questionnaire / Survey	March / November	
		Syndicate meetings to discuss pedagogical knowledge of learners	Explicit teaching of Maths groups to include cross grouping	Ongoing		Junior Teachers		
		Use of Portfolios to report to parents	Feedback / Forward on learners thinking	Ongoing		Junior Teachers		
			Continue to develop learning intentions and success criteria with the children	Ongoing		Junior Teachers		
		Stocktake and purchase equipment as required	Ongoing	Junior Teachers	As Required Curriculum Budgets	Fully equipped classrooms		

**NUMPA Results March 2010
At or Above Expected Level (% and Numbers)**

Year	All	Boys	Girls	Maori
3	22-34 65%	12-20 60%	10-14 71%	3-6 50%
2	8-39 20%	5-17 29%	3-22 14%	0-13 0%
1	22-27 81%	14-18 78%	8-9 89%	5-8 62%

**NUMPA Results November 2010
At or Above Expected Level (% and Numbers)**

Year	All	Boys	Girls	Maori
3				
2				
1				

**OUR TARGET IS TO HAVE 85% OF STUDENTS AT THEIR RELEVANT NATIONAL
STANDARD BY NOVEMBER 2010**

ST MARY'S CATHOLIC PRIMARY SCHOOL

**VARIANCE ANALYSIS
FOR STUDENT ACHIEVEMENT**

2009

Annual Report on Targets for School Achievement

St Mary's Catholic Primary School

Year 2009

Priority Area We set out to achieve	Target We said we would	Outcome We have achieved	Variance Analysis	Next Steps We will
To improve levels in Literacy with emphasis on Reading	75% of students in the identified target group (Yr2 - Yr6) will read and understand text at six months above their chronological age.	See attached sheets	In Year 2 we achieved 81% and there were significant increases in all year levels e.g. Year 3 53% - 73% and Year 5 26% - 47%	Continue to monitor and maintain good practice within the classroom
To raise the levels of Religious Education with emphasis on traditional prayers	80% of students in the Target groups Year 4 and Year 6 will know the traditional prayers by the end of 2009.	See attached sheets	In Year 4 we achieved our target set of 85%. In November there was a significant increase from 56% in March	Continued focus in 2010 on the Traditional Prayers

Reading Results March 2009
Above Expected Level (% and Numbers)

Year	All	Boys	Girls	Maori	Non-Maori
6	13-44 30%	5-13 38%	8-31 26%	3-13 23%	10-31 32%
5	10-39 26%	6-25 24%	4-14 29%	2-13 15%	8-26 31%
4	15-36 42%	6-17 35%	9-19 47%	2-9 22%	13-27 48%
3	16-30 53%	8-17 47%	8-13 62%	1-7 14%	15-23 65%
2	7-28 25%	1-18 6%	6-10 60%	1-7 14%	6-21 29%

**Reading Results November 2009
Above Expected Level (% and Numbers)**

Year	All	Boys	Girls	Maori	Non-Maori
6	22-44 50%	8-14 57%	14-30 47%	4-14 29%	18-30 60%
5	20-43 47%	12-26 46%	9-17 53%	4-11 36%	25-32 78%
4	20-37 54%	10-18 56%	12-21 57%	3-8 38%	18-29 62%
3	24-33 73%	9-18 50%	15-15 100%	5-6 83%	19-27 70%
2	22-27 81%	13-16 81%	9-11 82%	6-7 86%	16-20 80%

**OUR TARGET IS TO HAVE 75% OF STUDENTS 6 MONTHS ABOVE
CHRONOLOGICAL AGE BY NOVEMBER 2009**

Achievement Target for Religious Education 2009

Results - April 2009

At Level (% and numbers)

Target Groups - Years 4 & 6

Year	All	Boys	Girls	Maori	Non Maori
4	19-34 56%	6-15 40%	13-19 68%	6-8 75%	13-26 50%
6	4-42 10%	1-14 7%	3-28 11%	0-14 0%	4-28 14%

Although the results at the Year 6 level appear extremely low, most of the children do know 3 or 4 out of the 5 traditional prayers but percentages are taken on those who can recite all prayers. The Apostles / or Nicene Creed is the prayer yet to be learnt by these children. In contrast the children in the Year 4 sample group have been exposed to their traditional prayers throughout their first years at school and so have scored significantly better.

Results - November 2009

At Level (% and numbers)

Target Groups - Years 4 & 6

Year	All	Boys	Girls	Maori	Non Maori
4	29-34 85%	11-16 69%	18-18 100%	6-8 75%	23-26 88%
6	28-44 64%	7-14 50%	21-30 70%	7-11 64%	18-26 69%