

Pukeatua School

Charter

Strategic and Annual Plan
2021 - 2024



Mission Statement

Encouraging Learning in a Safe and Caring Environment

School Type	Co-Educational Full Primary School Year 0-8	Address	2110 Arapuni Road, Pukeatua 3880
School Number	1903	Email	office@pukeatuashcool.co.nz
Roll	88	Phone Number	07 872 4862

School Description

This is a Full Primary School of 88 children situated 27 km east of Te Awamutu. The School has a Decile Rating of 8 and Currently has a grading role U2 generating 4.82 teachers.

We have two Teacher Aides who work for approximately 35 hours per week. Four classroom teachers and a principal are also employed. An Office administrator, cleaner, and a grounds person complete the staff.

Our School enjoys a close relationship with the community. All are very supportive of school trips and camps. The money raised in fundraising activities is also very welcome.

The location of our School is in the middle of a well-established farming community based on dairy farming. This provides a stable support parent body that is willing to help out. We also draw on children from Arapuni Village and the Parawera district. Next to the school is a hall where a Play Centre is based. An active Community hall committee encourages other groups to use the facilities.

Pukeatua School has an enviable physical environment with Maungatautari and Pukeatua Mountain views (an attractive native bush area, the largest rhododendron tree in the southern hemisphere as part of the school environment, a large 20m x 7m swimming pool, and views in most directions. Other local amenities include tennis courts, a licensed café, and a community church.

Pukeatua School Vision

Pukeatua School, with the support of its community, strives to meet the children's needs, so they become connected, confident, actively involved lifelong learners, and responsible citizens of a progressive society.

Our School Aims

- To identify and cater to students' educational needs, which will give opportunities for success in both knowledge and skills as stated in the New Zealand Curriculum.
- To establish an empowering link between the home and school, enabling the child's whole development.
- To provide a sound basis for giving effect to ongoing learning.
- To provide child-focused programs of learning in a safe environment that is well maintained and resourced.
- To include and recognise, in all learning areas, to include and recognize the Key Competencies of thinking, using languages symbols and texts, managing self, relating to others, and participating and contributing.

School Values and Beliefs

Pukeatua School recognises and encourages the values of

- Respect
- Excellence
- Honesty
- Creativity
- Responsibility
- Equity through tolerance and patience.
- Community and participation

We Value

Creativity, risk-taking, and individual differences. We want children to reach their potential and to be able to adapt to the changes that are occurring in their lives inside and outside the classroom.

We want children to leave our school at year 8, achieving at their expected levels in mathematics, reading, and writing and with skills that will enable them to continue their love of learning with an ability to work and survive in the 21st Century.

Cultural Diversity and Maori Dimension

Students should

- Be accepting of other cultures and differences
- Value each other's heritage, culture, and people.
- Reflect the nature of biculturalism in classroom activities
- Be involved in Te Reo activities.

The Board will

- ensure all reasonable steps are taken to provide instruction in Tikanga Māori (Māori culture) and te Reo Māori (Māori language) for full-time students whose parents ask for it.

Pukeatua School and Cultural Diversity

All cultures within the school will be valued, accepted, and celebrated through the active encouragement of inclusive school culture and values.

- Staff members will ensure that students from all cultures are treated with respect and dignity and will actively work towards maximising the potential of each student irrespective of cultural background.
- All staff members are expected to develop an awareness of Tikanga Maori (Maori culture and protocol) and Te Reo Maori (Maori language): and incorporate these into classroom programs.
- Pukeatua School will provide the means of fostering better cultural understanding consistent with the Treaty of Waitangi.

What reasonable steps will the school take to incorporate Tikanga Maori (Maori protocol and culture) into the school's curriculum?

Daily programs will have a dimension: greetings, commands, language related to everyday objects, days, months, numbers. Each integrated unit will include components as appropriate to the topic and the class level. Professional development and staff support on the understandings they need to develop with their students.

What reasonable steps will the school take to incorporate Tikianga Maori (Maori protocol and culture) into the school's curriculum?

Daily programs will have a dimension: greetings, commands, language related to everyday objects, days, months, numbers. Each integrated unit will include components as appropriate to the topic and the class level. Professional development and staff support on the understandings they need to develop with their students.

What will the school do to teach Te Reo Maori (Maori language) for full-time students whose parents ask for it?

The Board of Trustees will give all such requests full and careful consideration concerning:

- Personnel with the requisite skills and qualifications
- Overall school financial position
- Availability of accommodation within the school

What steps will be taken to discover the views and concerns of the school's Maori community?

Encourage parents of Maori students to become a Board of Trustees member Maori community consulted in various ways

- Report evenings
- Parent workshops
- Newsletters
- School events involving students
- Informal dealings with families
- Maintaining open-door practice encouraging families to approach the school
- The Principal will conduct individual interviews with the caregivers of Maori students with follow-up interviews across the year.

Pukeatua School Strategic Plan 2021 - 2024

Improving Student Learning and Achievement

Literacy

- Improve levels of reading comprehension by refining base standards and setting targets for the school (New Zealand Curriculum Levels)
- Structured Literacy Approach. “iDeal Learning Matters”
- Raise written language levels in relation to Curriculum Standards and in relation to the New Zealand Curriculum
- Oral Language focus on New Entrants
- Remedial programs for Targeted Students
- Involvement and use of IT to improve achievement and engagement of children, eg: Google Docs, Blogs, Webpages

Numeracy

- Raising levels of all children in relation to Numeracy Stages and National Curriculum
- Raising Basic Facts Levels
- Grouping for remedial and extension
- Review Maths online programs in 2021

Prime maths mention (structured maths program)

Basic Facts website (regular basic facts practice)

Assessment

- Children involved in self-assessment and goal setting
- Teachers providing effective feedback
- Self-review to monitor the effectiveness of programs
- Effective formative assessment. Where to next? Feedback and Feedforward
- Targeting Priority Children
- Parents, Whanau involvement in the learning process

Reporting changes

Assessment changes and plan?

Developing a Quality Learning Environment

Learning Programs and Delivery

- Major focus on Maths and English
- Integration of the Curriculum. Making children more involved in their learning and directions
- Children are informed learners
- Inquiry learning. Integration of learning areas
- Enviro-school 2021 onwards
- Quality work. Promote value of Excellence
- Maori Achievement C _____ MAC involvement
- Focus on student wellbeing
- Review of programs re targeted students.
- Developing Local Curriculum
- Refreshing the New Zealand Curriculum for Schooling 2021 - 2025

Personal and Professional Development

- Eastern Zone Cluster 2021 Sustainability and beyond
- Maori Achievement C _____ MAC 2021 onwards
- Professional Development as per appraisal notes
- iDeal Structured Literacy 2021 and beyond

Community

- Consultation re direction Strategic Plan from 2021
- Health Curriculum Consultation 2021
- Policy review using School Docs
- Engagement of Families/whanau in children's learning

School Organisation and Structure

Supporting Documentation for Property
<ul style="list-style-type: none">- 10 Year Property Plan- Five Year Plan New 2021 - 2023- Enviro Schools - Silver- School Paint
Human Resources
<ul style="list-style-type: none">- Professional Growth Cycle for Teachers- Community Consultation - every 2 years- Involvement in community initiatives
Curriculum
<ul style="list-style-type: none">- School-Wide Planning- Self-review programs of work
Finance
<ul style="list-style-type: none">- Budget set for Resources- Professional Development- ED Services
Health and Safety
<ul style="list-style-type: none">- Playground Check and Classroom Safety- Regular Checks- Staff Wellbeing- Readiness for Covid Levels
Policy and Procedure
<ul style="list-style-type: none">- School Doc for Community Involvement

Pukeatua School Annual Plan

2023

<p>Teaching and Learning Programme Development</p> <ul style="list-style-type: none"> - Continue development in reading with a focus on comprehension and NZ Curriculum Levels - Focus on written language target set in relation to Curriculum Levels - Structured Literacy PLD implementation, further building on last years PLD in iDeal Literacy - Home reading programme for all children - Maths Programmes: PR1ME Maths introduction, Structure Maths Programme. - Focus on Target and Priority Students, with support from LSC, RTLB and other organisations - Develop an understanding and improved use of Edge Student Management System - Children are aware of their next learning steps and learning intentions - Further incorporating EnviroSchools into our wider school - Develop Oral Language through Science, using Rich Language Experiences - Gifted and Talented identified and catered for in the classroom programmes - Maori Achievement Collaborative involvement - Promotion of healthy eating and living at school - Development of ICT - Google Doc and Drive use, ClassDojo, Mathletics, MathSeed, etc. - Use of ClassDojo, Facebook and SkoolLoop to contact whanau and the wider community 	<p style="text-align: center;">Finance</p> <ul style="list-style-type: none"> - Prepare for annual audit - Monthly Accounts - Prepare Yearly Budget Nov/Dec - Education Services - Asset Purchases - 	<p style="text-align: center;">Human Resources Staffing, Professional Development, Performance Management</p> <ul style="list-style-type: none"> - Peer appraisal process - Professional Growth Cycle being developed collaboratively and introduced - EEO obligations will be met - Regular observations to help with classroom practise review - Parent involvement through: <ul style="list-style-type: none"> - Ag Day - Fundraising - Camps - Sports events - Trips - Coaching - Staff Wellbeing maintained - Develop our understanding of Edge Student Management System - Introduce PR1ME Structure Maths programme - Positive Behaviour 4 Learning programme implemented
	<p style="text-align: center;">Property</p> <ul style="list-style-type: none"> - 5 Year Plan 2021 - 2023 - 5YP 2021 - 2026 - Regular Maintenance/safety Checks - School House - Regular Maintenance 	
	<p style="text-align: center;">Health and Safety</p> <ul style="list-style-type: none"> - Update safety and hazard records regularly - Safe playground practices - Safe classroom practices - Water testing monthly - Regular monitoring of the pool water - Regular emergency drills - Emotional and physical wellbeing of all children - COVID-19 Action plan 	
	<p style="text-align: center;">Review</p> <ul style="list-style-type: none"> - Charter and school goals - Teaching programmes, re-targeted students - Refreshing NZ Curriculum for Schooling - Report to community on pupil progress - Parent teacher interviews - Reports completed twice yearly - Monthly Board Meetings 	

Pukeatua School Writing Target 2023

Strategic Aim: All students to access the NZC as evidenced in achievement in relation to the New Zealand Curriculum Levels.

Annual Objective: To increase the number of children achieving at or above the New Zealand Curriculum level for writing for their age group.

**Base Line Data:
February 2023**

Target Group. Years 2-8 28 students 28/70
18 boys 18/36 10 girls 10/34 6 Maori students 6/12

Specific Target: By the end of 2023: Pukeatua School will accelerate the learning of all target students in writing, resulting in progress to or exceeding their expected curriculum level.

When	What	Who	Indicator of Progress
Beginning of Term 1	Teachers and staff identify target students. Targeted teaching to accelerate progress Analyse the data from written examples. Targeted children will have recorded current writing levels as at Feb 2022	Principal and classroom teachers	Priority list is developed
Ongoing throughout the year	2-3 meets per term to discuss the progress of target students	Principal and classroom teacher	Meetings throughout the year with improvements in their achievement levels recorded
Term 1	Plan revised program in school Set out a plan for writing for the year	All staff	Organise ability groups. Topics integrated with other subjects identified and plan to work towards them.
Ongoing throughout the year	Teacher aide support in class to help with oral language, ESOL and withdrawal groups	All Staff	Progress in literacy and tracking of students in their literacy
Once during Term 1-4	Assessment in the form of writing samples and PAT tests to collate and analyse data of target students	Principal and Teachers	Assessment stored on Edge SMS to show progress
Term 1-4	Work with Families/Whanau around	Principal and Teachers	Student voice will be evident in their teaching,

	ways to support student learning		and children have support from home
Ongoing throughout the year	School-wide professional development around the writing process Working through exemplars, providing writing exemplars	All teachers	Improved teacher understanding of the writing process, as well as where and what each level looks like
All year	Further use and Professional Development of the IDEal literacy program	Principal and Teachers	Improvement in literacy in class, through vocabulary and spelling.
Ongoing throughout the year	Improve the use of ICT to help with writing	Teachers	Children will be keener to write, and present writing through ICT means
Ongoing throughout the year	Wide range of different writing genres through other topic areas, eg: social studies and science.	Principal and Teachers	Good coverage of writing forms
Ongoing throughout the year	Develop “buddy reading” program to support younger and struggling readers	Principal and Teachers	Improvement in reading, flowing onto their written language
End of Year	Analyse end of year data to show the progress and plan for 2024	Principal and Teachers	End of year results inform next steps for 2024
Monitoring	Regular reporting to the Board of Trustees. Edge SMS to record and track student progress Teachers to meet 2-3 times a term to discuss the progress Termly assessment to accurately track student progress		
Resourcing	Money in the budget for Literacy Teacher Aide support		

Pukeatua School Attendance Target 2023

Strategic Aim: All students to be regularly attending (more than 85%) Pukeatua School throughout the year of 2023

Annual Objective: To raise the level of attendance across all groups to more than 90% by the end of the year.

Base Line Data:

December 2022

All students

67/87 students regularly attending (77.01%)

11/87 students moderately absent (12.64%)

9/87 students chronically absent (10.34%)

Maori

9/16 students regularly attending (56.25%)

2/16 moderately attending (12.5%)

5/16 chronically absent (31.25%)

Specific Target: To increase the number of students who are attending school 85%+ and reduce the number who are moderately attending school (70%-80%) by increasing their attendance

When	What	Who	Indicator of Progress
Beginning of Term 1	Principal will identify students whose attendance was 70%-80% by analysing the data of attendance from 2022. A list of students will be recorded and shared with the Target students list.	The principal	Priority list is developed
Ongoing throughout the year	2-3 meets per term to discuss the attendance of students below 90%	Principal and classroom teacher	Meetings throughout the year with notes recorded for improvements or reductions
Start of week 6 of every term	Notice to all parents whose students attendance is below 85%	Principal	Noitces sent home to inform the parents of their students low attendance
Ongoing throughout the year	Attendance officer contacted if attendances begins to drop, or there are serious concerns	Principal	Emails and phone calls to Helen Bright as necessary
Once during Term 1-4	Teachers will regularly take morning and afternoon attendance, and record notes as to why the student is away. Administration to follow up if the teacher is unsure of the reason why the student is away.	Teachers, Principal and Administration	Stored daily on SMS

Term 1-4	Offer support for whanau/families to get their students to school. This could be through clarification of the bus route, District Health Nurse, or Attendance Officer if needed.	Principal	Recorded consultation with parents as needed
All year	Make school an exciting and safe place to come.	Principal and Teachers	Happy students
Ongoing throughout the year	Regular Monthly reporting to the board about student attendance. Discuss ways we could increase this when needed.	Principal	Board Reports and Minutes
End of Year	Analyse end of year data to show the progress and plan for 2024	Principal and Teachers	End of year attendance data inform next steps for 2024
Monitoring	Regular reporting to the Board of Trustees. Edge SMS to record and track student progress Teachers to meet 2-3 times a term to discuss the progress Termly assessment to accurately track student progress		
Resourcing	Bus Routes District Health Nurse Attendance Officer Rewards at the end of the term for high attendance		

Pukeatua School Maths Target 2023

Strategic Aim: All students to access the NZC as evidenced in achievement in relation to the New Zealand Curriculum Levels.

Annual Objective: To raise the reading level of all children in line with the curriculum levels.

Base Line Data:

February 2023

Target Group. Years 2-8 32 students 26/70
 12 boys 12/36 14 girls 14/34 5 Maori students 5/12

Specific Target: To accelerate the reading age of all target students to, or exceeding, their expected reading age by the end of the year.

When	What	Who	Indicator of Progress
Beginning of Term 1	Teachers and staff identify target students. Targeted teaching to accelerate progress Analyse the data from GloSS, JAMs, and PATs.	Principal and classroom teachers	Priority list is developed
Ongoing throughout the year	2-3 meets per term to discuss the progress of target students	Principal and classroom teacher	Meetings throughout the year with improvements in their achievement levels recorded
Term 1	Plan revised program in school Set out a plan for writing for the year	All staff	Organise ability groups. For number and the strands identified and plan to work towards them.
Ongoing throughout the year	Teacher aide support in class to help implement PRIME maths program, and to support with ability groups	All Staff	Progress in maths and tracking of students in their maths
Once during Term 1-4	Assessment in the form of GloSS, JAMs, and PAT tests to collate and analyse data of target students	Principal and Teachers	Assessment stored on Edge SMS to show progress
Term 1-4	Work with Families/Whanau around ways to support student learning, and maths at home	Principal and Teachers	Student voice will be evident in their teaching, and children have support from home

All year	Professional Development in a new maths program, PRIME Maths	Principal and Teachers	Development of teacher understanding, as well as improvement in maths ability
Ongoing throughout the year	Use of ICT, through online websites to encourage improvement in maths, ie: Mathletics, Mathseed	Teachers	Children will be keener to do maths through ICT means
End of Year	Analyse end of year data to show the progress and plan for 2024	Principal and Teachers	End of year results inform next steps for 2024
Monitoring	Regular reporting to the Board of Trustees. Edge SMS to record and track student progress Teachers to meet 2-3 times a term to discuss the progress Termly assessment to accurately track student progress		
Resourcing	Money in the budget for Maths Teacher Aide support		