

# Mairehau High School 2011 Annual Plan



## Goal 1: To sustain improved student attendance and achievement

Objective	Key tasks	Personnel	Timeline	Evaluation
<b>Develop and implement a plan to improve student attendance in 2011 by monitoring and achieving a school percentage attendance rate of 80% or better (Ref SG 1, 2, 3; BOT attendance target 8.1)</b>	<b>Internal Systems</b> <input type="checkbox"/> attendance rolls accurately completed <input type="checkbox"/> staff accountability monitored <input type="checkbox"/> follow up with parents – text, phone <input type="checkbox"/> interventions for ‘at risk groups’, eg Maori Boys, Year 10 students. <input type="checkbox"/> analyse attendance data <input type="checkbox"/> report to Board <input type="checkbox"/> report to MoE	Tchg/Atten. Staff / SSM Principal and DP's Front office staff Deans Deans, Principal, SSM Principal Principal, BoT	Ongoing Beg → end 2011 Term 2, Term 4 Terms 3 and 4 only / Nov	
	<input type="checkbox"/> initiate home visits if required	Deans	As required	
	<input type="checkbox"/> liaise with RockOn	Principal, Deans, GC, SSM, SLT	Ongoing Terms 1-4	
	<input type="checkbox"/> set targets for at risk groups	Principal, SLT	Term 2	
	<b>Interagency</b> <input type="checkbox"/> participate in Rock On inter-agency initiative	Deans, GC	Ongoing – review Term 3 Ongoing Terms 1-4	
	<input type="checkbox"/> liaise with District Truancy Service	Deans and SSM	Ongoing Terms 1-4	
	<b>MHS SEI Initiative (2011)</b> <input type="checkbox"/> address barriers to attendance (problems at home, unresolved issues in class, working outs not completed, on/offsite bunking, temporary withdrawal of disruptive students from class)	SSM		
	<input type="checkbox"/> initiatives to reward good attendance	Deans	Ongoing Terms 1-4	
	<input type="checkbox"/> collect and analyse data to inform future actions/intervention e.g. stand down/ suspensions, contract/ referral/ leavers data	Principal	July / Dec.	

Mission Statement

“For all students to value themselves and others; to know they can excel and to reach their full potential”

Final copy: 15Feb2011

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<b>Enhance engagement (Ref SG 1-4; ERO 2010, Rec. 4.1 and 4.2)</b>	<input type="checkbox"/> <b>Teacher Learning Programme</b>			
	<input type="checkbox"/> Classroom management techniques	SLT, SCT	All year as per. TLS schedule.	
	<input type="checkbox"/> Re-engaging Meta-cognitive Pedagogy	SLT, SCT, All Staff	All year as per. TLS schedule.	
	<input type="checkbox"/> Lesson and unit planning	All teaching staff and LTL's	All year as per. TLS schedule.	
	<input type="checkbox"/> Relationship building	All staff	All year as per. TLS schedule.	
	<input type="checkbox"/> Cultural inclusivity; Maori and Pasifika	All staff	All year as per. TLS schedule.	
	<input type="checkbox"/> Developing and implementing a community approach to raising Maori student achievement.	HP, HE, All staff	All year as per. TLS schedule.	
	<input type="checkbox"/> New curriculum and standards alignment. eg. numeracy and literacy.	All teaching staff and LTL's	All year as per. TLS schedule.	
	<input type="checkbox"/> Using data effectively	All teaching staff	All year as per. TLS schedule.	
	<input type="checkbox"/> Effective use of learning technologies eg. Thursday briefings in A7	All staff	All year as per. TLS schedule.	
	<input type="checkbox"/> Formative assessment and differentiation	All teaching staff	All year as per. TLS schedule.	
	<input type="checkbox"/> <b>Monitoring and Reporting</b>			
	<input type="checkbox"/> classroom 'health checks' e.g. Including use of the NZGSE behaviour tool.	Principal, SLT, LTL, Deans	Ongoing	
	<input type="checkbox"/> written observations, feedback and feed forward	Principal, SLT, LTL, Deans	Ongoing	
	<input type="checkbox"/> Performance appraisal, moving toward teaching best practice portfolios.	Principal, SLT, LTL	Ongoing	
	<input type="checkbox"/> Learning team and pastoral reviews including the quality of teaching report	Principal, SLT	Term 1 to 4	
<input type="checkbox"/> Perception Data: Collecting, analysing and responding to information from:	Deans			
<input type="checkbox"/> Students		Term 1 and 3		

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	<input type="checkbox"/> Course evaluations	Teaching Staff	Term 4 or unit by unit	
	<input type="checkbox"/> New students		Term 1 or as they arrive	
	<input type="checkbox"/> Maori and Pasifika	HP, HE	Term 1 to 2	
	<input type="checkbox"/> Parents, caregivers, staff	Traditional surveys and Moodle (HA)	Term 1 to 2	
	<input type="checkbox"/> Continuing to develop and enhance restorative practices			
	<input type="checkbox"/> Sustaining communication structure	GC, Deans, SSM, RRM		
	<input type="checkbox"/> Extending training to more staff	New Deans, PRT's		
	<input type="checkbox"/> Embedding the restorative chat throughout the school	All staff		
	<input type="checkbox"/> Sustaining the range and type of restorative conferences e.g. whole class	SSM, GC, RTLB		
	<input type="checkbox"/> Sustain the number of people able to facilitate restorative meetings, through modelling	SSM, GC, RTLB		
	<input type="checkbox"/> Maintaining the infrastructure of the pastoral network	SLT, Deans, SSM		
	<input type="checkbox"/> Review guidance system eg. pastoral meeting format, Deans operation manual, Peer support system.	SLT		
	<input type="checkbox"/> Establish referrals (including a filtering process) for learning and behaviour to LRC, RTLB and other outside agencies.	GC, Deans, LRC-LTL, PDRC-LTL		
	<input type="checkbox"/> <b>Mairehau Way - Our values in action</b>			
	<input type="checkbox"/> Raising expectations, e.g. MPC, CPERB, Hi-Five, Positive affirmations, Postcards, Mihi, Deans - year level engagement initiatives, year level logos.	SLT, Deans, All staff	Term 1, then ongoing focus especially at beginning of each term.	
	<input type="checkbox"/> School wide focus on weekly routines. Namely; Mondays - expectations, Tuesdays - Achievement, Wednesday and Thursday - Pedagogy, Friday - Community	SLT, Deans	Ongoing	
	<input type="checkbox"/> <b>Fostering and encouraging student participation and student voice through</b>	BoT/SLT	Ongoing	

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	<input type="checkbox"/> Reviewing student executive structure and roles	Senior Dean	Term 1 and 4	
	<input type="checkbox"/> Senior student leadership	Senior Dean, Academic Dean, All staff		
	<input type="checkbox"/> Student trustee	BoT	Term 3	
	<input type="checkbox"/> Principal/student forum	Principal	Ongoing	
	<input type="checkbox"/> Dean/student forum	Deans	Ongoing	
	<input type="checkbox"/> Public ceremony roles	SLT, Senior Dean, Academic Dean	Ongoing	
	<input type="checkbox"/> Involvement in focus teams	SLT, FTL's	Ongoing	
	<input type="checkbox"/> Contributing to newsletters and other media publications	SLT, Caleb Ward, Vanessa Barrett, Barbara Steel	Ongoing	
	<input type="checkbox"/> Involvement in school activities. Eg. production, stage challenge, music evening, speech competition, sports events	All staff	Ongoing	
	<input type="checkbox"/> Peer mentoring	Deans	Term 1 and then ongoing	
	<input type="checkbox"/> School Council	Senior Dean, Student Exec.		

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## Goal 2: To positively promote the school

Objective	Key tasks	Personnel	Timeline	Evaluation
<b>Develop relationship with contributing schools (Ref SG 1, 3)</b>	<input type="checkbox"/> MHS / Contributing Schools BOT reciprocal visits. <input type="checkbox"/> Contributing school Principal visits <input type="checkbox"/> Roadshow <input type="checkbox"/> Open night <input type="checkbox"/> Analyse "origin school" data <input type="checkbox"/> Y8 visits and transition programme	BOT, Principal, SLT, Student Exec.  Principal, SLT Environment / Marketing Focus Team  Environment / Marketing Focus Team, All staff, key students (eg. Student exec) Principal, SLT  GC, RTLB, SSM, incoming year 9 Dean.	Term TBA and 3  Term 1 and 3 End of Term 1, first week of term 2 Term 2, 10 May 2011 Term 2 and 3, ongoing Term 4 previous year, Term 1	
<b>Promote the school (Ref SG 1, 3)</b>	<input type="checkbox"/> Newsletters <input type="checkbox"/> Print media <input type="checkbox"/> AV, Social media (eg. Radio, Youtube) <input type="checkbox"/> School website <input type="checkbox"/> Events boards <input type="checkbox"/> Open night <input type="checkbox"/> Roadshow	SLT, FAM * business, sponsors  SLT, Vanessa, Staff SLT, Senior Dean. SLT, Caleb Ward, Staff FAM Environment / Marketing Focus Team / All staff SLT, Vanessa, Deans	Ongoing Terms 1-4 Ongoing Terms 1-4 Ongoing Terms 1-4 Ongoing Terms 1-4 Ongoing Terms 1-4 Term 2, 10 May 2011 End of Term 1, first week of term 2	
<b>Promote school to international students (Ref SG 1, 3)</b>	<input type="checkbox"/> International prospectus <input type="checkbox"/> International DVD <input type="checkbox"/> Liaise with agents <input type="checkbox"/> International visits	International Dean International Dean International Dean and Principal Principal	Term 2 Term 2 Terms 1-3 Term 3	

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Objective	Key tasks	Personnel	Timeline	Evaluation
<b>Enhance school image/communication (Ref SG 1, 3, 4)</b>	<input type="checkbox"/> Ongoing liaison with Community workers	FAM, Caretaker	Ongoing	
	<input type="checkbox"/> Communicating to staff regarding property development initiatives	Principal, Environment Focus Team	Ongoing	
	<input type="checkbox"/> Review senior uniform	SLT	Term 3	
	<input type="checkbox"/> Prospectus	Principal	Term 1	
	<input type="checkbox"/> Community involvement in working bee (TBC)	Environment FT	TBC	
	<input type="checkbox"/> Y8 evening	SLT	Term 3	
	<input type="checkbox"/> Y9 Orientation (eg. Organised activities, Blue Sky, BBQ's with Parents)	Y9 Dean, SLT, Form Teachers, some classroom teachers, GC, SSM	Term 1	
	<input type="checkbox"/> Parent/teacher evenings	SLT	Ongoing	
<input type="checkbox"/> Student participation in community service	Senior Dean, Student Exec.	Ongoing		

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## Goal 3: To further develop Information Technology provisions in the school

Objective	Key tasks	Personnel	Timeline	Evaluation
<b>Consolidate strategic plan (Ref SG 4)</b>	<input type="checkbox"/> consult with LTL regarding IT needs <input type="checkbox"/> monitor and upgrade where necessary, IT facilities in school (hardware, software, cabling) <input type="checkbox"/> prioritise needs and cost <input type="checkbox"/> annual report to BOT regarding IT <input type="checkbox"/> continued liaison with contracted IT provider	Learning Technologies Focus Team (LTFT) LTFT, FAM LTFT, FAM Principal, SLT, LTFT SLT, Caleb Ward,	Mid Term 2 Ongoing Ongoing Term 2 or 3 Ongoing	
<b>Maintain and widen use of school intranet (Ref SG 4)</b>	<input type="checkbox"/> maintenance of school intranet site (eg. Moodle) <input type="checkbox"/> further professional development for all staff (e.g. Use of moodle, Google docs, shared resources, as per Thursday staff briefings, SMS). <input type="checkbox"/> continued professional development of key IT staff (e.g. External PD, U-Learn, conferences)	HA, LTFT LTFT, SLT SLT, LTFT	Ongoing Ongoing, TLS and Thursday briefings	
<b>Develop links with Greater Christchurch Network of Schools (GCNS) (Ref SG 4)</b>	<input type="checkbox"/> strengthen relationship with GCNS <input type="checkbox"/> liaise with KAREN and NEN network providers <input type="checkbox"/> Via KAREN and NEN, begin use of fibre optic network capacity within learning programmes (eg. video and audio conferencing).	SLT SLT SLT, key IT staff	Term 1 then ongoing Ongoing Ongoing	
<b>Provide PD to staff (Ref SG 2, 4)</b>	<input type="checkbox"/> consult with staff regarding PD needs <input type="checkbox"/> ensure new staff have PD on IT provisions and use as required	LTFT BE, LTFT	Ongoing Term 1 then ongoing	