

Te Aro School — Annual Plan 2019

Goal 1: Enhance and improve the teaching and learning environment of Te Aro School

Initiative	Key actions	Who	When	Resources	Success indicators
New senior classrooms (planning, design/build)	Consult on and agree school requirements with staff, board and students	Principal Leadership team Board Property Cttee	During Term 1	MoE Projects Delivery Mgr CoreEd Consultant Architect	Staff, students and parents satisfied with process Plans meet requirements
	Communicate/share requirements with Ministry of Education	Principal Board Property Cttee	By end of Term 1	Documented requirements	
	Review plans	Principal Leadership team Board Property Cttee	End of Term 1/ beginning of Term 2	Requirements MoE feedback Plans	
	Agree timeline with architect and builder	Principal Board Property Cttee	Beginning of Term 2	Reviewed plans	
	Assess impact on school activities and plan response	Principal Leadership team	During Term 2	Reviewed plans Timeline	
	Assess risk and possible mitigation strategies	Principal Leadership team Building Site Mgr	During Term 2	Hazard register	
	Manage impact and risk	Principal Leadership team Building Site Mgr	From Term 2	Hazard register	
	Monitor activity and report on progress	Principal Building Site Mgr MoE Projects Delivery	Fortnightly	Progress reports	

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Initiative	Key actions	Who	When	Resources	Success indicators
		Mgr			
Main building refurbishments	Refurbish student toilets in main block	Principal Building Site Mgr MoE Projects Delivery Mgr	By end of Term 1	Hazard register Progress reports Weekly site meetings	Staff, students and parents satisfied with process – feedback sought during Term 2 once the refurbishments have been completed Plans meet requirements
	Open up Rūma Tarata	Principal Building Site Mgr MoE Projects Delivery Mgr	By end of Term 1	Hazard register Progress reports Weekly site meetings	
	Create withdrawal/breakout space	Principal Building Site Mgr MoE Projects Delivery Mgr	By end of Term 1	Hazard register Progress reports Weekly site meetings	

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Goal 2: Strengthen student and staff wellbeing

Initiative	Key actions	Who	When	Resources	Success indicators
Develop insights into student wellbeing	Survey student wellbeing	Principal Year 4–8 teachers	During Term 2	NZCER Wellbeing Survey	Student wellbeing survey identifies gaps and opportunities Positive staff feedback received on planned initiatives
	Identify approaches from sabbatical research	Principal	During Term 2	Sabbatical research report and findings	
	Agree possible initiatives	Principal Leadership team	During Terms 2 and 3	Sabbatical research recommendations	
	Engage with staff on exploration and testing of initiatives	Principal Leadership team	End of Terms 2 and 3	Wellbeing initiatives	
	Assess management, resource and expertise requirements	Principal Leadership team	During Term 3	Wellbeing initiatives and staff feedback	
	Plan and design approaches to address survey findings (gaps and opportunities)	Principal Leadership team Year 4–8 teachers	During Term 3	NZCER Wellbeing Survey report and findings Student focus group	
Professional learning and development focussed on student wellbeing and culturally responsive practices	Link to survey findings and sabbatical research	Principal Leadership team	By end of Term 3	NZCER Wellbeing Survey report and findings Sabbatical research report and findings	Professional development plan and budget in place for 2020 External expertise contracted for 2020
	Contract external expertise	Principal	Beginning of Term 4	Professional development plan and budget	

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Goal 2: Strengthen student and staff wellbeing

Initiative	Key actions	Who	When	Resources	Success indicators
Build student and staff resilience and empowerment	Plan and deliver student wellbeing survey	Principal Year 4–8 teachers	During Term 2	NZCER Wellbeing Survey	Baseline measure of student wellbeing
	Analyse results	Principal Leadership team Year 4–8 teachers	End of Term 2	NZCER Wellbeing Survey report and findings	
	Report to staff and Board	Principal Leadership team	Term 3	Student wellbeing baseline report	

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Goal 3: Grow our students as future focussed learners

Initiative	Key actions	Who	When	Resources	Success indicators
Strengthen collaborative practices for teaching and learning	Consolidate and extend current syndicate and whole school collaborative opportunities including tuakana-teina	Leadership team	Throughout terms 1 - 3	Syndicate meeting time allocated for this	Teaching team mentored, coached and supported by leadership team to plan for and implement collaborative practices amongst themselves and their students Evidence in teachers' planning
	Teaching team participate in professional learning and development	Principal	Throughout 2019 Including PLD with Mark Sweeney	Mark Sweeney	Teachers will implement, apply and reflect on new learning in their practice and classroom programmes
	Develop central Wellington schools' principal cluster	Principal	Throughout 2019	Continuation of sessions facilitated by Mark Sweeney	Strengthened cluster school relationships between principals
Connect our students locally and globally so they can contribute to the world around them.	In planning for teaching and learning teachers will look for opportunities for their students to contribute to their local community	Leadership team The teaching team	Throughout 2019	Wellington City Council Aro Valley Community Centre	Students will participate in local community events and activities
	Develop and understand practices around our 4 th school value of kaitiakitanga	Leadership team The teaching team	Throughout 2019	Sustainability Trust Garden to Table	Students taking care of themselves, their school and wider environment
	Strengthen students' knowledge of their rights and responsibilities online	Leadership team The teaching team	Throughout 2019	Netsafe	Students use and engage with online tools and practices in a safe and respectful manner

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Goal 4: Mahi tahi — work as one

Initiative	Key actions	Who	When	Resources	Success indicators
Refreshed and shared school vision	Enliven school vision	Principal Board	End of Term 1	Existing school vision Examples of 'vision in action'	Vision articulated by staff, student, parents and Board Vision 'made real' through examples
	Communicate school vision	Principal Board	Beginning of Term 2	Enlivened school vision	
Refreshed local school curriculum including school's graduate profile	Refresh graduate profile with staff, Board and school community	Leadership team	Terms 1 - 3	Refreshed graduate profile	Refreshed graduate profile drives curriculum development and school wide planning Changed curriculum articulated by staff Positive feedback received from staff, students and parents on refreshed curriculum Improved teaching and classroom practice
	Share draft changes of school curriculum with teaching team	Leadership team	During Term 2 (staff & syndicate meetings)	Teaching plans	
	Share draft changes of school curriculum with Board	Principal	During Term 3	Refreshed curriculum document and staff feedback	
	Engage support staff	Principal Learning Support teacher ESOL teacher	Term 3 & 4	Reliever (release for Learning Support teacher)	
Communications planned and designed	Audit current communications activity, including reporting to parents	Principal Leadership team Board	By end of Term 3	List of current communications activities	Communications plan prepared and ready for implementation

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Goal 4: Mahi tahi — work as one

Initiative	Key actions	Who	When	Resources	Success indicators
	Prepare communications plan	Principal Leadership team Board	During Terms 3 & 4	Communications audit	
	Set objectives	Principal Leadership team Board	End of Terms 3 & 4	Communications priorities and desired outcomes	
	Allocate resources	Principal Leadership team Board	During Term 4	Communications priorities and desired outcomes	
School values reflected in key school documents and website	Review and update key school documents and website	Principal Leadership team Office Manager	From Term 2	Existing school documents and website	Positive feedback from staff, prospective staff, parents and prospective parents on school values
	Review staff induction materials and information for new parents	Principal Leadership team	By end of Term 1	Existing induction material and info booklet for parents	

Te Aro School — Goals and Initiatives

*Vision
(The Why)*

Critical Success Factors

*Goals
(The What)*

*Initiative Plan — Roadmap
(The How)*

*Three-year
Outcome*

Te Aro School students are curious, resourceful and resilient learners

Improved physical environment

Strengthened student engagement and well being

Local school curriculum refreshed

Adequate school resources

School's direction, culture and values supported by stakeholders

Enhance and improve the teaching and learning environment of Te Aro School

Strengthen student and staff wellbeing

Grow our students as future-focused learners

Mahi tahi — work as one

2019	2020	2021
1. Main building refurbishments.		
2. New senior classrooms.		
	3. New playground/play spaces — develop top/lower playgrounds, remove swimming pool.	
3. Develop insights into student wellbeing.		
4. Professional learning and development focussed on student wellbeing and culturally responsive practices.		
5 & 6. Build student and staff resilience and empowerment.		
	7. Empower parents and community to support student wellbeing.	
8. Strengthen collaborative practices for teaching and learning.		
	9. Connect our students locally and globally so they can contribute to the world around them.	
10 & 11. Refreshed school vision and curriculum.		
12. Communications designed and implemented.		
13. School values reflected in key school docs and website.		

Fit for purpose, healthy learning environment

Resilient and resourceful students and staff

Students equipped for life-long learning

Community engaged with school's vision and values