

HOKOWHITU SCHOOL SELF-REVIEW POLICY (2025)

PURPOSE

Hokowhitu School will engage in a continuous and documented programme of self-review for all aspects of the school, including in governance, management, curriculum delivery, and assessment.

GUIDELINESPrinciples of Self-Review

1. Self-review will occur in accordance with a scheduled programme.
2. Self-review will include student, community, and staff consultation as appropriate.
3. The outcome of self-review processes will be documented.

Responsibilities of the School Board

4. The Board will create a Strategic Plan in consultation with the school community at the start of each triennial Board cycle, or at any other time as directed by the Ministry of Education, which it will enact on a yearly basis through Annual Implementation Plans and will review on a yearly basis through Annual Reports.
5. The Board will have a planned, timetabled programme for self-review of all policies, including those governing its own conduct and responsibilities, in accordance with the Board Procedures for Policy and Procedure Review.
6. The Board will identify and respond to health and safety hazards through regular self-review, in accordance with the Health and Safety Policy.

Responsibilities of the Principal

7. The Principal will ensure the Teaching and Learning Handbook is reviewed annually in a professional and collaborative manner.
8. The Principal will ensure that key areas of the school's operation will be subject to self-review, with outcomes of review processes to be recorded in the school's Self-Review Folder, including:
 - a. Development plans
 - b. Learning areas
 - c. Teaching staff professional growth cycle (PGC)
 - d. Education Outside the Classroom (EOTC) activities
 - e. Adherence to Education (Pastoral Care of International Students) Code of Practice
9. The Principal will report the outcome of self-review processes to the Board as required for purposes of assurance, funding, or implementation.

ASSOCIATED POLICIES/PROCEDURES/HANDBOOKSLegislation

- Education and Training Act 2020

School Policies, Procedures, and Other Documents

- Board Procedures for Policy and Procedure Review
- Board Responsibilities and Code of Conduct Policy
- Delegations Policy
- Education Outside the Classroom (EOTC) Policy
- Health and Safety Policy
- International Student Policy
- Teaching Staff Professional Growth Cycle (PGC) Policy
- Strategic Plan
- Teaching and Learning Handbook

APPROVAL DETAILS

Review frequency: Three yearly
Ratification date: 25 November 2025
Review date: Term 4 (December) 2028

Presiding Member

Principal