

3-YEAR REVIEW SCHEDULE

			2019				2020				2021				
			TERM 1	TERM 2	TERM 3	TERM 4	TERM 1	TERM 2	TERM 3	TERM 4	TERM 1	TERM 2	TERM 3	TERM 4	
NAG 1: CURRICULUM	Curriculum and Student Achievement	Board / staff		REVIEW											
	Education Outside the Classroom	Board / staff / parents				REVIEW									
	Health Education/Curriculum consultation	Board / staff / parents		Consult			Consult								
	Home Learning	Board / staff / parents								REVIEW					
	Improving Educational Outcomes for Māori Learning Support	Board / staff / parents							REVIEW					REVIEW	
	Reading Recovery/Literacy Support	Board / staff / parents				Assurance				Assurance				Assurance	
	Recognition of Cultural Diversity	Board / staff / parents					REVIEW								
	Religious Instruction/Religious Education	Board / staff / parents												REVIEW	
NAG 2: DOCUMENTATION AND SELF-REVIEW	Documentation and Self-Review	Board						REVIEW							
	Reporting to Parents	Board / staff / parents									REVIEW				
	School Planning and Reporting	Board / staff / parents	Submit				Submit				Submit				
NAG 3: EMPLOYER RESPONSIBILITY	Appointment Procedure	Board				Assurance			REVIEW	Assurance				Assurance	
	Appraisal of Staff	Board				Assurance				Assurance				Assurance	
	Appraisal of the Principal	Board			Assurance				Assurance				Assurance		
	Attestation	Board				Assurance				Assurance				Assurance	
	Classroom Release Time/Timetable	Board / staff									REVIEW				
	Complaints	Board / staff / parents											REVIEW		
	EEO Policy	Board / staff	Assurance				Assurance				Assurance				
	Employer Responsibility	Board / staff						REVIEW							
	Performance Management	Board / staff			REVIEW										
	Police Vetting for Non-Teachers	Board / staff	Assurance				Assurance				Assurance				
	Protected Disclosure	Board / staff										REVIEW			
	Provisionally Certificated Teachers (PCTs)	Board / staff				Assurance				Assurance				Assurance	
	Salary Units/Management Allowances	Board / staff									REVIEW				
Staff Leave	Board / staff					REVIEW									
Teacher Certification and Police Vetting	Board / staff				Assurance				Assurance				Assurance		
NAG 4: FINANCE AND PROPERTY MANAGEMENT	10 Year Property Plan (10 YPP)	Board	Assurance				Assurance				Assurance				
	Finance and Property Management	Board									REVIEW				
	SUE (Staff Usage and Expenditure)	Board		Assurance		Assurance		Assurance		Assurance		Assurance		Assurance	
NAG 5: HEALTH, SAFETY, AND WELFARE	Abuse Recognition and Reporting	Board / staff / parents		Assurance				Assurance				Assurance			
	Alcohol, Drugs, and Other Harmful Substances	Board / staff / parents	REVIEW												
	Behaviour Management	Board / staff / parents											REVIEW		
	Child Protection	Board / staff							REVIEW						
	Digital Technology and Cybersafety	Board / staff		Assurance				Assurance				Assurance			
	Emergency Planning and Procedures	Board / staff		REVIEW											
	Evacuation Procedure/Emergency Kit	Board / staff		Assurance		Assurance		Assurance		Assurance		Assurance		Assurance	
	Harassment	Board / staff												REVIEW	
	Health, Safety, and Welfare	Board / staff			REVIEW										
	Medicines, Minor/Moderate Injury or Illness	Board / staff	Assurance				Assurance				Assurance				
	Physical Restraint	Board / staff			Assurance				Assurance				Assurance		
	Risk Management	Board / staff	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance
	Safety Management System	Board / staff			Assurance				Assurance				Assurance		
	Separated Parents, Day-to-Day Care, & Guardianship	Board / staff					REVIEW								
	Sun Protection	Board / staff / parents				REVIEW									
	Surrender & Retention of Property and Searches	Board / staff			Assurance				Assurance				Assurance		
Swimming Pool	Board / staff / parents	REVIEW		Assurance				Assurance				Assurance			
Visitors	Board / staff										REVIEW				
NAG 6: LEGISLATION AND ADMINISTRATION	International Students	Board / staff			Assurance	Attestation			Assurance	Attestation			Assurance	Attestation	
	Legislation and Administration	Board / staff	REVIEW												
	Length of School Year	Board / staff	Assurance			Assurance	Assurance			Assurance			Assurance		Assurance
	Privacy	Board								REVIEW					
	Student Attendance	Board / staff		Assurance				Assurance				Assurance			

REVIEW

Review the policy / procedure and advertise it to relevant stakeholders so they can also provide their feedback.

Assurance

Assure the board that proper steps and actions have been taken regarding the policy/procedure, and that they are up to date.

Consult

Consult with the school community and adopt a statement about the consultation process/results.

Submit

Update your charter & forward to the Ministry. Prepare annual report for auditor.

Attestation

Return relevant International Student attestation form(s) to NZQA.

No actions required this year – check 3-year schedule for when action is due.

See Implementation Audits and Reports and Policy Reviews on your SchoolDocs site for more information.



SchoolDocs