Annual Report Policy

St Mary’s Primary School

Policy Number: Annual Report Policy 1.1

Status: Ratified

Date Issued: 17 February 2014

Evaluation and Review: 17 February 2016

Policy Contact Officer: Yvonne Rincheval

Related Documentation:
RATIONALE: There is a requirement for Principals to report annually on their school, which includes an overview of educational services, programs, teaching practices and financial information. This assists in establishing accountability for educational achievements and financial management.

SCOPE:
Communicate school’s achievements, online to the school and wider community, to the Catholic Schools Office (CSO) and the Board of Studies, Teaching and Educational Standards (BOSTES).

PRINCIPLES:
The Annual Report to the Parish School Community for this year provides the parish school community with fair, reliable and objective information about school performance measures and policies, as determined by the Minister for Education.

The Report also outlines to the parish school community information about initiatives and developments of major interest and importance to the parish school community and the achievements arising from the implementation of the school’s Strategic Management Plan and Annual Plan.

The Report demonstrates accountability to the Federal and State Government regulatory bodies, the parish and school community and the Catholic Schools Office. This Report has been approved by the CSO which monitors school processes to ensure compliance with all NSW Board of Studies requirements for Registration.

This Report complements and is supplementary to school newsletters, yearbooks and other regular communications. The Report will be available on the school’s website following its submission to the Board of Studies.

The contents of this Report may be tabled for discussion at various parent forums and all information is public.

IMPLEMENTATION:
An annual report is produced each year by the school after monitoring and evaluation of its work during the year.

The annual report is written to a framework specified by the CSO to ensure consistency. The information includes:

- A Principal’s address
- P & F report
- Important features of the school and its community
- School performance information including results of NAPLAN testing of Year 3 and Year 5 students.
- A review of the school’s goals
- School improvement targets for next year
- Financial statement which has been provided after an external audit.
A template of the Report is provided via the intranet and upon completion is forwarded to CSO for review. The completed Annual Report is made available to parents both as a **hard copy** from the School Office and as an **electronic copy** on the school’s webpage, the Catholic Schools Office and uploaded to the *My School* website.

**EVALUATION:**
The school should ensure that the Annual Report provides an extensive evaluation of the achievement outlined in the school’s management plan.

**REFERENCE**