QUALITY ASSURANCE STANDARD

Waiheke High School

1.1   Goals and Objectives

The school has measurable goals and objectives.

(i)   Waiheke High School states its goals and objectives in its Charter.

(ii)   It has performance indicators to measure the achievement of its goals and objectives.

1.2   Systems to Achieve Goals and Objectives

The school puts into practice quality management systems to achieve its goals and objectives.

1.2.1   Governance and management

The school has adequate and appropriate governance and management systems to achieve its goals and objectives.

(i)   The Board of Trustees has developed a Strategic Plan and an Annual Plan. It meets regularly and communicates decisions. The Board of Trustees governance and management systems are outlined in the Board Policies and School Procedures document.

(ii)   School management regularly reports to the Board of Trustees relevant information to make informed governance decisions

(iii)   We consult with the community and managing the school in the community's best interests.

(iv)   Developed and applied a coherent[2] set of policies and procedures (quality management system) within the school and for programmes and assessments carried out off-site.

(v)   We have clear organizational structures, roles, responsibilities, authorities, lines of reporting and accountability.

(vi)   We have defined how we address the principles of the Treaty of Waitangi and how it implements plans to improve the performance of its Maori students.

(vii)   We have acceptable financial management practices, achieving acceptable financial performance and allocating funds to reflect the school's stated priorities.

(viii) We meet relevant legislative requirements including those for programmes outside the BSAS

(ix)   We have fee protection policies and mechanisms for foreign students (where relevant) that meet the Code of Practice for Pastoral Care of International Students requirements.

(x)   We have an internal review processes.

Reference: Board Strategic Plan; Board Policies; Standing orders

1.2.2 Personnel

The school recruits, manages and develops its staff to achieve its goals and objectives.

(i)   Waiheke High School uses recruitment and selection practices to make sure it has appropriate personnel with:
- teaching and subject knowledge
- assessment and moderation expertise
- educational management experience
- quality management expertise
- student support skills
- financial and administration expertise

(ii)   Waiheke High School provides fair conditions of employment

(iii)   We regularly appraise our staff performance.

(iv)   We provide ongoing staff development: (The school must be able to show it has carried out staff development activities during the last twelve months. This development is used to keep staff up to date with good practice. This, in turn, ensures students get the best possible education.)

Reference: Board Policies: (Personnel Policy / Performance Management Policy /Equal Employment policy); School Management Processes: (Appraisal Process[1] / PLD records[2])

1.2.3   Physical and Learning Resources

The school has adequate and appropriate physical, and teaching and learning resources to achieve its goals and objectives.

(i)   Our premises, facilities and other physical resources are adequate to cater for the number of students and the range of programmes offered.

(ii)   We comply with negotiated conditions of any current asset management agreement and implementing a maintenance programme to ensure the school buildings and facilities provide a safe, healthy learning environment.

(iii)   We ensure that the teaching and learning resources are adequate to support delivery of programmes offered and requirements of assessment processes.

Ref: Board Policies: (Heath and Safety ; Property/Buildings Policy)

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[1] Waiheke High School Intranet R:\Teacher_Resources\Appraisals\ Appraisal and Registration 2014.docx
[2] Waiheke High School Intranet R:\Teacher_Resources\PD\ 2014 PDL Data.xlsx

1.2.4   Student Information and Support

The school provides adequate and appropriate information, and support services to learners.

(i)   We provide information to students covering:
Subject choices and courses , any fees payable including fees for specialist courses in the annual Study Guides
Pastoral care, welfare and student support services in the School Diary[3]
Career guidance
School rules, regulations and disciplinary procedures in the Prospectus
Assessment processes, including additional assessment opportunities and appeals of results in the Student Booklet on NZEA Procedures
Health and safety procedures in the Student Diary and on the walls of the classrooms

(ii)   We deal with students fairly and equitably

(iii)   We identify any specific learning needs and plans how to address those needs, so that learners are only enrolled in courses where they have a reasonable chance of success

(iv)   We provide a safe physical, cultural and emotional environment and access to guidance, support systems and welfare services

(v)   Where we enrol international students, we comply with the mandatory Code of Practice for Providers who enrol International Students

Ref: Board Policies: (Safe School and Discipline Policy/ International Students Policy) Prospectus; Senior and Junior Study Guides; Internal Procedures on Assessment, Moderation and Reporting for NCEA[4]; Wall displays

1.2.5   Development, Delivery and Review of Programmes

The school adequately and appropriately designs, develops, delivers and reviews its teaching and learning programmes consistent with its goals and objectives.

(i)   Our school designs and develops our programmes to ensure they:
Meet New Zealand curriculum and SSB requirements where appropriate
Are based on the needs of learners and other stakeholders and do not present unreasonable barriers to learning
Specify the learning outcomes and expected standards of achievement
Provide for learning outcomes that are achievable within the timeframe of the programme

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[3] School Diary provided to all students as a hard copy.
[4] Waiheke High School Intranet R:\Teacher_Resources\NCEA

Have appropriate content, teaching and learning strategies, teaching and learning resource requirements and assessments
Address equity issues
Integrate any off-site practical or workplace components
There are delivery plans and schemes for all courses

(ii)   We timetable and delivering courses to meet the needs of students
(iii)   Systematically monitoring and reviewing all courses and using the results to improve learning outcomes and achievement:
Teaching and Learning Committee meets every three weeks / analysis of student achievement at Faculty Meetings
(iv)   Monitoring learner and any other relevant stakeholder satisfaction with the quality of education provided
(v)   Specifying, monitoring and reviewing the standard of delivery and support for any programmes delivered off-site
(vi)   Maintaining course approvals for courses intended exclusively or mainly for foreign students.
(vii)   Our programmes, outside BSAS, are kept current with latest industry requirements

Reference: [Board Policies](): (Curriculum,Assessment and Reporting Policy); Academic Guide[5]

1.2.6   Assessment and Moderation

The school has adequate and appropriate systems of assessment and moderation, to meet the expected outcomes of learning programmes.

(i)   We have appropriate procedures for managing assessment processes, including appeals of assessment results
(ii)   We ensure assessment for each course has
Processes and decisions are open, systematic and consistent
Methods are appropriate, fair, manageable, and integrated with work or learning
Evidence is valid, authentic and sufficient
(iii)   Have appropriate procedures for managing assessment processes, including appeals of assessment results
(iv)   Comply with external moderation requirements of NZQA and SSBs
(v)   Use assessment information to inform learning and review programmes and/or courses
(vi)   Ensure samples of student achievement are adequately stored to meet moderation requirements and to respond to student appeals
(vii)   Have necessary accreditation and course approvals, prior to assessment

Reference: Internal Procedures on Assessment, Moderation and Reporting for NCEA[6]

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[5] Waiheke High School Intranet [R:\Teacher_Resources\1 Essential Documents]()
[6] Waiheke High School Intranet [R:\Teacher_Resources\NCEA]()

1.2.7   Reporting on student achievement

The school adequately and appropriately reports on student achievement

(i)   Our school systematically records student achievement
(ii)   We report reporting appropriately and regularly to:
        Students and parents/caregivers on individual student progress and achievement
        The school community on the overall achievement of students and groups of students from the school
(iii)   We transfer student achievement of standards for recording on the NZQA Record of Learning database:
        Accurately
        On a regular and timely basis
        Only in relation to the scope of accreditation granted
(iv)   Maintaining a reliable system of archiving information on student achievement
        Reference: Internal Procedures on Assessment, Moderation and Reporting for NCEA[7]

1.3   Achievement of Goals and Objectives

The school is achieving its goals and objectives, and can provide assurance that it will continue to do so.

(i)   We apply suitable performance indicators to measure and monitor the achievement of our school's goals and objectives and report progress in our annual reports
(ii)   We use the results of self review to update goals, objectives and performance indicators
(iii)   We regularly collect feedback from students, parents or caregivers and other stakeholders to confirm our effectiveness of the school, and to further improve performance
(iv)   We use self review and evaluation processes that either:
        Confirm that policies and processes as set out in the quality management system are current, are being applied consistently and are effective in achieving desired outcomes or
        Identify areas for ongoing improvement, which are then actioned
(v)   We follow up external review recommendations and findings

References: Annual reports Principal and Chairman of the Board; Standing orders
2014 Surveys[8]

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[7] Waiheke High School Intranet R:\Teacher_Resources\NCEA
[8] See Board Minutes 2014