

3-YEAR REVIEW SCHEDULE		WHO TO CONSULT?	2021				2022				2023			
			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 AND STUDENT ACHIEVEMENT	Curriculum and Student Achievement Policy	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											
	Māori Educational Success	Board / staff / parents				REVIEW								
	Learning Support	Board / staff / parents										REVIEW		
	Reading Recovery/Literacy Support					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 Policy	Board									REVIEW			
	Reporting to Parents	Board / staff / parents		REVIEW										
	School Planning and Reporting		Submit				Submit			Submit				
NAG 3: EMPLOYER RESPONSIBILITY	Appointment Procedure	Board				Assurance				Assurance		REVIEW	Assurance	
	Appraisal of Staff / Professional Growth Cycle					Assurance				Assurance			Assurance	
	Appraisal of the Principal				Assurance			Assurance				Assurance		
	Attestation				Assurance				Assurance				Assurance	
	Classroom Release Time/Timetable	Board / staff											REVIEW	
	Concerns and Complaints	Board / staff / parents			REVIEW									
	Equal Employment Opportunities (EEO)		Assurance				Assurance			Assurance				
	Employer Responsibility Policy	Board / staff									REVIEW			
	Performance Management	Board / staff							REVIEW					
	Police Vetting for Non-Teachers		Assurance				Assurance			Assurance				
	Protected Disclosure	Board / staff		REVIEW										
	Provisionally Certificated Teachers (PCTs)					Assurance				Assurance			Assurance	
	Salary Units/Management Allowances	Board / staff											REVIEW	
Staff Leave	Board / staff									REVIEW				
Teacher Registration, Certification, and Police Vetting					Assurance				Assurance			Assurance		
NAG 4: FINANCE AND PROPERTY MANAGEMENT	10 Year Property Plan (10 YPP)		Assurance				Assurance			Assurance				
	Computer Security and Cybersafety			Assurance				Assurance			Assurance			
	Finance and Property Management Policy	Board	REVIEW	Assurance				Assurance			Assurance			
	SUE (Staff Usage and Expenditure) Reports			Assurance		Assurance		Assurance		Assurance		Assurance		
NAG 5: HEALTH, SAFETY, AND WELFARE	Abuse Recognition and Reporting			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, Cyberbullying			Assurance					Assurance		Assurance			
	Emergency Planning and Procedures	Board / staff							REVIEW					
	Emergency Evacuation/Emergency Kit			Assurance		Assurance		Assurance		Assurance		Assurance	Assurance	
	Harassment	Board / staff				REVIEW								
	Health, Safety, and Welfare Policy	Board / staff							REVIEW					
	Monitoring and Auditing School Bus			Assurance		Assurance		Assurance		Assurance		Assurance	Assurance	
	Physical Restraint				Assurance				Assurance			Assurance		
	Reporting and Recording Accidents, Medicines, Managing Minor/Moderate Injury, Illness		Assurance				Assurance				Assurance			
	Risk Management		Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	
	Safety Management System				Assurance									
	Separated Parents, Day-to-Day Care, & Guardianship	Board / staff									REVIEW			
	Sun Protection	Board / staff / parents								REVIEW				
	Surrender & Retention of Property and Searches				Assurance				Assurance				Assurance	
Swimming Pool	Board / staff / parents			Assurance		REVIEW		Assurance				Assurance		
Visitors	Board / staff		REVIEW											
NAG 6: LEGISLATION AND ADMINISTRATION	International Students				Assurance	Attestation			Assurance	Attestation			Assurance	Attestation
	Legislation and Administration Policy	Board / staff					REVIEW							
	Length of School Year				Assurance				Assurance				Assurance	
	Privacy	Board / staff											REVIEW	
Student Attendance			Assurance					Assurance			Assurance			

REVIEW

Review the policy / procedure and share with relevant stakeholders so they can also provide feedback.

Assurance

Assure the board that proper steps/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 your annual report for auditors.

Attestation

Submit Code of Practice self-review attestation to NZQA by the due date.

No actions required this year. Check the 3-year schedule.



SchoolDocs

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