

SCHOOL LEVEL PLANNING AND REPORTING

Background

Planning in public education is an essential part of ensuring that all students have equitable opportunities to acquire the knowledge, skills and attitudes they need to be self-reliant, responsible, caring and contributing citizens. Planning ensures resources for public education are used for optimal results.

School Level Plans are a Provincial requirement. They are completed and updated annually to incorporate Provincial Education Sector Strategic Plan, Board direction and local input to address areas for improvement identified from the results.

Procedures

1. The Division develops a strategic plan as required by the Ministry of Education that focuses on sector priorities. The accomplishments and results achieved provide information to the public and inform the cycle of planning.
2. The mission, values, vision and motto of the Division will provide strategic direction for system planning.
3. The planning process will recognize priorities identified by the province and the Board.
4. In conjunction with the Division plan Principals are responsible for developing and implementing both short and long-term plans that are consistent and align with the expectations of the Division's Strategic Plan. This will be completed through the development of a School Level Plan in consultation with the local School Community Councils.
5. The School Level Plan shall be kept current to ensure focused, efficient and effective change and improvements are being made.
6. Progress reports on the Plan will be presented to the Board as deemed necessary.
7. The Director or designate shall:
 - 7.1 Submit the signed plan updates to the Board.
 - 7.2 Develop a communications strategy identifying the key actions to be undertaken during the upcoming school year; and make provision for distribution and placement on the Division website and portal as well as the school website.

Reference: Section 85, 87, 109, *The Education Act, 1995*

Updated: June 2016, November 2021