
SCHOOL SELF REVIEW POLICY

1 Rationale

- 1.1 It is a requirement specified in National Administrative Guideline 4 (ii) that each school operate a programme of self-review.

2 Purpose

- 2.1 Through self-review the school will be enabled to ensure that each broad area of operation meets both the quantitative and qualitative requirements. The programme will demonstrate to the Board that all facets of school operation are carried out effectively and efficiently. It will provide a vehicle to acknowledge those areas well provided and those areas needing improvement or development.

3 Guidelines

- 3.1 The Board will approve a programme of self-review covering all operational areas over a period of three years.
- 3.2 Each year the Board will approve a School Review Programme derived from the strategic plan and presented in the annual plan.
- 3.3 All areas will be reviewed concurrently within the cycle covering the NAGS:
- Curriculum
 - Personnel & Employment
 - Assets & Financial Management
 - Documentation
 - Health & Safety
 - Legal Compliance
- 3.4 For each review area the Principal or person appointed by the Principal will undertake the Review with clearly specified terms of reference and procedures to follow
- 3.5 Those involved in the area being reviewed will be given adequate notification of the review date and the process to be followed.
- 3.6 Once an initial review has been carried out a draft report will be presented by the reviewers to the staff members with responsibility in that area and the Principal or Board Chair (as appropriate).
- 3.7 A final report will be presented to Principal or Board including details of the review and recommendations for change. Generally the Principal will present a summary of reviews to



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the Board.

- 3.8 Recommendations calling for required change, if accepted, will be incorporated in the school's operational plan for the following year. Where immediate action is called for then these may be implemented without delay
- 3.9 The Board will accept responsibility for reviewing, within the programme, its own operations.
- 3.10 The Principal will report to the Board each term on reviews conducted and report broadly on recommendations.

CHAIRPERSON..... *J. Bidais* PRINCIPAL..... *Neil*
DATE..... *30/03/2017*