



GOVERNORS BAY SCHOOL

Internal Review Procedure

RATIONALE:

School self review is an ongoing process enabling a school to focus on its vision, to listen and look at itself, and to determine what the school is really like. Each year the school has an obligation to review its overall operation and in particular those goals and tasks that it has set itself as part of a special developmental programme. Review ensures that goals are realistic and are being achieved. It provides data for further planning and ensures that the resources available to the school are used effectively.

OBJECTIVES:

1. To establish an annual review format and programme for internal review of both curriculum delivery and specific and identified aspects of the school's role and function.
2. To incorporate a review programme in the annual Educational Plan.
3. To ensure that the process of review assists in future planning.

GUIDELINES:

1. In February the Principal will nominate the curriculum areas that will be reviewed across the whole school for that year. This review programme may be integrated with staff appraisal and / or staff development programmes.
2. Each curriculum area reviewed will be the subject of a report presented at a Board meeting.
3. In February the Board will nominate areas to be reviewed for the year. This review programme will examine aspects of the Board's management and formulate conclusions on how improvements can be made. These reports will be presented to board meetings.
4. There may be occasions when an urgent or unplanned review is required.

5. Reports will provide a basis for further goal setting and planning.
6. In the organisation, management and running of a school there are many other scheduled reviews which take place regularly. Such reviews include, lesson and topic evaluations, end of term evaluation notes, E.E.O Reports, etc.

REVIEW STATUS:

<i>Signed (BOT Chairperson)</i>	<i>DATE</i>	<i>REASON</i>	<i>REVIEW DATE</i>
	____ / ____ / ____	<i>BOT REVIEW</i>	<i>May 2009</i>
		<i>NEXT REVIEW</i>	<i>May 2012</i>