

Termly and Annual Reports

Objectives

To report on continuing development of the school to keep track of school programs.

To keep the Provincial Education Officer informed on what is happening at the school.

To monitor the school plan and budget.

Responsibility

The Head Teacher is responsible to report to the Provincial Education Officer and the Ministry of Education on development of the school or problems or difficulty affecting the school.

The Head Teacher is also responsible to report to parents, teaching staff, school committee, and the community annually on the development of the school.

Policy

A Termly Report is required at the end of Term 1 and Term 2.

An Annual Report is required at the end of the academic year.

Other reports may be required at various times in the year, at the Ministry's request.

Procedure

To be able to report fully on the activities of the school, the Head Teacher must keep all the school registers and records up to date during each Term.

The Provincial Education Officer shall be informed of the general functioning of the school each Term. This should be a written report submitted to the Provincial Education Officer following the end of Term 1 and Term 2.

Termly reports should include:

- Teachers' attendance
- Students' attendance
- Teachers' commitment to their daily work
- Students' achievements
- Relations between the school and the community
- Condition of classrooms and maintenance performed
- Condition of teachers' houses and maintenance performed
- School funds (income, expenditure, current funds balance, any financial issues)
- School projects carried out or planned

- Activities of the school committee
- New school enrolments
- Special events
- Sports activities and competitions
- Extra-curricula activities
- Kindergarten activities and development
- Any other activities worthy of report

At the end of each academic year, the Head Teacher shall submit another report summarising all the above for the entire year.

The Head Teacher shall also write an end of year report, summarising the activities of school, for the parents of the school.

Keep copies of all reports in the school files.