

SCHOOL EDUCATION PLAN & ANNUAL EDUCATION RESULTS REPORT

Background

Planning for continuous improvement and reporting on results achieved are integral parts of the performance management cycle to improve student learning and achievement. The principal shall develop, maintain, and annually revise the school's Education Plan and Annual Education Results Report pursuant to the *Education Act*.

Procedures

- 1) All School Education Plans and Annual Education Results Reports must satisfy the provincial requirements.
- 2) School Education Plans must align with the goals and priorities of the Division.
- 3) School Education Plans, Annual Education Results Reports must be prepared by the Principal in consultation with staff, School Council, and where appropriate, students.
- 4) School Education Plans and Annual Education Results Reports will follow the format as prescribed by the Superintendent.
- 5) The School Education Plan is to be submitted to the superintendent by May 31 each year. The Results Report is to be submitted to the superintendent by November 15 of each year.

- 6) Principals will post the School Education Plan and Results Report on the school website.

The Superintendent will implement processes to review the progress of the School Education Plans and Annual Education Results Report.

References

School Councils Regulation 94/2019

Education Act Sections 18, 33, 51, 52, 53, 55, 66, 67, 69, 222
Funding Manual for School Authorities

New August, 2016 (Replaces Admin Procedure 102 - School Planning & Reporting / 102DR School Three Year Education Plan & Annual Education Results Report)
Update October, 2017; January 2020, February 2020, August 2022.