

| <b>CIAG 1: POLICIES</b>                   | <b>Indicators</b>  | <b>Reference Sch Manual</b>  | <b>Implementation</b> |
|---|--|--|-----------------------|
| Policy: <u>Curriculum Delivery</u>        | ECE Centre Scheme Intentions, outline purpose of quality delivery<br>Include Philosophy,   | CIAG 1.1<br><br>1.6.1  |                       |
| Policy: <u>Assessment</u>                 | Purpose identified<br>Expectations set<br>Clear directions to staff<br>How is it monitored?<br><br>Portfolios, learning stories  | 1.2.1<br>1.2.2<br>1.2.3<br>1.2.4<br>1.2.5<br>1.2.6<br>1.2.7<br>1.7.1   |                       |
| Policy: <u>Language</u>                   | Purpose & programmes<br>Reflects school community  | 1.5  |                       |
| Policy: <u>Inclusive Education</u>        | IEP register, progress reports   | 1.3<br>1.4   |                       |
| Policy: <u>ECE</u>                        | Opportunities to develop identity, independence & spirit of inquiry  | 1.1.9  |                       |
| Policy: <u>Reporting</u>                  | Evidence of quality reporting to stakeholders on progress and achievement  | 2.3.2  |                       |
| Policy: <u>Performance Development</u>    | Appraisals & PD  | 3.1  |                       |
| Policy: <u>Use of Personnel Resources</u> | Effective and efficient use of staff   | 3.2  |                       |
| Policy: <u>Financial Management</u>       | Process or system on recording income, expenditure, authority for signatures   | 4.1  |                       |
| Policy: <u>Resource Management</u>        | Current Asset register<br>Replacement / maintenance plan of resources  | 4.2<br>4.2.1 & 2   |                       |
| Policy: <u>Health &amp; Safety</u>        | Provide a Safe physical & emotional environment for staff & students<br>Abuse of students<br>Accidents & emergencies<br>Accident & incident register<br>Hazards registers<br>Behaviour management<br>Guidance & counselling<br>Playground supervision<br>Fire drill/evacuation<br>Hurricane safety procedure<br>Bus & road safety<br>Administration of first aid<br>Smoke free | 5.1<br><br>5.2.1<br>5.2.2<br>5.2.3<br>5.2.4<br>5.2.5<br>5.2.6<br>5.2.7<br>5.2.8<br>5.2.9<br>5.2.10<br>5.2.11<br>5.2.12 |                       |

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|  | EOTC<br>Physical & Emotional Health<br>Crisis Management<br>Administering Medication<br>Handling of Blood<br>Stray Animals<br>Healthy Lunches | 5.2.13<br>5.2.14<br>5.2.15<br>5.2.16<br>5.2.17<br>5.2.18<br>5.2.21 |  |
| Policy: <u>Enrolment</u>                                   |   | 6.4  |  |
| Policy: <u>Community use of Property/grounds/buildings</u> | Policy endorsed by Sch Com  | 6.10   |  |

| CIAG 2: SCHEME  | Indicators  | Reference Sch Manual  | Implementation |
|---|---|---|----------------|
| <ul style="list-style-type: none"> <li>ECE</li> </ul> | Statements/prescriptions to direct and guide the Centre or school wide planning & delivery<br>School goals for ECE<br>How to identify and address barriers to learning, gender, special learning needs,<br>Resources/inventory<br>Links to whole school programmes and activities | 1.1<br>1.2<br>1.3<br>1.4<br>1.5<br>1.6<br>1.7<br>1.8<br>1.9 |                |

| SCHOOL/CENTRE PLANNING & REVIEW  | Indicators   | Reference Sch Manual                     | Implementation |
|----------------------------------|--|--|----------------|
| Annual Action / Operational Plan | Mission, vision, Philosophy<br>Centre/school structure<br>School/Centre goals / objectives<br>Actions & strategies   | 2.1                                      |                |
| Strategic LT Plan (3-5 yr plan)  | Current<br>CIAG goals covered<br>Identify baseline & targets   | 2.1                                      |                |
| Policy Review                    | policy review schedule<br>evidence of School Committee minutes   | 2.2.2                                    |                |
| Learning & Teaching Review       | progress towards goals, annual report<br>Review curriculum planning & delivery – cycle of learning, strands, goals, objectives<br>Special Needs – numeracy, literacy, mid/end reports, prize giving & reliability of | 2.2<br>2.2.1.6/1.8<br>2.2.1.6<br>2.2.1.7 |                |

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|  | awards   |  |  |
| Quality Assurance:   | Committee minutes of meetings<br>Terms of reference<br>Progress towards compliance<br>Staff handbook | Education Act. (1986-87) Pt II<br>Clause 14 - 25 |  |
| Reporting to stakeholders - MoE, parents/caregivers, students, | student reports/ portfolios, school newsletters, school committee reports                            | 2.3-2.7  |  |

| <b>CIAG 3 Personnel</b>        | <b>Indicators</b>  | <b>Reference Sch Manual</b> | <b>Implementation</b> |
|--------------------------------|--|-----------------------------|-----------------------|
| Performance Development System | Evidence of appraisal process in place (obs)<br>PDS reports sent to MOE for verification                                   | 3.1                         |                       |
| Position Descriptions          | Each PD signed, dated and filed with Principal<br>(Teachers, Management unit holders, ancillary staff)<br>Job descriptions | 3.2                         |                       |
| Professional Development       | Needs analysed by principal<br>Program schedule in place<br>Evidence of school wide development (not just MOE)             | 3.1.2                       |                       |
| Staff Discipline issues?       |  | 3.1.3                       |                       |

| <b>CIAG 4 Finance</b>            | <b>Indicators</b>                                  | <b>Reference Sch Manual</b> | <b>Implementation</b> |
|----------------------------------|--|-----------------------------|-----------------------|
| Procedures in place for accounts | Documentary evidence of all financial transactions | 4.1.1                       |                       |
| Reports to SMT & SC?             | Financial statements                               | 4.1.3                       |                       |
| Accounts audited                 | Evidence sighted                                   | 4.1.4                       |                       |

| <b>CIAG 5 Health &amp; Safety</b>                                 | <b>Indicators</b>                                 | <b>Reference Sch Manual</b> | <b>Implementation</b> |
|---|---|-----------------------------|-----------------------|
| Fire/emergency drill reports & information displayed in all rooms | Evidence of drill (teacher planbooks? P's diary?) | 5.2.8<br>5.3                |                       |
| Community awareness of Health issues, drug free etc               | Evidence?<br>Discussion with Sch Com              | 5.2.12/13                   |                       |

| <b>CIAG 6 Administration</b> | <b>Indicators</b>   | <b>Reference Sch Manual</b> | <b>Implementation</b> |
|------------------------------|---|-----------------------------|-----------------------|
| Compliance                   | Office copy of Act,<br>Instructions to school,<br>schools manual,<br>policies, schemes etc<br>Student Data: | 6.1<br>6.2<br>6.5, 6.6      |                       |

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|  | Transfers, attendance registers | 6.4<br>6.7 |  |
|  | Minimum hours of Instruction    | 6.12       |  |
|  | School open for 200 days        | 6.9        |  |
|  | Term returns                    | 6.7        |  |
|  | EMIS returns (March)            | 6.8        |  |
|  | Financial statements to MoE     | 4.1.3 & 4  |  |
|  | Teacher reports                 | 3.1.4      |  |
|  | Ancillary staff reports         | 3.2.4      |  |