



CROMWELL COLLEGE SCHOOL CHARTER

2008

MISSION STATEMENT

“Cromwell College will encourage all students to accept responsibilities and achieve to their maximum potential in a safe, supportive and caring environment.”



CROMWELL COLLEGE SCHOOL CHARTER

SCHOOL PROFILE

Cromwell College began in 1978 with the change from Cromwell District High School into a Year 7 – 13 College. The College has been at the current site since 1984. The College is a decile 8 state co-educational school with no enrolment scheme. Students from Cromwell and the surrounding areas including Bannockburn, Lowburn, Tarras and Ripponvale attend the school. The school provides education for 390 students. Approximately 12% of the school's population identify themselves as Maori or Pacifica students. In recent years students from other nationalities have moved into the Cromwell area and the school has a small but growing multicultural population made up of immigrants from Fiji, South Africa, Zimbabwe, Scotland, England and other countries.

In 1995 the College instituted a specialist academy and lifestyle programme known as the Outdoor Pursuits Programme. In 2000 the Cromwell College Golf Academy was instituted. These two programmes have a capacity for 32 Year 12 and 13 students each year who live at the Cromwell College Apartments. These additional students have been instrumental in allowing the school to maintain viable numbers at the senior end of the curriculum.

The College also maintains a small international fee-paying students' programme with a proposed upper limit of 5% of the school's roll. In the past years students from Japan, China, Malaysia, Germany, the United States, Brazil and other places have enjoyed being educated at the school.

The College is sited on eight hectares in the centre of Cromwell. The school is spacious with well-maintained grounds. In addition to well-maintained teaching facilities the College also has a superior gymnasium and a 400-seat auditorium. Adjacent to the College and available for student use are the town's playing fields, hockey turf and swimming pool. The College also maintains an Aquatic Centre on the shores of Lake Dunstan. This unique facility is home to a wide variety of watercraft. Students from Cromwell College and from other schools around the South Island make extensive use of this resource.

COMMUNITY PROFILE

The town of Cromwell is well-sited in the heart of Central Otago. Queenstown, Alexandra and Wanaka are all within easy reach. The town has approximately 4000 residents and in recent years there has been significant development in viticulture, horticulture, tourism and associated support industries. The town is in a growth phase as a result of this business investment. There is a strong community spirit with many clubs and organizations which contribute positively to the town's maintenance and development.



MISSION STATEMENT AND PHILOSOPHY

“Cromwell College will encourage all students to accept responsibilities and achieve to their maximum potential in a safe, supportive and caring environment.”

The main aim of the College is to provide students with the opportunity to maximise their potential by the provision of courses, programmes and activities which promote the development and enrichment of their academic, physical, social and cultural skills. Our mission ties in with our resurrected school motto “*Deserve Success*” and whakatauki – “*Whaia te taumata*” that urges us all to “pursue our full potential”.

The College recognises that success in secondary education is a 4-way partnership between

- 1 the school and its staff
- 2 the parents and the wider community
- 3 the students
- 4 the Ministry of Education

Each partner has a role to play if students are to realise their full potential.

NATIONAL EDUCATIONAL REQUIREMENTS

The Board of Trustees of Cromwell College acknowledges its obligations to fulfill the requirements of the National Educational Goals (NEGs) and the National Administration Guidelines (NAGs). The Board of Trustees also has a commitment to ensure the delivery of the New Zealand Curriculum through the eight essential learning areas which emphasise key competencies, attitudes and values. The Board of Trustees adheres to the requirements of the principles of learning and assessing student achievement against national achievement objectives.

AIMS, VALUES AND EXPECTATIONS

We expect members of this school community to pursue their full potential - *Whaia te taumata* and *Deserve Success*. We want them to be proud of themselves, their achievements and this place.

Our aim is to provide an environment where mutual respect and honesty underpin all dealings. We endeavour to develop young people of character and integrity - people who are compassionate, respect diversity and aspire to contribute positively to the school and wider community. We seek to instil the ability to think critically, accept responsibility and know what is right.

We value the pursuit of excellence and high expectations and we encourage persistence in the face of challenges. Our aim is to produce well rounded individuals who are able to actively participate and contribute in a wide variety of academic, sporting and cultural endeavour. We also value self discipline, initiative, creativity and the courage to take responsible risks and give things a go.

There are 5 fundamentals that make up The Cromwell College Kawa, or Code, and we expect all in the school community to abide by these:

- Mutual respect, honesty, goodwill and courtesy in all dealings and at all times.
- All members of the College community to be thinking, acting and behaving responsibly.
- Honest effort, self discipline, persistence and well earned success are valued highly.
- Being ready to learn – being prepared and on time, looking our best with the right gear and the right attitude.
- High expectations of ourselves and others and the pursuit of excellence.

We are on a learning journey to fulfilling our potential so that we may become the best that we can be and *Deserve Success*.

CROMWELL COLLEGE GOALS 2008 AND BEYOND

1 Cromwell College will provide quality learning programmes based upon national educational guidelines which enhance the knowledge, skill, attitudes and values of all students and help students work towards their potential.

We will

- 1 deliver quality curriculum, assessment and teaching practice that engages students and enables them to achieve to their full potential.
- 2 have a particular focus on the improvement of literacy and numeracy in years 7 to 11.
- 3 identify students who are at risk of not achieving and provide them with extra support, this includes gifted students.
- 4 encourage a climate of excellence in academic, sporting and cultural pursuits.
- 5 endeavour to provide a range of extra-curricular activities which encourage staff and student commitment.

2008 SPECIFIC ACTIONS

- *There will be a strategic focus on enhancing quality teaching practice particularly differentiated or personalized learning and teaching strategies. A coordinated PD programme will be delivered through our staff and Tuesday morning meetings. Clear links to school Appraisal will be made.*
- *HOF's will review quality assessment practices in year 7-10 and develop a clear school wide system that ensures that the students, staff and parents receive valid and robust information on student achievement.*
- *focus on developing school strategies that enhance literacy across the curriculum. These will be lead by a Literacy Team.*
- *Maori achievement will be analysed by HOF's from year 7-13. Barriers to under achievement will be addressed.*
- *AsTTle and PAT will be used as tools to identify and target resources at groups of students for whom literacy and numeracy issues exist.*
- *Continue to employ a learning support teacher funded through the Central Lakes Trust to work with our most at risk students.*
- *Continue with identification of gifted and talented students and the running of the "5th Gear" programme. Trial a 'One Day School' approach for these students.*
- *Select sporting and cultural prefects to work with the Arts/Sports coordinator to assist with organization and raising the profile of excellence in these areas.*

- *Communicate the importance of excellence through assemblies, College Comment, meetings, newsletters and through the review of our Merit Award system.*
- *A sports council will be established to develop the profile and enhance the organization of sport in the College.*

| |
|--|
| <p>2 Students at Cromwell College will leave the College well-equipped to take on the challenges of life beyond compulsory education.</p> |
|--|

We will

- 1 ensure that programmes are in place which allow Cromwell College students every opportunity to gain nationally recognised qualifications.
- 2 ensure that students at the College have an appreciation and understanding of citizenship and community awareness.
- 3 ensure that students have access to careers and guidance education and where appropriate to work experience opportunities.
- 4 provide leadership opportunities for students.

2008 SPECIFIC ACTIONS

- *Reviewing curriculum and assessment to ensure that students have the opportunity to gain excellence in external qualifications.*
- *Strategies investigated to encourage the achievement of excellence and merit endorsements in NCEA. Eg tutorials, effective communication.*
- *The selection of 8 student prefects to provide role models and leadership in portfolio areas for the student body.*
- *Encourage leadership through peer mediation and peer mentoring.*
- *Continue career interviews, effective use of Gateway and STAR resources and the use of the outside providers such as “Work it Out” to assist the transition to employment and further study.*
- *Set up Career portfolios to assist student planning for future pathways.*
- *Encourage students to complete their Silver and Gold Duke of Edinburgh Awards.*

| |
|---|
| <p>3 Cromwell College will employ the best available staff and promote high levels of staff performance which support the school’s policies and plans.</p> |
|---|

We will

- 1 act at all times as a good employer.
- 2 ensure that appointment procedures are equitable, effective and efficient.
- 3 promote a culture of continuous professional improvement through the College’s performance management system and access to quality professional development.

2008 SPECIFIC ACTIONS

- *A professional development committee will be established to coordinate quality professional development with a particular focus on quality*

teaching practice, differentiated learning and literacy. This will run in our PD staff meetings twice per term and the fortnightly PD Tuesday mornings.

- *The Performance Appraisal System will be reviewed and there will be increased alignment between the school's Strategic Plan and HOF and individual staff appraisals.*

| |
|--|
| 4 Cromwell College will evaluate school programmes, procedures, policies and activities to promote a climate of continuous improvement. |
|--|

We will

- 1 develop long-term goals and annual targets
- 2 regularly review school policies and procedures and teaching and learning programmes.
- 3 report about individual student progress and school-wide progress.
- 4 maintain open communication within the school and with the school's community and the Maori community.

2008 SPECIFIC ACTIONS

- *An annual plan that stems from the BOT's Strategic Plan will be formulated each year.*
- *The annual cycle of faculty will be reviewed. Annual March reviews will be instituted to consider goals and student progress through exam and assessment results from the previous year. This March review will also require HOF to set goals for the coming year, provide an analysis of barriers or constraints and describe any initiatives. A 3-4 year cycle of full curriculum review will be investigated.*
- *College Consultations will be run in term 1 and all in the community will be invited. A specific consultation with the Maori community will be investigated.*
- *Invigorating our Kapahaka group to provide another focus for things Maori. Our hope is that this will provide greater opportunity to liaise and eventually consult with our Maori Community.*

| |
|--|
| 5 Cromwell College will foster an inclusive school culture which supports the physical and emotional well-being of students and staff and promotes the school's stated values |
|--|

We will

- 1 provide structures, procedures and staff to look after the pastoral needs of students and assist in the identification of students who are at risk.
- 2 provide rules and procedures for behaviour management which are clear, fair and consistent.
- 3 provide clear guidelines for dealing with emergency situations.
- 4 provide clear and well-documented risk management strategies as appropriate for school activities.

2008 SPECIFIC ACTIONS

- *The College will enter into the 3 year Wellbeing contract run through the Otago University College of Education. This PD contract focuses on building resilience.*
- *Be part of the Student Engagement Initiative and investigate productive approaches to dealing with student conflict and behaviour*
- *Review our Vision and Values and consider these in relation to the new New Zealand Curriculum. Seek feedback from the community on our aims, values and expectations.*
- *Appoint a Values Coordinator to coordinate resources and a programme that promote values important to the College community.*
- *Investigate Restorative Practices and work to incorporate these more overtly into pastoral and discipline systems. Develop our “Put It Right” approach.*

| |
|---|
| 6 Cromwell College will ensure that income and expenditure are used effectively in the support of the school’s teaching and learning programmes. |
|---|

We will

- 1 have clear, transparent and well-documented procedures for the setting and approval of the school’s annual budget based on the school’s goals and the identification of priorities and needs.
- 2 provide effective systems and procedures for financial management.

2008 INTITATIVES

- *The Board to develop an action plan that ensures the financial sustainability of the College through utilising the business expertise and ideas from within the Cromwell Community*

| |
|--|
| 7 Cromwell College will maintain buildings, grounds and equipment to enable effective teaching and learning and to comply with relevant health and safety requirements. |
|--|

We will

- 1 develop an effective school property maintenance and development plan.
- 2 provide pleasant and functional learning environments that are well-maintained, clean and secure.
- 3 provide for the necessary replacement of equipment.

2008 SPECIFIC ACTIONS

- *Review the 5 year agreement to ensure it meets the needs of the College.*
- *Seek Central Lakes Trust and MOE funding for our network upgrade.*

- Pursue external funding options for IT equipment.
- Employ technicians in IT, food and workshop technology to ensure the quality and function of these learning environments.

| |
|--|
| 8 Cromwell College will foster a climate that reflects New Zealand's cultural diversity and in particular the unique position of Maori. |
|--|

We will

- 1 ensure that teaching and learning programmes are culturally inclusive and support the use and study of Te Reo and Tikanga Maori by staff and students.
- 2 encourage staff to develop and enhance their understanding of New Zealand's diverse culture, and the obligations of the Treaty of Waitangi.
- 3 maintain open communication with the school's Maori community with the aim of maximising the achievement levels of Maori students.

2008 INITIATIVES

- *Re-invigorate the school Kapahaka group. Our hope is that this will be an important vehicle for raising the awareness of te reo and tikanga and providing a useful link to consult effectively with the local Maori Community.*
- *Research a Maori translation of our motto Deserve Success. This to be included on school signage, letterhead and newsletters.*
- *Encourage greater use of te reo around school through assemblies, staff meetings and appropriate contexts in the classroom.*
- *Sharing of ideas through HOF's on appropriate integration of bicultural perspectives.*
- *Targeted PD on pronunciation of Maori.*
- *Consideration of the Te Kotahitanga project in relation to best teaching practice for our Maori students .*

| |
|---|
| 9 Cromwell College will work to promote its unique situation and to provide opportunities which take advantage of the local area, strengthen the College and enrich the academic, social, cultural and sporting life of the College community. |
|---|

We will

- 1 have a commitment to the College's Future Directions Programmes which presently encompasses the Outdoor Pursuits Programme, Golf Academy, Apartments Lifeskills Programme, Cromwell College Aquatic Centre and International Students Programme.
- 2 provide appropriate outdoor education and physical education programmes.
- 3 work cooperatively with the Cromwell College Charitable Trust to explore opportunities that will enhance learning opportunities for Cromwell College students.

2008 SPECIFIC ACTIONS

- *Ensure that the Trust meets regularly to address issues with the maintenance and improvement of the facility.*
- *Promote the Future Directions Programmes effectively. The Principal to have been actively involved in all programmes will assist this.*

10 Cromwell College will comply with all legislative requirements as they relate to the Board of Trustees and the operation of the school.

We will

- 1 comply with the Education Act
- 2 comply with Ministry of Education reporting requirements
- 3 comply with government regulations as they relate to the school in matters such as privacy, health and safety, employment, etc.
- 4 ensure that Board procedures meet the requirements for public bodies.

ANNUAL PLANNING

As part of its overall strategic planning, the Board of Trustees will approve an annual plan which sets outcomes and indicators for raising student achievement. These targets and indicators will relate to the school's general goals, the national educational priorities and the learning needs of the students. These targets will be evaluated and help inform future goals and targets. The Board will make an annual report to the Ministry of Education on progress towards the identified outcomes.





CROMWELL COLLEGE STRATEGIC GOALS 2008

1. The College will have a strategic focus on Year 11 – 13 students gaining external qualifications.

Note: all targets relate to the proportion of students at that Year Level that complete the school year and are eligible to sit for the qualification stated.

- 1. The proportion of students gaining NCEA level 1 and 2 will exceed the national Decile 8 Co – Ed figure by at least 10%.
(Historical L1 – 2007, 67.2% CC v's 68.9% N - L2 81.1% CC v's 69.1% N).*
- 2. 100% of Year 11 students will gain the required credits for literacy and numeracy at Level 1*
- 3. The proportion of students gaining excellence and merit awards in NCEA level 1 and 2 will be at least equivalent to national figures.*
- 4. 90% of Yr13 students will gain a Level 3 or 2 NCEA qualification in their 13th year of schooling.*
- 5. 80% of Yr13 students sitting a year 13 subject will gain at least 14 credits in each subject.*

2. The College will have a strategic focus on literacy and numeracy at Years 7 – 10.

NUMERACY – *75% of the year 8 students working below PAT stanine 5 will have advanced a minimum of one stanine level in a year.*

LITERACY – *80% of year 7-9 students improve their PAT vocabulary stanine by one level in a year.*

3. The College will have a strategic focus quality teaching, learning and assessment practice

- *Professional Learning Team (our PD team?) will be established to investigate and develop a programme that ensures that quality teaching practice is shared and enhanced. A particular focus for this programme will be on differentiated learning.*

4. The College will have a strategic focus on values and virtues so that standards of good behaviour, manners and citizenship are upheld in and out of the classroom.

- *A perception survey of staff, students and wider community indicate that this has improved.*

5. The College will have a strategic focus on financial sustainability.

- *The Board to develop an action plan that ensures the financial sustainability of the College through utilising the business expertise and ideas from within the Cromwell Community.*

6. The College will have a strategic focus on improving the organisation and student involvement in co-curricular activity

- *A sports council will be established to work towards achieving this target.*

CHARTER MINISTRY TARGETS

1. *The proportion of students gaining excellence and merit awards in NCEA level 1 and 2 will be at least equivalent to national figures.*
2. *80% of year 7-9 students improve their PAT vocabulary stanine by one level in a year.*

CODES OF CONDUCT

Effective governance and management is a successful blend of community involvement and professional competence.

| BOARD OF TRUSTEES | THE PRINCIPAL |
|--------------------------|----------------------|
|--------------------------|----------------------|

The Board of Trustees agrees to adhere to the following code of conduct.

In carrying out his or her duties, the principal will:

- 1 Ensure that the needs of the children and their learning are given full consideration when planning, developing, resourcing and implementing the school's curriculum,
- 2 Ensure that all students are provided with an education which respects their dignity, individuality and which challenges them to reach the highest standards of personal achievement.
- 3 Serve their school and their community to the best of their ability and be honest, fair, reliable, trustworthy and loyal.
- 4 Respect the integrity of staff, the principal, parents and students.
- 5 Maintain the confidentiality and trust vested in them.

- 1 Ensure that the needs of the children and their learning are given full consideration when planning, developing, resourcing and implementing the school's curriculum.
- 2 Show a commitment to the belief that each student is of equal value and is entitled to an education which respects their dignity, individuality and which challenges them to reach the highest standards of personal achievement.
- 3 Be loyal to the charter and fully committed to achieving its purpose, aims and objectives.
- 4 Respect the integrity of staff, members of the Board of Trustees, parents and students, and show a commitment to the continuing development of the staff's professional skills.
- 5 Work cooperatively with school staff, but take final responsibility for decisions within the principal's authority as delegated by the Board.

6 Ensure strict confidentiality of papers and information related to the Board's position as employer.

6 Provide all information on a student to any person with legal rights to the information who requests it, and respect confidentiality by keeping information on students from people who have no right to it.

7 Ensure that individual trustees do not act independently of the Board and its decisions.

7 Not vote in Board of Trustees decisions in relation to the Principal's employment.

CHARTER UNDERTAKING

In accordance with Section 64 of the Education Act, the Cromwell College Board of Trustees will take all reasonable steps to achieve the purpose, aims and objectives in this charter which have been approved by the Board following consultation with the community in terms of Sections 61 and 63 of the Education Act, and to take full account of the National Education Guidelines and all statutory obligations.

The Board of Trustees accepted this charter as its undertaking to the Minister of Education on: the 16th of April 2008.

This charter was submitted to the Ministry of Education for the Minister's approval on: the 12th of May 2008.

Chairperson, Cromwell College Board of Trustees

Date

For the Minister of Education

Date