

Person Responsible: Rachel - Nicole - Yvette - Julia - All Staff

Tuakau Learning Centre Annual Plan July 2023 - September 2023

	July	August	September
Environment	<ul style="list-style-type: none"> -Fire Drill - 13th -Accident book checks - April, May, June -Centre 1 and 2 Lino Buff -Heat Pump Service -IR & Probe Thermometer Calibration 	<ul style="list-style-type: none"> -Earthquake Drill - 30th - Medicine book checks - May, June, July -Kitchen Charts Checks 	<ul style="list-style-type: none"> -First Aid, CD Check, Health and Asthma Checks -Tag and Test 2024 -Lockdown Drill Process - 15th
Learners at the Centre <i>-Providing for individual needs</i> <i>-Relationships/links with family/whanau and community</i> <i>-Culture and future journeys</i> <i>-ERO</i> <i>-Hearing & Vision</i>	<ul style="list-style-type: none"> -Monthly Email -Photos -IP -Hearing & Vision 	<ul style="list-style-type: none"> -Monthly Email -Daffodil Day -Emergency Contact Forms Reviewed -IP -Hearing & Vision -Individual meetings staff wellbeing including health & safety 	<ul style="list-style-type: none"> -Monthly Email -IP -Hearing & Vision
Te Reo & Tikanga Maori			<ul style="list-style-type: none"> -Consultation with Maori Community -Change Karakia
Governance, Management and Administration <i>-Contract discussions will happen as part of annual PGC/Appraisal process</i>	<ul style="list-style-type: none"> 1st Aid - TC Renewal - Safety Checks - Police Vet - 	<ul style="list-style-type: none"> 1st Aid - TC Renewal - Safety Checks - Police Vet - 	<ul style="list-style-type: none"> 1st Aid - TC Renewal - Safety Checks - Police Vet - Induction process review

	July	August	September
Quality Teaching & Leadership <i>-Resourcing</i> <i>-100% Qualified staff</i> <i>-Professional Growth Cycle</i> <i>-Professional Development</i>	MM - SM - 4 th 18 th PGC/Appraisal - Portfolio Audit Jan 23 -Jun 23	MM - SM - 1 st 15 th 29 th PGC/Appraisal -	MM - SM - 12 th 26 th PGC/Appraisal -
Policies	Philosophy, Complaints, Child Protection, Positive Guidance	Sleep, Equal Employment Opportunity, Smoking, Emergency Management Plan Policy, Fire	Appointment of Staff, Te Tiriti O Waitangi, Settling, Employee Leave Policy
Barrier Free Access & Financial <i>-Reduce barriers</i> <i>-Targeted and Equity funding</i>	Receive Funding including targeted	-Accountant Meeting -Annual Budget	
Formal Evaluations and Professional Development	-Communication & Partnership with Parents, Caregivers and Whanau Review -PGC and Appraisals catch ups	-Professional Development on NELPS and PGC -Licensing Criteria Evaluation (senior teacher)	Environmental Evaluation - Is the environment reflective of all learners, cultures, aspirations and diverse needs

Tuakau Learning Centre Annual Plan October 2023 - December 2023

	October	November	December
Environment	<ul style="list-style-type: none"> -Fire Drill - 13th -Accident book checks - July, August, September -Epi pen Drill -Playscape Maintenance -NZ Shakeout Drill 	<ul style="list-style-type: none"> -Earthquake Drill - 30th - Medicine book checks - August, September, October -Centre 1 Carpet Clean -Kitchen Charts Checks 	<ul style="list-style-type: none"> -First Aid, CD Check, Health and Asthma Checks -Lockdown Drill Process - 15th
Learners at the Centre <i>-Providing for individual needs</i> <i>-Relationships/links with family/whanau and community</i> <i>-Culture and future journeys</i> <i>-ERO</i> <i>-Hearing & Vision</i>	<ul style="list-style-type: none"> -Monthly Email -IP -Hearing & Vision -Communication & Partnership with parents, caregivers and whanau documented 	<ul style="list-style-type: none"> -Monthly Email -IP -Hearing & Vision -Children's Christmas Party 	<ul style="list-style-type: none"> -Monthly Email -IP -Hearing & Vision -Christmas Float
Te Reo & Tikanga Maori			
Governance, Management and Administration <i>-Contract discussions will happen as part of annual PGC/Appraisal process</i>	<ul style="list-style-type: none"> 1st Aid - TC Renewal - Safety Checks - Police Vet - Job Description Review 	<ul style="list-style-type: none"> 1st Aid - TC Renewal - Safety Checks - Police Vet - 	<ul style="list-style-type: none"> 1st Aid - TC Renewal - Safety Checks - Police Vet -

	October	November	December
Quality Teaching & Leadership <i>-Resourcing</i> <i>-100% Qualified staff</i> <i>-Professional Growth Cycle</i> <i>-Professional Development</i>	MM - SM - 10 th 24 th PGC/Appraisal -	MM - SM - 7 th 21 st PGC/Appraisal - Programme Evaluation Staff Christmas Party	MM - SM - 5 th PGC/Appraisal -
Policies	Sun Safe, Privacy Policy, Social Media Cybersafe and Computer Policy	Travel	
Barrier Free Access & Financial <i>-Reduce barriers</i> <i>-Targeted and Equity funding</i>	- Send Funding to MOE - Pay Parity Extended Review	Receive Funding including targeted	
Formal Evaluations and Professional Development	- Strategic Plan Review - PGC and Appraisals catch ups		

Tuakau Learning Centre Annual Plan January 2024 - March 2024

	January	February	March
Environment	<ul style="list-style-type: none"> -Fire Drill - 12th -Accident book checks - October, November, December -Heat Pump Service -IR & Probe Thermometer Calibration 	<ul style="list-style-type: none"> -Earthquake Drill - 29th - Medicine book checks - November, December, January -Playscape Maintenance -Kitchen Charts Checks 	<ul style="list-style-type: none"> -First Aid, CD Check, Health and Asthma Checks -Centre 2 Carpet Clean - Steriliser Service -Lockdown Drill Process - 15th
Learners at the Centre <i>-Providing for individual needs</i> <i>-Relationships/links with family/whanau and community</i> <i>-Culture and future journeys</i> <i>-ERO</i> <i>-Hearing & Vision</i>	<ul style="list-style-type: none"> -Monthly Email -IP -Hearing & Vision 	<ul style="list-style-type: none"> -Monthly Email -IP -Hearing & Vision -Individual meetings staff wellbeing including health & safety 	<ul style="list-style-type: none"> -Monthly Email -IP -Hearing & Vision -Children's Day
Te Reo & Tikanga Maori	Section at every staff meeting???	-Change Karakia	
Governance, Management and Administration <i>-Contract discussions will happen as part of annual PGC/Appraisal process</i>	<ul style="list-style-type: none"> 1st Aid - TC Renewal - Safety Checks - Police Vet - 	<ul style="list-style-type: none"> 1st Aid - TC Renewal - Safety Checks - Police Vet - 	<ul style="list-style-type: none"> 1st Aid - TC Renewal - Safety Checks - Police Vet -

	January	February	March
Quality Teaching & Leadership <i>-Resourcing</i> <i>-100% Qualified staff</i> <i>-Professional Growth Cycle</i> <i>-Professional Development</i>	MM - SM - 16 th 30 th PGC/Appraisal - Portfolio Audit July 23 - Dec 23	MM - SM - 13 th 27 th PGC/Appraisal -	MM - SM - 12 th 26 th PGC/Appraisal -
Policies		Illness and Infectious Disease, Administration of Medication, Accident Procedure, Staff Dependent Children Policy	Transition, Programme Planning, Health and Safety, Fee Policy,
Barrier Free Access & Financial <i>-Reduce barriers</i> <i>-Targeted and Equity funding</i>	Targeted Funding Reviewed & Consultation with Whanau and Staff	Send Funding to MOE	Receive Funding including targeted
Formal Evaluations and Professional Development		-PGC and Appraisals catch ups	-Set annual PD plan based on appraisals and PGC cycles and identify reviews

Tuakau Learning Centre Annual Plan April 2024 - June 2024

	April	May	June
Environment	<ul style="list-style-type: none"> -Fire Drill - 12th -Accident book checks - January, February, March 	<ul style="list-style-type: none"> -Earthquake Drill - 29th - Medicine book checks - February, March, April -Kitchen Charts Checks 	<ul style="list-style-type: none"> -First Aid, CD Check, Health and Asthma Checks -Playscape Maintenance -Lockdown Drill Process - 14th
Learners at the Centre <i>-Providing for individual needs</i> <i>-Relationships/links with family/whanau and community</i> <i>-Culture and future journeys</i> <i>-ERO</i> <i>-Hearing & Vision</i>	<ul style="list-style-type: none"> -Monthly Email -IP -Hearing & Vision -Oxford Pies 	<ul style="list-style-type: none"> -Monthly Email -IP -Hearing & Vision -Pink Ribbon Breakfast Fundraiser -Photos 	<ul style="list-style-type: none"> -Monthly Email -IP -Hearing & Vision -Beginning of Matariki & Aspirations from Whanau -Photos
Te Reo & Tikanga Maori			
Governance, Management and Administration <i>-Contract discussions will happen as part of annual PGC/Appraisal process</i>	<ul style="list-style-type: none"> 1st Aid - TC Renewal - Safety Checks - Police Vet - 	<ul style="list-style-type: none"> 1st Aid - TC Renewal - Safety Checks - Police Vet - 	<ul style="list-style-type: none"> 1st Aid - TC Renewal - Safety Checks - Police Vet -

	April	May	June
Quality Teaching & Leadership <i>-Resourcing</i> <i>-100% Qualified staff</i> <i>-Professional Growth Cycle</i> <i>-Professional Development</i>	MM - SM - 9 th 23 rd PGC/Appraisal -	MM - SM - 7 th 21 st PGC/Appraisal - Programme Evaluation	MM - SM - 4 th 18 th PGC/Appraisal -
Policies	Professional Development and Professional Growth Policy, Bottle Feeding Policy		Internal Evaluation, Children of Staff Policy, Food and Drink Policy
Barrier Free Access & Financial <i>-Reduce barriers</i> <i>-Targeted and Equity funding</i>			-Send Funding to MOE -Financial Audit including Equity
Formal Evaluations and Professional Development	Communication & Partnership with parents, caregivers and whanau review		-Annual Plan Review -PGC and Appraisals catch ups