

## **103 SCHOOL PLANNING AND REPORTING**

### **Background**

The Division believes that a results-focused education system that contributes to accountability and continuous improvement in education and that reports to all stakeholder groups is important.

Accordingly, each school shall annually prepare a Combined Three-Year Education Plan and Annual Education Results Report (AERR) to inform the school community of planning and results.

### **Procedures**

1. School Three-Year Education Plans and AERR  
CRPS Schools will develop, update and implement Three-Year Education Plans utilizing the following guidelines:
  - a. Schools will actively seek collaborative involvement of stakeholders (e.g. students, parents, school council), as appropriate, in the development of Education Plans.
  - b. Education Plans will utilize a format that identifies:
    - i. Goals: general statements of purposes or ends to be accomplished in order to achieve its mission.
    - ii. Strategies: broad statements on actions that will be used to accomplish goals and achieve desired results.
    - iii. Results: outcomes to be achieved.
    - iv. Targets: required for achievement tests and diploma exams and other local targets may be set.
    - v. Measures: means by which results will be quantified/qualified.
  - c. School goals will reflect the division's
    - i. Mission Statement
    - ii. Three-Year Plan
    - iii. School/community goals

iv. Provincial Requirements

- d. The combined Three-Year Education Plan and Annual Education Results Report will be developed and updated each school year as per deadlines established by the Superintendent. Principals will present these plans to the Board during the annual Board retreat and copies of these plans will be made available on the school website.
- e. Summaries of plans will be presented by school administrators at Board meetings, following the Board Retreat, throughout the school year.
- f. School Three-Year Education Plans shall be reviewed with School Council.

NOTE: Schools should refer to the “Guide for School Board Planning and Results Reporting” when establishing Three-Year Education Plans and reporting.

**References**

Section 22, 55, 61, 197 Education Act  
School Authority Accountability policy 2.1.1

**History**

Developed: August 2003  
Amended: January 2020