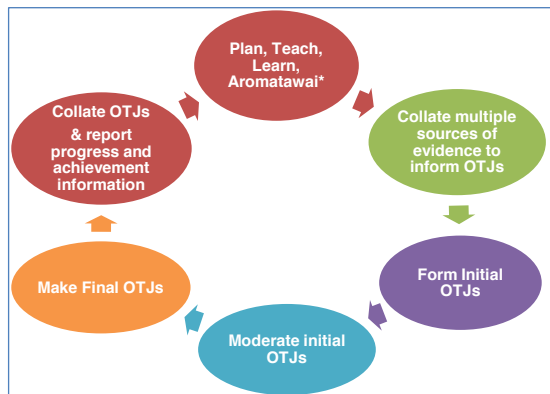# Progress and achievement yearly reporting overview chart

This is an example of how progress and achievement reporting can be incorporated into a kura or Māori medium setting aromatawai plan and process to ensure all kaiako, senior leaders and boards of trustees are aware of the tasks and expectations in a yearly overview.

	Term 1	Term 2	Mid-year School Holiday	Term 3	Term 4
Week (# of weeks per term may vary year to year)	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10/11
Administrator	Enrol/Un-enrol ākonga / Data Cleansing	Maintain ākonga details		Maintain ākonga details	Maintain ākonga details
Kaiako	Setup groups/check Lists*	Collate multiple sources of evidence to inform OTJs in accordance with your aromatawai plan and process (Refer to He Aronga Whakatau Handbook) / Make and moderate OTJs in accordance with your aromatawai plan and process (Refer to He Aronga Whakatau Handbook) / Collate OTJs using Te Waharoa Ararau or your own school system in accordance with your aromatawai plan and process	Create Mid-Year written. Plain language Reports to ākonga and whānau	Collate multiple sources of evidence to inform OTJs in accordance with your aromatawai plan and process (Refer to He Aronga Whakatau Handbook) / Make and moderate OTJs in accordance with your aromatawai plan and process (Refer to He Aronga Whakatau Handbook) / Collate OTJs using Te Waharoa Ararau or your own school system in accordance with your aromatawai plan and process	Create end-of-Year written, plain language reports to ākonga and whānau
Senior Leaders	Monitor and manage OTJ workflow processes / Manage moderation process and OTJ input in TWA / Monitor EPA/ESSA registration process		Adjust Planning for T3-T4	Monitor and manage OTJ workflow processes / Manage moderation process and OTJ input in TWA	Prepare progress and achievement reporting information for input into Analysis of Variance Report and any other reporting you may have for your whānau and kura community
Board of Trustees	Monitor ākonga progress and achievement in relation to *Te Marautanga o Aotearoa*	Monitor ākonga progress and achievement in relation to *Te Marautanga o Aotearoa*	Monitor OTJ and EPA registration process	Monitor ākonga progress and achievement in relation to *Te Marautanga o Aotearoa*	Monitor ākonga progress and achievement in relation to *Te Marautanga o Aotearoa*
Whānau	Working with Kaiako to support tamaiti learning, and tracking tamaiti progress in relation to *Te Marautanga o Aotearoa* (Mātua-whānau-kaiako-ākonga Conferences)		Mid-Year Reports	Working with Kaiako to support tamaiti learning, and tracking tamaiti progress in relation to *Te Marautanga o Aotearoa* (Mātua-whānau-kaiako-ākonga Conferences)	End-of-Year Reports

* Groups can be set up at any time during the year depending on the purpose, in accordance with your aromatawai plan and process.

Cycle diagram: Plan, Teach, Learn, Aromatawai* → Collate multiple sources of evidence to inform OTJs → Form Initial OTJs → Moderate initial OTJs → Make Final OTJs → Collate OTJs & report progress and achievement information

Ngā tino rā (Key dates)

He Awheawhe (Training)