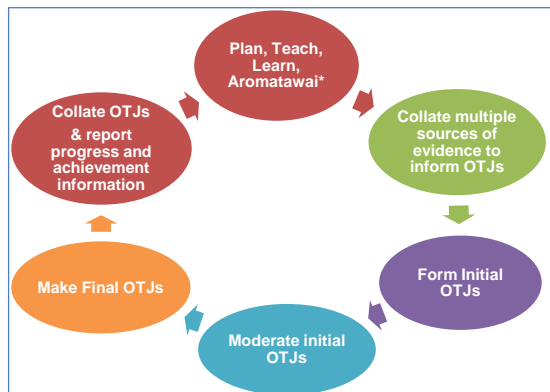


# Progress and achievement yearly reporting overview chart

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	
<b>Administrator</b>	Enrol/Un-enrol ākongā		Maintain ākongā details										Maintain ākongā details										Maintain ākongā details																			
<b>Kaiako</b>	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)										Create Mid-Year written. Plain language Reports to ākongā and whānau		Collate multiple sources of evidence to inform OTJs in accordance with your aromatawai plan and process (Refer to He Aronga Whakatau Handbook)										Create end-of-Year written, plain language reports to ākongā and whānau																	
			Make and moderate 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 Waharora Ararau or your own school system in accordance with your aromatawai plan and process										Collate OTJs using Te Waharora Ararau or your own school system in accordance with your aromatawai plan and process																													
<b>Senior Leaders</b>	Monitor and manage OTJ workflow processes										Monitor and manage OTJ workflow processes										Monitor and manage OTJ workflow processes										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											
	Manage moderation process and OTJ input in TWA										Manage moderation process and OTJ input in TWA										Manage moderation process and OTJ input in TWA																					
	Monitor EPA/ESSA registration process										Monitor EPA/ESSA registration process										Monitor EPA/ESSA registration process																					
<b>Board of Trustees</b>	Monitor ākongā progress and achievement in relation to Te Marautanga o Aotearoa										Monitor ākongā progress and achievement in relation to Te Marautanga o Aotearoa										Monitor ākongā progress and achievement in relation to Te Marautanga o Aotearoa										Monitor ākongā progress and achievement in relation to Te Marautanga o Aotearoa											
											Monitor OTJ and EPA registration process																															
<b>Whānau</b>	Working with Kaiako to support tamaiti learning, and tracking tamaiti progress in relation to Te Marautanga o Aotearoa (Mātua-whānau-kaiako-ākongā 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-ākongā 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.



### Ngā tino rā (Key dates)

### He Awheawhe (Training)