



KAIPARA COLLEGE

CURRICULUM MANAGEMENT POLICY

RATIONALE

- 1.1. The school will provide an up to date curriculum for its students
- 1.2. The school's courses will cater for the learning needs of its students.
- 1.3. The school will establish a curriculum that fulfills the requirements of the New Zealand Curriculum statement.
- 1.4. The school will establish a curriculum that is linked to the National Qualifications Framework.
- 1.5. All senior courses will lead to an NCEA qualification.
- 1.6. All courses will be documented in accordance with the school's guidelines.
- 1.7. The curriculum will be outlined each year in the annual plan.
- 1.8. The curriculum and courses will be reviewed on an annual basis.
- 1.9. The curriculum and courses will reflect the interests of all groups of students in the school.
- 1.10. The college will provide for the learning needs of Maori in its curriculum and courses.

GUIDELINES

- 2.1 The composition of the school's curriculum is overseen by the management group.
- 2.2 Overall management is delegated to a deputy principal.
- 2.3 The board of trustees is kept fully informed on the structure of the curriculum and any developments being considered.
- 2.4 The school will work within the limitations of resources, facilities and the timetable to have a course and option structure that best suits the requests of students and parents.
- 2.5 The structure of the curriculum will be laid down in the annual plan.
- 2.6 Each course is assigned to a faculty and is under the management of the appropriate Faculty head.
- 2.7 The faculty head is responsible for the documentation, the teaching approach, assessment plan, resources and equipment required for the teaching of each course.
- 2.8 Each course will be documented in a scheme, a copy of which will be held in the school office.

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- 3.1 Each course will be documented, reviewed and adjusted as necessary annually in accordance with the guidelines. The junior courses are written up according to a published outline.
- 3.2 Senior courses are also written up according to a published outline.
- 3.3 Each course in the junior school will be linked to the New Zealand Curriculum statement. This link will be specified in the course documentation.
- 3.4 Each course in the senior school will be linked to the NCEA. This link will be specified in the course documentation.
- 3.5 Admission to any course is at the discretion of the principal, or the staff member to whom this task is delegated. (Refer to the policy "Course Guidance for Students")

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