



AP 102 – SCHOOL PLANS AND ANNUAL SUMMARIES

BACKGROUND

Saskatoon Public Schools requires all of its schools to develop and implement school plans and to report the results of the plan.

School plans are updated annually to reflect the Education Sector Strategic Plan (ESSP), Board direction, and local input. Plans also address areas for improvement identified from the previous year's results. Schools' annual reports are a summary of the results, progress, and accomplishments achieved due to the implementation of school plans.

PROCEDURES

1. School Plans

- 1.1. The Principal is responsible for leading the development, implementation, and measurement of the school's strategic plan.
- 1.2. School plans will reflect:
 - a. Provincial Education Sector Strategic Plan
 - b. The Division's strategic direction including Board priorities
 - c. The Division's Strategic Education Plan
 - d. School and community goals and priorities
- 1.3. Schools will engage the School Community Council in the development and implementation of the plan.
- 1.4. Schools will actively seek collaborative involvement of stakeholders (e.g., students, parents or caregivers), as appropriate, in development of school plans.
- 1.5. A common school division format is used for all school plans.
- 1.6. The Principal in collaboration with the School Community Council will determine the methods of communicating with students, staff, parents, the School Community Council, and the public regarding the school's strategic plan.
- 1.7. School strategic plans are considered works in progress, thus they are continually revised and refined.
- 1.8. School strategic plans will be posted to the school's portal by early October. The Plan will be reviewed periodically by the Superintendent of Education and Principal.

2. Annual Strategic Plan Summary

- 2.1. The Principal is responsible for preparing an annual strategic plan summary about the results of the school's implementation of its strategic plan.



- 2.2. The school's annual strategic plan summary is to be submitted in draft to the respective Superintendent of Education by June 30 of each school year. The summary is to be finalized by September 30th each year.
- 2.3. The school's annual strategic plan summary shall contain the following information:
 - a. an outline of the major actions the school has taken to address the priority areas identified in the Education Sector Strategic Plan, school division strategic direction, and its own strategic plan;
 - b. the progress that was made with respect to the achievement of identified goals;
 - c. the actions that will be taken in the future; and
 - d. initiatives and accomplishments of the School Community Council in support of the plan.
- 2.4. The Principal will determine the methods of communicating with students, staff, the school council, and the general public regarding the results of the school's strategic plan.

Reference: Administrative Procedure 100 – Strategic Education Plan
Administrative Procedure 110 – School Community Councils

Date Last Revised: January 20, 2017