



Three Year School Plan

Background

Educational planning is an essential part of ensuring that all students have equitable opportunities to acquire the knowledge, skills, and attitudes they need to be self-reliant, responsible, caring, and contributing citizens. Planning ensures resources for education are used in the best possible ways to meet the educational needs of KTCEA students.

The Multi Year School Plan outlines priorities for student learning, guides budget development, and forms the basis for reporting on progress and achievement.

The focus is on student learning over a three-year period. Plans are updated annually so that, as one year is completed, another is added and the plan continues in a three-year time frame.

Guidelines

1) System Planning Guidelines

- a) The vision, mission, values and beliefs will provide overall direction for system planning.
- b) The planning process will recognize identified local priorities during the planning process.
- c) The actions and endeavours of the school must be guided by sound planning processes. The planning process must provide ample opportunity for input and meaningful involvement by stakeholder groups. Each school year, each school will develop, revise, and extend its Three-Year Education Plan that identifies priorities, outcomes, actions and activities, timelines, tools to measure success, and expected results.

2) Three-Year Education Plan

- a) A school education plan must meet local needs and fulfills KTCEA strategic planning priorities.
- b) The plan will be kept current to ensure focused, efficient and effective change and improvements.
- c) The plan will be updated by September 30 of each year.
- d) The plan will be improvement focused and will identify areas/priorities for improvement each year.
- e) The plan will include the KTCEA Strategic Plan mandated priority areas with strategies and measures.
- f) The plan may include other strategies and measures reflecting local needs.
- g) The plan will outline the deployment of resources and be consistent with the KTCEA budgets.

#	Procedure	Roles & Responsibilities
1.	<p>The Principal of the school will lead the development of the Three Year Education Plan expected outcomes for the school, based on KTCEA priorities with engagement from the following groups:</p> <ul style="list-style-type: none"> • School Employees • Parent Advisory Circles • Leadership <p>These will be conducted through meetings or other engagement sessions. The expected outcomes will meet local needs and fulfil KTCEA Strategic Planning priorities.</p>	<p>School Principal</p> <p>School Employees</p> <p>Parent Advisory Circles</p>
2	<p>1.1. The School Principal will submit the plan to the Superintendent for approval by September 30 of every school year.</p> <p>1.2. The School Principal will provide a summary outlining the initiatives to be undertaken during the upcoming school year.</p> <p>1.3. The Superintendent will provide feedback to the Principal on the Three-Year School Plan.</p> <p>1.4. The Principal will revise the Three-Year School Plan with feedback from Superintendent’s Office.</p>	<p>School Principal</p> <p>Principal</p> <p>Superintendent</p> <p>Principal</p>
3.	<p>Final Draft of the Three-Year Plan is reviewed by Superintendent, approved, then forwarded to Communications Department for branding and posting on KTCEA Website.</p>	<p>Superintendent</p> <p>Communication Manager</p>
4.	<p>Prepare monthly progress reports including areas of success and areas for improvement on the Three-Year School plan which are presented at the monthly Principal meeting.</p>	<p>Principal</p>

References:

- KTCEA Strategic Plan (updated annually on KTCEA.CA website)
- Three Year School Plan template

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Superintendent’s Office.