



DISTRIBUTION OF THE ANNUAL REPORT PROCEDURE

Purpose

To ensure that the Newborough East Primary School has access to the School Annual Report to keep itself informed of the activities of the school.

Methodology

The Annual Report shall be prepared each year in February using the DET template.

The Annual Report shall be tabled at School Council for discussion and ratification. An AGM will be scheduled to present the Annual Report to the general community this will be advertised in the school newsletter inviting community members to attend.

A copy of this report shall be sent to DET as per the guidelines that are distributed to schools on an annual basis.

The Annual Report will be uploaded to the Newborough East Primary School website, and information shall be placed in the Newsletter referring parents to the website, and also informing them that hard copies of the Report are available from the Office at the school.