

NAG 6

“Each Board of Trustees is also expected to comply with all general legislation concerning requirement such as attendance, the length of the school day and the length of the school year”.

OUR BELIEF

We aim to achieve compliance in the belief that applicable processes and procedures will ultimately lead towards enhanced learning for children.

SUPPORTING PROCEDURES/POLICIES

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These processes and procedures have been developed with the intention of meeting the specific requirements of NAG 6. To ensure effectiveness, a comprehensive review will be conducted in line with the school's self-review programme.

ACTUAL PROCEDURES

Animal Welfare

- The misuse of live animals for research and experiments that may cause injury or harm to the animals is prohibited.
- Staff is expected to make provision for the appropriate care and treatment of live animals that are kept in classrooms.
- Staff is required to arrange suitable care and housing for animals over the school holiday periods.
- If and when pet days are held, all animals are to be taken home at the conclusion of the event. Animals, whilst at school are to be appropriately grouped and cared for - watered fed, sheltered etc.
- Children will be encouraged to develop a caring and considerate attitude towards animals.

Attendance

- All children once enrolled at school will be expected to attend on a regular basis.
- Attendance will be recorded electronically twice daily using Musac Edge and according to MOE circular 1997/24.
- Irregularities in attendance - (regular absenteeism, lateness, no explanation) are to be reported to the principal.
- Teachers will submit their daily rolls electronically and any unexplained absences will be followed up immediately by office staff. Contact with the home is to be made if no explanation has been provided.
- Edge administrators will receive a weekly summary of school-wide attendance. These will be checked and then filed for future reference.
- Any parent/caregiver who wishes for their children to receive instruction on a regular basis in an out of school activity during the school day must apply in writing school. Forms are available for this purpose.

Board of Trustees Performance

The Board of Trustees will invite feedback from the staff and school parent community and this will be reported and recorded in the school's Annual Report.

- Regular reports to the school and wider community will be made via the newsletter and community publication.
- Self Review – a range of ways will be used to seek feedback from staff including a staff satisfaction survey undertaken every three years.
- The Board of Trustees will provide personal contact details and information about their particular roles on the school website - "Partnership" Section.

BOT Training

- Each year the Board will identify specific needs and plan programmes to address these.
- Board members will explore opportunities for training as they become available including online webinars.
- A Register is kept of any training undertaken by Trustees

Classifications

- For the purposes of classifying and placing children, any child enrolled as a new entrant (5 year old) prior to and including 31 March in the calendar year, will be classified as Year 1 for the duration of the year.
- A child enrolled after 31 March will be classified as Year 0 for the remainder of the year and classified as Year 1 for the duration of the following year.
- When there is an element of parental doubt or uncertainty about placement or promotion and promotion is made at the specific request of the parents, a written agreement will be completed and appended to the child's records. This procedure will also apply if promotion at levels other than Year 1 and 2 is requested by parents.

Complaints to the School

- Complaints to be dealt with as soon as is practicably possible.
- For complaints dealing with pupils or staff members, the caregivers shall be encouraged to follow these steps:
 - contact the teacher.
 - contact the principal.
 - contact the Board in writing

- Where significant complaints occur the principal shall request the complaint be made in writing and recorded.
- Written complaints to the Board may be dealt with by the full Board or a subcommittee established to investigate them. The power of “in committee” procedure will be used to deal with the confidentiality of the complaint.
- The terms and conditions of a staff member’s contract shall be referred to in the event of complaint being lodged against them. (Refer collectives or IEC’s).

Copyright

- All staff are expected to follow the guidelines and provisions described on the Copyright in Schools Website. The site contains general copyright information and guidelines for specific issues or situations.
- We will use this site if required to determine whether copying meets New Zealand legislative requirements
- See also Creative Commons

Transition to School

- The transition from pre-school, to school, will be assisted by on-going liaison between pre-school organisations and Cromwell Primary School. Such organisations will be provided with details of these guidelines.
- Names are requested from the pre-school organisations and/or Family Record Cards, parent contact, up to a year prior to school entry. Lists of New Entrants and dates of birth are recorded.
- In NZ children can start primary school from five years of age. They are not required to attend until they are six years of age. This means there is some flexibility around when a child can start
- “Ready, Set, Go” – school start process. We start children in groups twice per term. This greatly improves the transition process for children and makes starting school much easier. Groups of children start at the beginning of each term and in the middle of the term. Our school schedules start dates so that children start at the next intake after they turn five.
- If parents would like to extend their child’s time at preschool, they are asked to contact school to arrange a date that will suit the individual child’s needs.
- All students intending to enrol at our school will be invited to attend our Sky Bridge Programme that involves one afternoon per week, for eight weeks, prior to school start date. Sky Bridge has been designed to bridge the gap between Early Learning Centres and Primary School with key focus areas being emotional readiness, social routines, organisational and manipulative skills, gross and fine motor skills and early language and numeracy knowledge. This programme is delivered by one of our New Entrant teachers, preferably the teacher who will teach the child when they start school.
- Cromwell Primary School operates an enrolment scheme. Each preschool has a detailed map showing the zone boundaries.
- Parents/caregivers will be contacted by telephone one term before pre-school visits are due to begin. An invitation will be sent directly to students, prior to the start of their school visits, informing them of days, dates and times.
- Children will make visits once per week for 4 weeks prior to entry on a pre-determined day, as well as attending Sky Bridge.
- Visit 1: 9:00 am – 11:15 am. The child should bring brain break food (fruit or vegetables) and morning tea.
- Visit 2/3: 9.00 – 1:30 pm. The child to bring lunch.
- Visit 4: 9:00 – 3:00 pm. The child to stay until 3:00 pm.
- On the first visit, the child will be accompanied by a caregiver and the caregiver may be required to attend on subsequent visits if necessary.

- The caregiver will be given the opportunity to discuss school routines and procedures at the reception room orientation meeting. Meetings will be held once a term for new and intending parents, where general information about school procedures and programmes can be discussed
- Stationery lists and other enrolment information will be given on visit 1 to allow time for purchase and covering of exercise books.

Enrolment Scheme

- At the last board meeting in any preceding school term the Board will review the number of places available on the enrolment waiting list. Students leaving during the year may create vacancies for those on the waiting list.
- Applications from out of zone children seeking enrolment during the following year will be sought by the end of the third week in October. Applicants will be notified of the outcome of their application for placement within five working days following the close off for the receipt of applications. Actual dates will be notified by way of publication in the Cromwell Bulletin.
- If the applications exceed the number of available places, a ballot will be held. This will be conducted in accordance with instructions issued by the Secretary of Education under Section 11G(1) of the Education Act 1989.
- Annual review of the operation of the enrolment scheme will be completed before the end of April in any given year.
- When necessary, reference will be made to the Ministry of Education publication, "Guidelines for the Development and Operation of Enrolment Schemes – 2001"

Guideline Format

- All school guidelines will follow a similar format.
- They will provide a framework for achieving clearly stated purposes and will reflect a common-sense approach with broad outlines that will ensure expectations are realistic and achievable.
- They must take into account the umbrella policies of the Government as set down in the National Administration Guidelines and National Education Goals.
- They will be developed as a shared process and will reflect the valued input of the school community and staff.
- They will be regularly reviewed in line with the school's self- review programme.

Human Rights Act 1993

- The Human Rights Act's intention is to help ensure that all people in New Zealand are treated fairly and equally. Under the Act, the Commission has the power to resolve disputes relating to unlawful discrimination. The Human Rights Act protects people in New Zealand from discrimination in a number of areas of life. Discrimination occurs when a person is treated unfairly or less favourably than another person in the same or similar circumstances. The Human Rights Act lists the areas and grounds where discrimination is unlawful and also some exemptions or exclusions.
- The school will operate under the legislative requirements of the Human Rights Act (1993). Refer to Harassment & Anti-Bullying (NAG 5) & EEO Procedures (NAG 3)

Privacy/Confidentiality

- When children are enrolled, parents/caregivers will be asked to provide information on their child/children that will assist with placement and addressing children's needs. For new entrants, proof of age will be required.

- The information will be stored in the office (computer, E19/22A). The Principal and Executive Officer are those authorised to access computer information. Health and Social Welfare information will also be stored with the E19/22A record cards.
- The children's progress records will be stored safely by the classroom teachers and will contain factual information about the children. Documentation should be such that it can be shared with parents/ caregivers.
- Confidential reports (S.E.S. assessments) will be stored in the Principal's office.
- All information and documentation held by the school will be regarded as confidential and shall not be shared or distributed unless approval has been granted by the parent/caregiver.
- Computer files will be regularly reviewed and updated. (At least twice in a child's time at this school).
- The Principal will act as the school's Privacy Officer.

Prospective Parents

- An information booklet that highlights key areas of the school's operations will be made available to all prospective parents. This booklet will be regularly reviewed and updated as required.
- Parents/caregivers who wish to visit the school prior to the enrolling of their child will be encouraged to do so at a time that is convenient to all parties.
- Refer to Enrolments from pre-school organisations.

Surrender and Retention of Property and Searches

- The Board of Trustees has to provide a safe physical and emotional environment for students and staff. A safe environment for students and staff is of paramount importance and therefore must be given primacy when applying guidelines. NAG 5 and other legislation clearly establish this.
- Parents, students and the public have a legitimate expectation that the school environment will be free from drugs, weapons, alcohol and cyber bullying.
- The board will act reasonably, in good faith and in the least intrusive manner to achieve a safe environment.
- Students are protected under Section 21 of the NZ Bill of Rights Act 1990 which states "Everyone has the right to be secure against search or seizure, whether the person, property or correspondence or otherwise". The section does not prohibit searches or seizure of student property but schools must be able to justify their actions as reasonable and necessary to maintain a safe environment.
- Senior Management can search and confiscate student property providing they comply with the legislation and can justify their actions as reasonable and necessary to keep our environment safe.
- The guidelines we will follow are issued under section 139AA1 of the Education Act 1989.

Terms, Holidays and Closure

- The Board of Trustees is bound by the terms and holidays as prescribed by the Ministry of Education.
- Otago Anniversary Day will be taken on the day prescribed and as directed by the Ministry of Education
- Should the school be closed in an emergency or due to weather conditions, the Ministry of Education is to be contacted in order to seek an amendment to the minimum number of half days that the school must be open for instruction.
- Should conditions prevail to an extent where closure during the day is required, a decision will be made in co-ordination with other schools.
- In such an event the Principal will initiate contact with parents/caregivers via local radio stations and phone contact. Priority will be given to contacting bus children's

caregivers. If there is doubt about care at home or the caregivers cannot be contacted, supervision will be provided.

- A decision about closure before school commences will be required before 8.00 am. A later start to the day may be appropriate. The Board Chairperson, Principal and other schools will need to discuss options and make a collective decision.

Treaty of Waitangi (Policy Statement)

- Children at all levels will have activities and experiences that will give them some understanding and appreciation of Maori language.
- Children will have opportunities to develop knowledge of local Maori history.
- Some Maori concepts and protocol will be applied to enable children to relate their heritage and place of belonging to others.
- All Year 4 children will experience a visit to the Te Rau Aroha Marae at Bluff.
- Children will develop an understanding of the Treaty of Waitangi.

Trustee Meeting Management

- An agenda is presented to all Trustees at least three days prior to the meeting date, which is usually a Monday night. There will be ten meetings held throughout the school year.
- General meetings are advertised.
- The agenda will comprise of:
 - Apologies.
 - Minutes from Previous meeting.
 - Matters Arising.
 - Correspondence.
 - NAG reports
 - General Business.
- All board meeting material will be uploaded to the Board Google site for all members to access prior to the meetings.
- The Staff Representative on the board will add a staff report to the full report on meeting night.
- Sub-committee meetings need only meet when a need arises. These should be called by the leader of the sub-committees - a position defined at each AGM.
- Minutes and reports will be available for parents and members of the public. These will be kept at the school office. An electronic version is also available on the BOT Google site

SUPPORTING DOCUMENTS

| Document | Location | Key Action |
|---|---|---|
| Attendance Registers – Current | Classrooms | <ul style="list-style-type: none"> ▪ Checked twice daily ▪ Morning absence checks ▪ Term check – Principal |
| Attendance Registers – Old Attendance File - weekly attendance reports from Musac Edge | Document store/office | <ul style="list-style-type: none"> ▪ Weekly Attendance Reports checked and added to file |
| Caring for Animals (MOE) | Science store | <ul style="list-style-type: none"> ▪ Procedure check and review |
| Guidelines for the surrender and retention of property and searches – January 2014 | Health & Safety File Back Office Shelf | <ul style="list-style-type: none"> ▪ Used for review every three years or as required |
| New Enrolments Information | Office/Foyer | <ul style="list-style-type: none"> ▪ Update as necessary |

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| | | <ul style="list-style-type: none"> ▪ Provide to parents ▪ Copies to contributing organisations |
| Transition to School | Foyer/Information folders | <ul style="list-style-type: none"> ▪ Review – provision to preschools (liaison) |
| School Terms and Holidays | Staff/MOE Web/ Office | <ul style="list-style-type: none"> ▪ Check and publish for community |
| Meeting Minutes (BOT) | Office | <ul style="list-style-type: none"> ▪ Availability to public |
| Enrolment forms (current year) | Office | <ul style="list-style-type: none"> ▪ Verification DOB |
| Enrolment/withdrawal register | Office – computer | <ul style="list-style-type: none"> ▪ Emergency contacts ▪ Entry on admission/withdrawal |
| Enrolment information (previous) | Document store | <ul style="list-style-type: none"> ▪ Security |
| Attendance – out of school classes | Correspondence with parents | <ul style="list-style-type: none"> ▪ Counter sign/copy ▪ Annual renewal |
| Trustee Roles (job descriptions) | Trustees | <ul style="list-style-type: none"> ▪ Review/revise |
| Trustee Handbooks | Trustees | |
| Trustee Training Register | Office - Computer | <ul style="list-style-type: none"> ▪ Update as necessary |
| RS30/RS31 | Cabinet | <ul style="list-style-type: none"> ▪ Forward by due date |
| Enrolment Scheme | Office Cabinet | <ul style="list-style-type: none"> ▪ Term review of places and waiting list. ▪ Annual review of the operation of the scheme. |