



Coastal Taranaki School

NAG 6 Administration

Policies and Procedures

6. ADMINISTRATION POLICY

Coastal Taranaki School Board of Trustees is expected to comply with all general legislation concerning requirements such as attendance, the length of the school day, and the length of the school year.

Coastal Taranaki School Board of Trustees meets its obligations to NAG 6, by ensuring that the following documentation is developed, implemented and reviewed as part of the Board's self-review process.

This policy is reviewed on a 3 year cycle in line with the Board's documented self-review plan.

Approved: _____

Signed: _____

Date: _____

SUPPORTING DOCUMENTS

Attendance Register & Procedures
Newsletters to Parents
Record of Schools Attended
Charter
Ministry Gazette Notices & Circulars
Delegations of Authority to Deputy Principal
Delegations of Authority to Principal
Board Code of Conduct
ERO handbook of contractual obligations & undertaking
Education Act
Stand-downs, suspensions, exclusions & expulsions
Education Outside the Classroom Aims
Register of admissions and withdrawals Enrol
Daily Absences Sheet
Information Booklet
Strategic Plan
School Trustees Publications
Board Folder

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1) SCHOOL ADMINISTRATION

1. Decision-making in the school is to be a shared process between the Principal and Staff and Board of Trustees, within their respective Governance & Management roles.
2. Major administrative tasks i.e. roll returns, policy writing and budget setting are performed by the Principal, Deputy Principal, and Assistant Principal with appropriate delegation to other Senior Staff, Teachers, and Administrative Assistants.
3. The Principal will provide overall leadership and supervision.
4. The Deputy Principal, Assistant Principal and Senior Staff have an organisation and curriculum support function within their areas of responsibility.
5. Professional Development assistance will be provided for each staff member at a rate determined by the Principal and Board.
6. Administrative and clerical staff provide secretarial support, financial accounting support, school records, general maintenance and assistance for classroom teachers.
7. A system of regular staff, team, Board, student committee meetings will be operated to facilitate the administrative activities covered within these procedures and to enable decision making on substantive matters to be a consultative process.

2) ATTENDANCE

Rationale

Non-attendance at school has been identified as a major barrier to learning and a significant indication of at risk students. It is the right of everyone in New Zealand to attend school and the responsibility of the parents/caregivers to ensure attendance of all children up to the age of 16.

Purpose

The Board of Trustees, through the principal, under Section 31 of the Education Act, is responsible for all reasonable steps to ensure the attendance of students enrolled at its school.

Procedures will be maintained to:

- Ensure school attendance is effectively monitored throughout the day in accordance with Ministry of Education guidelines.
- Respond appropriately to attendance problems.
- Assist students to attend school on a regular basis.
- Optimise learning opportunities by students attending school at all times that it is open.

Guidelines

- The Principal will ensure attendance at Coastal Taranaki School will be monitored daily.
- Coastal Taranaki School will have a consistent system for marking attendance registers.
- The Principal, Senior Leadership Team or Deans, will be responsible to ensure that patterns of absence are identified and appropriately dealt with.
- Attendance information will be placed on students' cumulative records.
- The Principal will report to the Board on any serious case of truancy and the action taken by the School staff.
- The Ministry of Education requirements regarding suspension procedures will be met.

1.1 Register

The Attendance Register is an official document to be completed by teachers.

1. Enter only those children who have reached the age of five years.
2. Mark the attendance in the morning and the afternoon for Primary classes. Each period and Rohe will be marked by Secondary teachers.
3. Absences must be coded with the appropriate Ministry code as per KAMAR schedule.
4. Where a child's absence is causing concern by its length or frequency, teachers will advise the Dean / SLT.

1.2 Attendance and Absences

1. Any absence must be explained either in writing or by phone or verbal explanation to the child's teacher or to the office.
2. Daily monitoring of attendance will be made through KAMAR and checked/authenticated by the Attendance Officer. A parent/caregiver whose child is away without explanation will be contacted by

phone, as soon as possible, to ensure the safety of the child. Parents/Caregivers will be reminded that for child safety and welfare reasons the school needs to know and that it is their responsibility to contact the school.

3. Punctuality is expected and encouraged throughout the school. Children should be at Rohe by 8.40 am. Children arriving after 8.40 am are to report to the school office to sign in before going to class.
4. A student must not leave the School if they feel ill without seeing their teacher. Office Staff will contact the parent / caregiver and ensure that the student signs out. No student is to leave school or ring their parents to collect them without permission from the Classroom Teacher / Office.
5. All teachers will keep accurate and up to date Attendance Registers for their class

Refer also to PB4L attendance procedures.

3) ENROLMENT AND WITHDRAWAL OF STUDENTS

1. The Deputy Principals will be responsible for all enrolments. Upon enrolment the Deputy Principal will ascertain, from the parent/caregiver, such information as:
 - i. Required by law e.g. custody issues, Date of Birth, Legal name, Immunisation Certificate
 - ii. Needed by the school e.g. learning difficulties, additional information from
 - iii. Previous school social problems, medical history, agencies involved
 - iv. considered necessary by the parent/caregiver
2. A Coastal Taranaki School Enrolment form will be used for all enrolments with the relevant sections to be filled in. If the enrolment is a new entrant, a birth certificate and immunisation certificate needs to be sighted and copied. The copy will be filed with the child's Enrolment Form
3. Office procedures;
 - i. Enrolment form is given to the Office Staff.
 - ii. Relevant enrolment details are entered KAMAR.
 - iii. Administration number and immunisation status to be entered on enrolment form and then entered in the Immunisation register.
 - iv. Copies of enrolment form (Scanned)
 1. Copy to the class teacher
 2. Copy to the office
 - v. Office staff to request information from previous school
 - vi. ENROL student (transfer or create)
 - vii. Relevant information will be entered on computer files. Class, bus and medical lists are updated.
 - viii. Teacher is given all relevant records and any special instructions
4. No child under the age of five will be enrolled at the school.

Leaving of children:

1. When notification is received the Office is informed and asked for the child's records.
2. Records then given to Office Staff for withdrawal procedures;
 - i. Print off Leaving Form to be completed and signed by student's teachers and office staff
 - ii. KAMAR: Insert all leaving details
 - iii. Print off Leaving Certificate
 - iv. ENROL: Withdraw students on their last day of attendance
 - v. Collect student file and forward to new school. File copy in Student Data Files.
3. For seven years after children have left the school, the school will retain enrolment forms, photocopy of the Enrolment Record, Enrolment Records not requested by another school and Enrolment Records of children that have gone overseas.
4. If a child has not been enrolled at another school after 20 consecutive school days ENROL will automatically generate Non-Enrolment Notification form which will need to be completed by Office Staff. The form will then be submitted electronically to the Ministry

Children requiring 'on-going resourcing':

1. The enrolment of such children will not be conducted until due consultation with Group Services Education has been completed.
2. The school must ensure that it has the necessary physical resources, financial resource and appropriate staff before enrolment of such children can be finalised.
3. The interests and well-being of the child is paramount.

4) TRANSITION TO SCHOOL

1. The operation of any transition procedures will occur within the guidelines of the Privacy Act.
2. Parents/caregivers are encouraged to bring their child for pre visits before their fifth birthday for orientation. Dates for visits will be organised by the classroom teacher.
3. Preschool children and staff are invited to view special school activities e.g. school production.
4. Sharing of relevant information regarding learning needs and health and safety concerns will be gathered at the enrolment meeting
5. Visits between ECE centres and the New Entrant classes will be arranged termly
6. Post transition meetings will take place between the teacher(s) and parents/whanau one month after a child begins school, when the entry to school assessment has been completed.

5) STUDENT PLACEMENT

Rationale:

A school's task is to ensure that all children are experiencing successful learning outcomes and are developing socially. To assist this, the placement of all children requires careful consideration.

Purposes:

- To develop an agreed and effective way of organising classes and promotions to suit the needs of the children.
- To consider, prior to placement, up-to-date assessment of pupils and their social development.

Guidelines:

- Children will generally be promoted from year level to year level at the beginning of each year.
- In general, children of the same age will be in the same year level.
- To suit the needs of the children and the school, and to ensure balanced homeroom classes, it may be necessary to have composite class groupings. (i.e. children from more than one year group in the same class).
- Homebase classes will be as balanced as possible: that is boys/girls, gifted, mainstreamed, behavioural, English as a second language.
- Promotion from NE to Year 1 will be at the discretion of senior management. Children who have been at school less than 8 months at the beginning of a school year will generally be placed in Year 1.
- Promotion from Year 1 to Year 2, and Year 2 to Year 3 will usually be at the beginning of the year and will be based on the following:
 - All children who have completed two years at school will move into Year 3.
 - Children with less than 20 months at school at the beginning of a school year will be placed in Year 2.
 - Children who have been at school between 20 months and two years at the beginning of a school year may move into Year 3 at the discretion of senior management, in consultation with Year 2/3 teachers and parents.
- Class groupings will vary in composition from year to year to suit the needs of the children, the school and the numbers in each age range.
- During the fourth term, senior management will consider various ways of organising class groups throughout the school based on: numbers of children at the different levels and staffing numbers and requirements of the children.
- Composition of class groupings will be decided through consultation with previous teachers and assessment data, and will consider:
 - Needs, where possible, of boys/girls, gifted children, mainstreamed children, behavioural problems, ESL.
 - Relationships between child and child, staff and child, family.
 - Provisionally registered teachers' class groupings may need special consideration.
- Senior management will prepare draft class grouping lists at the year end in consultation with teachers.
- Senior management will discuss teacher placement options with staff on an individual basis, taking into account:
 - The staff member's preferences
 - The needs of the school.
- The final decision on all class groups and staff placement will be the responsibility of the Principal.

6) SUSPENSION OR STAND-DOWN OF STUDENTS

Purpose

- To ensure that the learning environment is orderly and safe.
- To ensure that all legal and regulatory requirements are met.
- To ensure that the rights of all students and staff are considered and applied in a way that is consistent with law and the policy of the Coastal Taranaki School Board of Trustees.

Guidelines

- Before considering any suspension or stand-down, the school will take all reasonable steps to modify a student's unacceptable behaviour.
- A database of student behaviour patterns will be kept including actions taken, and advice and counselling provided.
- Advice and guidance is to be available to all students.
- The best interests of Coastal Taranaki School, its staff and other students are considered before final decisions are made.
- Suspensions and Stand – Downs will be conducted following the Ministry of Education guidelines.
- Suspensions and exclusions are managed by the Principal and the Board of Trustees as per the guidelines set out by the Ministry of Education.

In all cases of stand-down, suspension or exclusion, formal written notification to parents and the Secretary of Education (with reasons for the action taken) in accordance with Part II and 35AA Education Act 1989 is to be arranged by the Principal.

7) SCHOOL HOURS / YEAR

1. The school will conform to the requirements of legislation in this area.
2. The school operating year will be 380 half days unless there has been reason for emergency closure.
3. Teaching staff are required to be at school for the length of time, prior to the arrival of their students, that it takes them to prepare their programme, their environment and themselves adequately.
4. All teachers are expected to be at school at 8.00 am and to remain after school until all necessary duties have been completed. (4.30 pm is considered to be the minimum requirement).
5. Teachers will also be responsible for playground duty and supervision as prescribed by the Principal.
6. The school will be open for instruction on each half day for at least two hours.
7. The school must be open for instruction on every weekday during the school term, the dates for which are prescribed by the Minister of Education. The number of half days prescribed is 380.

8) SCHOOL CLOSURE

1. In times of emergency the Principal will have the right to close the school for instruction.
2. Any such closure will be in accordance with MOE guidelines and procedures.
3. Parents/caregivers/BOT and the MOE will be informed immediately.
4. Services of appropriate trades' people will be sought immediately upon the closure of the school due to property malfunction.

9) COPYRIGHT

The school is to comply with the Copyright Act with respect to copyrighted material.

Guidelines

- All staff are to be informed of the Sections of the Copyright Act as they apply to educational institutions and of the conditions of any copyright licence to which the school subscribes.
- The school will take out such licences as it sees fit and will comply with the conditions described in these licences.
- Individual staff members will be personally liable for any breaches of the Copyright Act.
- General provisions of the Act will be displayed as they relate to educational institutions.
- Each year the Copyright licence will be renewed.

10) CREATIVE COMMONS

Under the Copyright Act 1994 (NZ) all resources created in performance of a staff member's role at Coastal Taranaki School becomes the property of the school/Board of Trustees.

Guidelines:

1. The Board of Trustees holds first ownership of copyright of works produced by the Board's employees in the course of their employment under section 21(2) of the Copyright Act 1994 (NZ).
2. The Principal has delegated the responsibility to
 - a. Apply by default a Creative Commons Attribution Licence to all teaching materials and policies in which the Board of Trustees of the school owns copyright.
 - b. Apply a Creative Commons Attribution licence to other copyright works, aside from those described in (2)
 - c. Transfer to the original creator the copyright in created works licensed by the school under a Creative Commons Attribution or Creative Commons Share-Alike licence
 - d. Ensure that all staff are aware of the terms of this policy and how it relates to teaching resources they develop in the course of their employment at the school
3. The Board of Trustees will not make any claim over the ownership of copyright works produced by students. The copyright to these works remains with the creator.
4. This policy and associated procedures only applies to copyright works, and not to any other forms of intellectual property.
5. The copyright for works produced by an employee other than in the course of their employment by the Board of Trustees of the school remains the property of that employee. Where this is unclear, the process for dispute resolution, outlined below, shall apply.

Resolution of disputed copyright ownership

Where the first ownership of copyright in a given work is disputed or unclear, the following process will apply:

1. In the first instance the dispute should be documented and presented to the school Principal.
2. If the dispute is still not resolved then the documentation should be presented to the Chair of the Board of Trustees.
3. If the dispute is still not resolved following 1) and 2), mediation with an appropriate authority will be undertaken.

NB: where appropriate the school's dispute procedures will be followed

Definitions

Creative Commons: An international non-profit that provides free open licences that copyright holders can use to share their work.

Teaching Materials: Copyright works produced by employees of the school for the purposes of teaching.

Review schedule: Triennially

11) PRIVACY

Purpose

The purpose of this policy is to promote and protect individual privacy with regard to:

- The collection and security of information relating to individuals.
- The use and disclosure of information relating to individuals.
- Access by each individual to information relating to that individual held by the school.

Guidelines

- A Privacy Officer, whose responsibility it will be to ensure the Board and Staff adhere to the principles contained in the Act in carrying out their respective duties and such responsibilities, will be appointed by the Principal on an annual basis. Such appointment will be advised to the Board, Staff and Students.
- Student and Staff files are kept in a secure location.
- After students and staff have left the school, their file is kept for seven years.
- Information from their files is available at their request.

12) BOARD OF TRUSTEES MEETINGS

1. Board meetings shall not exceed two (2) hours unless the Board has voted on and consensus gained to extend the meeting by a further 30 minutes.
2. Board meetings are open to the public, with copies of the agenda available, times and places of Board and committee meetings being published with reasonable notice.
3. A resolution or motion may be passed to exclude the public from the whole or part of the procedures of any meeting.
4. Bona fide reporters for any newspaper or news service are deemed to be members of the public and are entitled to attend any meeting or any part of a meeting for the purpose of reporting the proceedings for any newspaper or news service. They must withdraw with other members of the public when the Board goes into committee.
5. Minutes of meetings are available at the school's office.
6. Any member of the public may inspect the minutes of any meeting or part of any meeting of the Board (not being a meeting or part of a meeting from which the public were excluded) and may take notes from these minutes.
7. Any member of the public so inspecting any such matters who requests a copy of any part and tenders the prescribed amount (if any) shall be given a copy.
8. The Minute Secretary to the Board is required to take such precautions as may be necessary to ensure that no person inspecting any such minutes shall inspect or see the minutes of the part of the meeting from which the public was excluded.
9. When necessary the meeting will move into committee. Reasons for this might be:
 - a. to discuss matters possibly coming before the courts
 - b. to discuss matters pertaining to sensitive areas
 - c. individual student behaviour reports
 - d. appointment processes
 - e. staff management