



Board of Trustees Policy Manual

POLICY INTRODUCTION

The school will comply with all relevant Acts and regulations of New Zealand.

The policies of Bucklands Beach Primary School will comply with:

- The National Education Guidelines (NEGs)
- The National Administration Guidelines (NAGs)
- The School's Charter
- Relevant legislation
- The Collective and Individual Contracts of the employees of Bucklands Beach Primary School.

The policies are used by the Principal and staff in the carrying out of the day-to-day running of the school. Where appropriate, the policies set out the Board's expectations in relation for the operation of the school and the appropriate action of staff, students and visitors under its jurisdiction.

The policies will be reviewed on a schedule predetermined by the Board and also as required.

The procedures will comply with the school's policies.

The procedures will be regularly reviewed by Senior Leadership Team in conjunction with the Board of Trustees policy review cycle.

The policies and procedures are organised under the National Administration Guideline (NAGs) headings.

The policies are available at the school office and on the website. Parents will be made aware of the availability of the policies.

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Section A: Teaching and Learning (NAG 1 and 2A)

A1 TEACHING AND LEARNING

Policy

BBPS is committed to delivering programmes that fulfil the aims and objectives of the New Zealand Curriculum and enable students to become enthusiastic, future-focussed, highly competent learners.

Teaching and learning will focus on student progress and raising achievement.

Programmes will be challenging and engaging, will ensure breadth and depth of learning and will enable students to achieve success.

Priority will be given to literacy and numeracy within a broad and enriched curriculum, and to MOE priorities.

Programmes will be differentiated to meet the needs, abilities and interests of the students.

The primary purpose of assessment will be to improve student learning and the quality of teaching and learning programmes.

The school will provide, and students will be encouraged to participate in, a diverse range of activities outside the classroom.

A2 REPORTING TO PARENTS

Policy

The school is committed to:

- building partnerships with parents, guardians and caregivers to support student progress and achievement
- providing quality and timely information to parents, guardians or care givers in relation to the effort, progress and achievement against the National Standards of their children.

A3 SPECIAL NEEDS AND ABILITIES

Policy

The school is committed to an inclusive culture and endeavours to meet the physical, social, emotional and learning needs of all students.

BBPS will identify students with special needs and special abilities and offer a range of different forms of support to meet those needs and abilities.

A4 TREATY OF WAITANGI

Policy

The school will fulfil the aims of Te Tiriti o Waitangi by:

- Encouraging pride in and respect for the unique bi-cultural heritage of NZ; and
- Integrating knowledge and understanding of the Treaty of Waitangi and te reo me ona tikanga (Maori language and customs) into classroom practices and special programmes.

A5 ELL

Policy

Provide students for whom English is not their first language a high quality English language support programme to allow the students to participate effectively and productively as well-rounded members of the Bucklands Beach Primary School community.

A6 EDUCATION OUTSIDE THE CLASSROOM (EOTC)

Policy

The Board recognises the value to the intellectual, social, emotional and physical development of students in providing curriculum-based learning experiences beyond the environs of the school. All EOTC will be delivered so that the safety of the students remains paramount and in accordance with the school's procedures, which are consistent with legal and best practice requirements for health and safety in EOTC.

A7 ADULT SUPPORT FOR TEACHING AND LEARNING PROGRAMMES (e.g. Teacher Aides, volunteers assisting in classrooms and EOTC activities)

Policy

All adults will be made aware of and will comply with the school's expectations, policies and procedures in relation to the supervision of students and act in a professional and socially responsible way when supervising and interacting with students.

Section B: Planning and Self Review (NAG 2, NAG 2A, NAG 6)

B1 STRATEGIC PLANNING

Policy

The Board of Trustees, in conjunction with the Principal, will develop and implement a four-year Strategic Plan and in its development will follow the consultation process outlined in the Governance Manual.

B2 REPORTING TO THE BOARD OF TRUSTEES

Policy

The Principal will present a written report for each monthly meeting of the Board of Trustees following the guidelines in the Governance Manual.

B3 SELF REVIEW

Policy

The Board, in conjunction with the Principal and teaching staff, will maintain an ongoing programme of robust self review to ensure that policies, plans and programmes are giving best effect to the National Education Guidelines.

B4 ENROLMENT

Policy

The enrolment of students at the school will be in accordance with the current enrolment scheme.

Section C: Personnel (NAG 3)

C1 LEAVE OF ABSENCE

Policy

Leave will be granted subject to the conditions set out in the relevant employment contract(s).

C2 EQUAL EMPLOYMENT OPPORTUNITIES

Policy

The Board is committed to ensuring that all personnel activities are conducted in a manner whereby all people have equality of employment opportunities.

C3 STAFF APPOINTMENTS

Policy

The Board is committed to employing the best person suited to the position.

The Board will abide by 'good employer principles' when making an appointment according to:

- State Sector Amendment Act 1989 s77A 2© - 2 (h)
- Human Rights Act 1993
- Privacy Act 1993
- The school's EEO Policy
- Employment Relations Act 2000
- The current collective agreements covering staff at the school

The Board is responsible for the appointment of the Principal and Deputy Principal.

The Board delegates its authority to the Principal to make all other appointments.

C4 PERFORMANCE MANAGEMENT

C4.1 Performance review

Policy

The Board of Trustees requires the performance of all staff to be reviewed annually. The process will ensure:

- accountability for effective performance
- ongoing personal and professional growth and development
- student well-being and success in their learning

C4.2 Principal's Performance Review

Policy

The Principal will have a Performance Review on an annual cycle to ensure:

- accountability for effective leadership and management and the delivery of quality teaching and learning in the school;
- the ongoing personal and professional growth and development of the Principal.

At least once every three years, the Principal's appraisal will be conducted by an external appraiser, mutually acceptable to the Principal and the Board.

C4.3 Staff Competency

Policy

The Board delegates authority to the Principal to initiate competency and disciplinary procedures as outlined in the delegation schedule in the Governance Manual.

C5 PROFESSIONAL DEVELOPMENT

C5.1 Professional Development

Policy

The Board is committed to funding a professional development programme that supports the achievement of the school's strategic and annual planning, student achievement targets and evidence-based, best practice.

C5.2 Classroom Release Time

Policy

The school will provide appropriate CRT as prescribed in the Primary Teachers' Collective Employment Agreement. The intent of classroom release time is to address teacher workload while maximising benefits for student learning.

The use of classroom release time will be professionally useful for our school's teaching and learning programmes, the teacher's professional growth and the learning needs of the students.

C6 UNIT ALLOCATION

Policy

The school will comply with the unit allocation requirements outlined in the Primary Teachers' Collective Employment Agreement and take into account the 'Unit Allocation Guidelines' document (2010).

The management and leadership needs of the school will be enhanced by effective allocation of units for reward, retention & responsibility.

Unit allocation decision making is delegated to the Principal.

Section D: Health, Safety and Student Well Being (NAG 5)

D1 HEALTH AND SAFETY

D1.1 Safe & Healthy Learning Environment

Policy

The Board and Senior Leadership Team will take all practical steps to ensure that a safe and healthy learning and working environment is established and maintained in the School.

D1.2 Animals at School

Policy

Any animals in school during school hours must be for specific curriculum or learning related experiences.

D2 STUDENT WELL BEING

D2.1 Student Management

Policy

The School will be proactive in supporting students to develop self-discipline, self management and learn positive and respectful relationships.

D2.2 Child Abuse

Policy

Our vision states that as a community we care for self and others and make good choices.

1. All people should be treated with dignity and respect and have the right to have their needs met in a safe, secure environment.
2. Abuse and harassment in any form is not acceptable and we promote the elimination of such behaviour in the school community. The school environment will provide for the physical and emotional wellbeing of students.

Anti Bullying

Policy

BBPS is committed to providing a safe, caring and inclusive environment, free from harassment, in which effective teaching and learning can take place. We have zero tolerance of all bullying behaviours including verbal, physical, emotional, cyber bullying. All instances of alleged bullying will be taken seriously and followed up.

D2.3 Traumatic Events

Policy

All traumatic events are handled in a comprehensive and sensitive manner.

D2.4 Search and Seizure in Respect of a Student

Policy

Search and seizure may be carried out where there is reasonable belief that the student has stolen property, has illegal substances or weapons in their belongings or on their person, or to uncover any matter reasonably believed to be a threat to the student's learning and/or the maintenance of a safe educational environment.

D2.5 Access to Students

Policy

The provision of information about a student is subject to the need to preserve the student's privacy in terms of the Privacy Act 1993.

The school endeavours to abide by any court orders given to it relating to access of parents to their children & to information about their children.

Situations where there is no formal access arrangement will be dealt with on a case by case basis.

D3 COMMUNICATION AND COMPLAINTS

D3.1 Communication

Policy

The school welcomes parents and caregivers to have contact with the school as it is recognised that when teachers and parents work in partnership there are benefits to student learning and well-being.

D3.2 The PTA

Policy

The Board recognises the role an active and supportive PTA can play in engaging parents and the wider school community in the life of the school and in enhancing opportunities for students. The Board will liaise with and offer appropriate support to ensure the two groups work together for the good of the school and the students.

D3.3 Complaints

Policy

The school will ensure that all concerns and complaints are dealt with appropriately and in accordance with legislation, relevant employment agreements, the school's codes of conduct and procedures.

The complaints procedures will be readily accessible to parents.

D4 ATTENDANCE

Policy

All students are expected to attend school during normal school hours. Trends in student attendance will be carefully monitored and addressed as required.

D5 CIVIL EMERGENCY

Policy

The school will respond to emergencies of local or national basis in order to maximise the safety of students, staff and other occupants and to limit damage to property.

D6 INTERNATIONAL STUDENTS

Policy

International students may be accepted for enrolment, at the discretion of the Principal. The school values the contribution International students make to the learning community.

The School will abide by the conditions laid down in the Code of Practice for the Pastoral Care of International Students.

Fees for International Foreign students will be set by the Board on an annual basis.

D7 UNIFORM

Policy

The school uniform will be worn correctly and in a clean and tidy manner at all times.

SECTION E: FINANCES AND PROPERTY (NAG 4)

E1.1 Finance

Policy

The Board shall ensure that appropriate financial management of the school occurs and that it complies with the Public Finance Act 1989 and the Education Act 1989.

Annual budgets will be prepared for all known financial activities of the school, both curricular and non-curricular, reflecting sources of finance and planned expenditure and approved for the start of the school year.

Once approved by the Board of Trustees, implementation of the budget is delegated to the Principal. Expenditure additional to the original budget allocations require further approval by the Board of Trustees.

Approval for school-based fundraising may be delegated to the Principal by the Board of Trustees.

The Board will meet the requirements of the school's appointed auditors as a minimum standard of financial control and reporting.

E1.2 School Credit Card

Policy

The school Principal will hold a credit card on behalf of the school. The Board will approve the spending limit and all expenditure assigned to the card, will be approved by the Board Treasurer.

E1.3 Internal Control

Policy

Management of the school's financial system will be in accordance with the school's financial procedures.

E1.4 Fees and Donations

Policy

The Board will review and approve school donations on an annual basis.

E1.5 Purchasing of Services and Supplies

Policy

All purchases of services and supplies must be authorised in accordance with written procedures.

E2 PROPERTY

Policy

The Board will manage allocated property funding to maintain and enhance the school buildings and grounds in order to provide a safe, healthy and attractive environment that maximizes teaching and learning and reflects the school's priorities and values.

The school will maintain an up to date asset register and have systems and procedures in place to keep its assets secure.

The school will keep in place current insurance as required to ensure insurable risks are covered in accordance with common practice. Replacement cover should be maintained where this is deemed financially justifiable.