

Papatoetoe East Primary School

'Our Place'



Policy Statements 2019

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Introduction

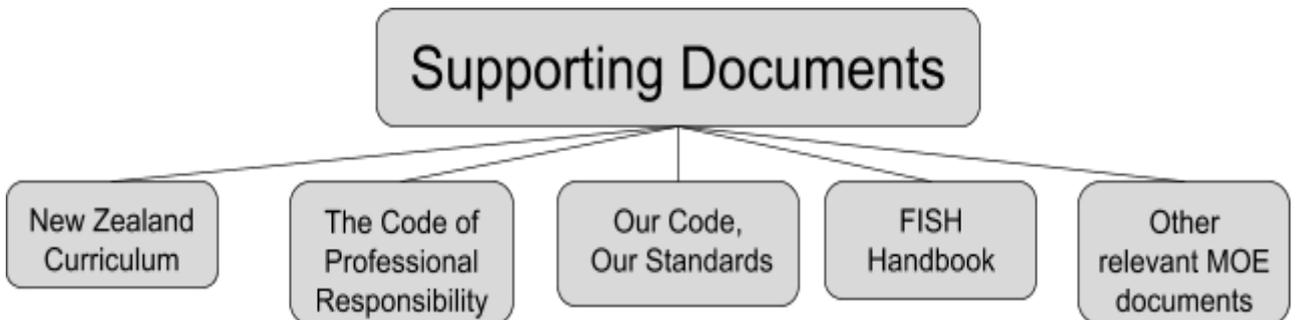
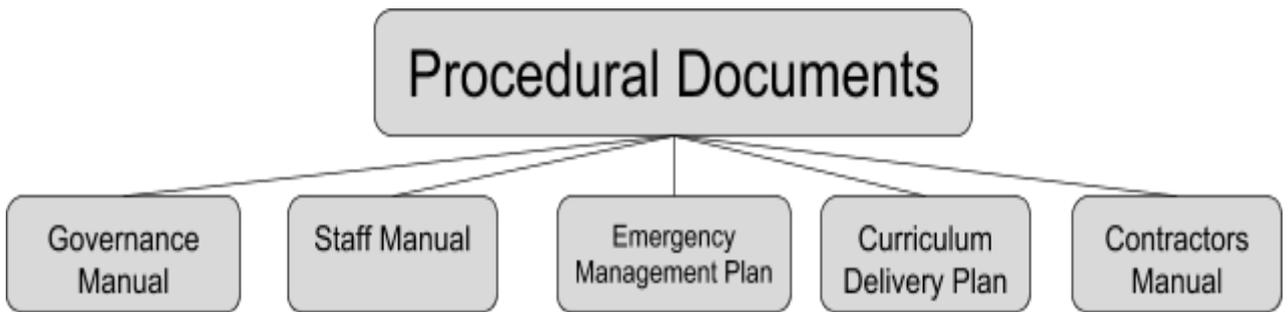
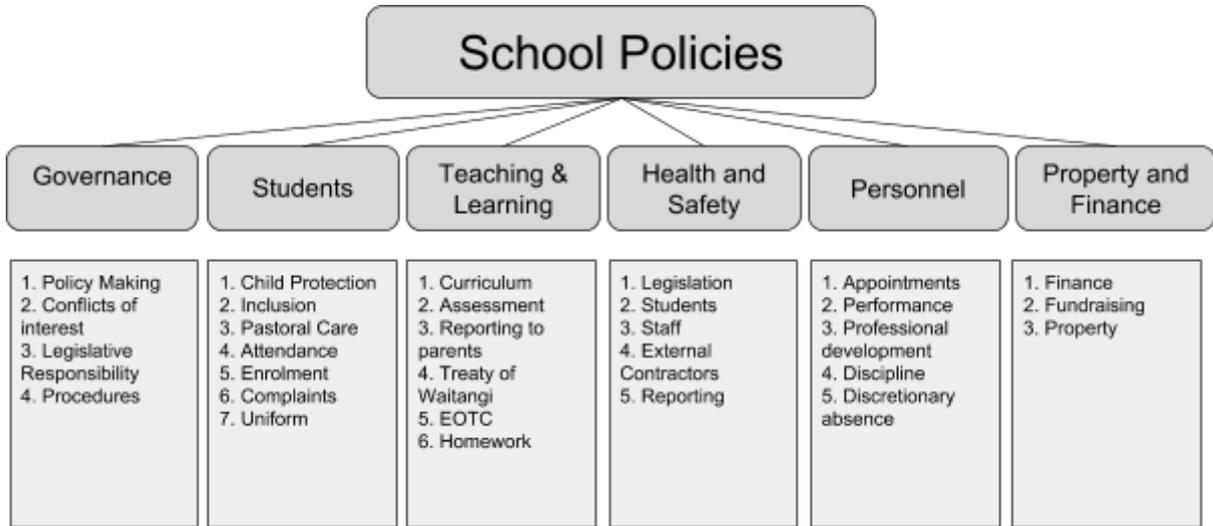
This booklet outlines the policy directives of the Papatoetoe East Primary Board of Trustees. These statements are designed to be succinct and provide guidance to the school's leadership team who keep up to date procedures that are inline with these policies.

Key procedural documents that support these policies are:

- Papatoetoe East Primary School Charter
- Papatoetoe East Primary Governance Manual
- Papatoetoe East Primary Staff Manual
- Papatoetoe East Primary Curriculum Delivery Plan
- Papatoetoe East Emergency Management Plan

Each year the Papatoetoe East Board of Trustees read, discuss, review and adopt this policy manual at the first board meeting of the year. The school's procedural documents, listed above, are reviewed by the school policy sub-committee and discussed at the same meeting.

PAPATOETOE EAST PRIMARY POLICY FRAMEWORK



1. GOVERNANCE POLICIES

Rational: All schools in New Zealand are governed by a school board of trustees. Trustees play an integral role in the strategic leadership of the school. The actions and conduct of all trustees at Papatoetoe East Primary should be in line with Education Act 1989 and serve the betterment of the students.

1.1 Policy Making

Policy statements shall be consistent and formulated with an outcome in mind. All policies will be reviewed annually by the Policy sub-committee of the Board of Trustees. Review of new policies shall include examination of existing policy.

1.2 Conflict of Interest

The Board defines a conflict of interest as a situation where an individual has a duty to more than one person or organisation and cannot remain impartial. Board members should be aware of any conflicts of interest that involve them directly and be open with the rest of the board about these.

Where a conflict of interest exists members of The Board of Trustees and school staff shall declare the conflict of interest and, where appropriate, remove themselves from either a debate or a decision making process.

1.3 Legislative Responsibility

The Board will comply with all relevant legislation pertaining to schools. The board have a collective responsibility to stay updated with changes to legislative expectations.

1.4 Procedures

The Board will update the Papatoetoe East Board of Trustees Manuel annually. This will be approved at the first meeting of the year and adopted as a guiding document for school governance.

Signed:

Principal

Date: _____

Board Chairperson

Date: _____

2. TEACHING & LEARNING POLICIES

Rational: Teaching and learning is the key mandate of all schools in New Zealand. Providing a quality learning experience for all students is paramount. Empowering teachers to provide this is a core goal of the school.

2.1 Curriculum

The Board aims to provide a relevant curricular and extra-curricular program which stimulates enthusiasm for learning in its students. Learning at Papatoetoe East Primary will be broad and ensure students are covering a range of topics and developing a variety of skills in line with the New Zealand Curriculum.

Guidelines for teaching and learning will be outlined in the Curriculum Delivery Plan. In order to ensure relevancy and outcomes a regular review process shall be carried out and this document will be updated annually.

2.2 Assessment

The Board requires that information gathered during school-based assessment is used to improve student learning and the quality of the learning programmes.

2.3 Reporting to Parents

Progress will be reported to parents in a way that is constructive and endeavours to promote an understanding of, and confidence in, what is happening in their child's learning and development.

2.4 Treaty of Waitangi

The students of Papatoetoe East Primary will be given equitable opportunities on the basis that biculturalism is a first step towards understanding multiculturalism. Recognition should be given bicultural cultural heritage and history.

The school will encourage our students to understand and take pride in our Maori heritage and will develop programmes to enhance the student's knowledge and appreciation of Maori culture and language.

2.5 Education Outside the Classroom

Students' education will be enhanced by opportunities to learn outside the classroom. Safety will be the paramount consideration when undertaking EOTC activities.

2.6 Homework

Papatoetoe East Primary School has a zero homework policy. Teachers should not expect students to complete any essential learning tasks at home.

Signed:

Principal

Date: _____

Board Chairperson

Date: _____

3. STUDENT POLICIES

Rational: The BOT and staff of Papatoetoe East Primary have an obligation to provide guidelines to students and their families to ensure a safe, inclusive and effective learning environment.

3.1 Child Protection

The school is committed to protecting child well-being in every way possible. The school will take all practical steps to provide students a safe environment in and around the school and during EOTC. There is always a mandate to provide an environment that is absolutely free from physical, emotional, verbal or sexual abuse. We recognise the rights of family/whānau to participate in the decision-making about their children. The school will take seriously its commitment to ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect and are able to take appropriate action in response. We will always comply with relevant legislative responsibilities. We are committed to promote a culture where staff feel confident that they can constructively challenge poor practice or raise issues of concern without fear of reprisal.

3.2 Inclusion

Papatoetoe East Primary is an inclusive environment. All members of the school community (staff and students) are entitled to equitably participate in school life.

3.3 Pastoral

Papatoetoe East Primary will have clear, consistent and well-communicated rules that all members of the school community abide by.

3.4 Attendance

Attendance is monitored closely and appropriate steps are taken to maximise participation in learning at school.

3.5 Enrolment:

The enrolment of students at Papatoetoe East Primary will be in accordance with the current enrolment scheme. The school will ensure students are at an appropriate age for this level of the New Zealand education system.

3.6 Complaints

The school will deal with any complaints quickly, fairly and according to a consistent process.

3.7 Uniform:

The school has a uniform in order to maintain high standards of presentation. Students will be required to wear the uniform in accordance with the school uniform code.

Signed:

Principal

Date: _____

Board Chairperson

Date: _____

4. HEALTH AND SAFETY POLICIES

Rational: Ensuring that Papatoetoe East Primary School is a physically and emotionally safe environment is a key function of the BOT and school management. There are a number of specific legislative directives that schools must follow and in order to do this there needs to be clear health and safety policy guidelines in place.

4.1 Legislation

The board of trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

4.2 Students

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices. Students are also encouraged to:

- follow all instructions, rules and procedures while in the school grounds
- report all injuries, incidents and near misses to their teacher or other staff members
- wear protective clothing and equipment as and when required to minimise your exposure to hazards while learning

4.3 Staff

The board of trustees is committed to providing and maintaining a safe and healthy workplace for all workers through:

- making health and safety a key part of our role
- working with our workers to improve the health and safety system at our school
- doing everything reasonably possible to remove or reduce the risk of injury or illness
- making sure all incidents, injuries and near misses are recorded in the appropriate place
- investigating incidents, near misses and reducing the likelihood of them happening again
- having emergency plans and procedures in place
- training everyone about hazards and risks so everyone can work safely
- providing appropriate induction, training and supervision for all new and existing workers
- helping workers who were injured or ill return to work safely
- making sure contractors and sub-contractors working at the school operate in a safe manner.

4.4 External Contractors

All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in improving health and safety systems at work
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all injuries, incidents and near misses
- helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist
- reporting any health and safety concerns or issues through the reporting system
- keeping the workplace tidy to minimise the risk of any trips and falls

- wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards.

Signed:

Principal

Date: _____

Board Chairperson

Date: _____

5. PERSONNEL POLICIES

Rational: The Board of Trustees of Papatoetoe East Primary has a responsibility to provide a quality working environment that is based on professional equity and excellence.

5.1 Appointments

The Board of Trustees will endeavor to be a good employer and will appoint the most suitable applicant for each position. The Board of Trustees will oversee the appointment of the Principal. All other appointments will be delegated to the Principal.

5.2 Performance and Development

The Board commits to ensuring effective work performance through annual monitoring and evaluation of every employee's performance in his/her job, encouraging further development and recognising achievement.

The Board of Trustees expects individual staff members to engage in professional development in order to enhance their practice. The Board will provide appropriate support and is committed to providing quality professional learning.

The Board will provide an advice and guidance program to assist provisionally registered teachers to obtain full registration.

The Board recognises the value of leadership through the effective allocation of additional funds that reflect levels of responsibility and initiative.

5.3 Discipline

The Board expects its staff to abide by The Code of Professional Responsibility and will address concerns according to the relevant collective or individual employment agreements.

5.4 Discretionary Absence

The Board will ensure staff are treated uniformly and legally when applying for leave of absence and that the school as a whole is not disadvantaged. Applications will be approved or declined on a case-by-case basis. Leave of less than 5 school days is at the discretion of the Principal. Any leave of more than 5 working days must be approved by the Board of Trustees.

5.5 Remuneration

All staff will be remunerated in accordance with the relevant collective agreements. If staff are not union members their pay will still follow the guidelines laid out within those agreements.

5.6 Vetting

Safety checking will be carried out in accordance with the Vulnerable Children Act 2014 for all staff not registered as teachers with the New Zealand Education Council. This will include: a police vet; identity verification; references and an interview. A work history will be sought and previous employers will be contacted. If there is any suspicion that an applicant might pose a risk to a child, that applicant will not be employed.

5.7 Protected Disclosures

If on reasonable grounds staff members believe they have information that a serious wrongdoing is occurring (or may occur) within the school and they wish to disclose that information so it can be investigated, they can make a protected disclosure to the Principal. This can be done verbally or in writing. They should identify that the disclosure is being made under the Protected Disclosure Act and is following Board procedure, provide detail of the complaint (disclosure), and whom the

complaint is against. If they believe that the Principal is involved in the wrongdoing, or has an association with the person committing the wrongdoing that would make it inappropriate to make disclosure to the Principal, then they can make the disclosure to the Chairperson of the Board of Trustees or any other school trustee. It is then up to the school board to decide who they disclose to, to decide if the disclosure constitutes a serious wrongdoing, and if the allegations may need further investigating.

Signed:

Principal

Board Chairperson

Date:_____

Date:_____

6. PROPERTY AND FINANCE POLICIES

Rational: New Zealand schools are entrusted with considerable financial resources including buildings, other property related capital items, and government funds. Managing these items with maximum efficacy for all stakeholders is seen as integral to the efficient functioning of Papatoetoe East Primary.

6.1 Emergencies & Crisis Management

The School shall provide educational instruction to ensure that all staff and students are aware of and are properly trained, to follow the emergency procedures outlined in our Emergency Plan.

6.2 Finance

The Board shall ensure that the School follows generally accepted accounting practices in its management of school finances. The school will maintain a healthy deposit of working capital to ensure that there is a contingency for unexpected circumstances.

Three quotes will be obtained for all purchases using board funds that are above \$5000.

The school will have a credit card procedure that is approved annually by the Board of Trustees.

6.3 Fundraising

The Board recognises the value of fundraising and philanthropic activities within the school community. It requires that all fundraising activities be approved by the Principal.

6.4 Property

Our school facilities will be maintained in a safe, functional and attractive state and will be accessible to the community.

6.5 Fraud Protection

The Board accepts that it has a responsibility to protect the physical and financial resources of the School. The Board has agreed that through its Chief Executive, the Principal, the School has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the School or who are service recipients of the School. The Board accepts that any investigation into any theft or fraudulent actions will be conducted in a manner that conforms to the principles of natural justice and is procedurally just and fair. The Board therefore requires the Principal to establish systems and procedures to guard against the actions of theft and fraud.

Credit Card

The school will have credit cards issued to three staff: The Principal, the Deputy Principal, and the Office Manager. The Principal will oversee all expenditure to ensure that expenses are reasonable and effectively documented. The Board Chairperson will check the Principal's credit card statement each month.

Signed:

Principal

Date: _____

Board Chairperson

Date: _____

