



# Cannington School

## Administration Policy 2018

## **ADMINISTRATION POLICY**

Cannington School complies with all general administration requirements.

In order to meet these requirements:-

### **The Board of Trustees will develop and implement:**

1. School Charter (Office)
2. Procedures to ensure the Board of Trustees is properly elected and constituted)(Office)
3. Procedures to ensure Board meetings are run properly –
4. An ongoing programme of BOT operational review to School Plan document (Charter/Office)
5. An ongoing programme of policy/procedure review to School Plan (Charter/Office)

### **The Principal and Staff (Management) will develop and implement:**

1. Student achievement Annual Planning (Charter)
2. Attendance registers procedure (Electronic Registers)
3. Procedures for stand-down and expulsion – refer health and safety behavior management procedure
4. Procedures for community partnership activity
5. Treaty of Waitangi procedure
6. Length of school day (Information booklet-term calendar)
7. Length of school year(Information booklet-term calendar)
8. Introductory school visit procedure
9. Religious instruction procedure
10. Puberty education procedure

Through the development and implementation of sound administrative practice, Cannington School ensures all legal administrative requirements are met.

Policy review date:\_\_\_\_\_

Next review date:\_\_\_\_\_

Signed:\_\_\_\_\_

## **ATTENDANCE REGISTERS PROCEDURE**

### **School requirements for the completion of attendance registers:-**

#### ***Preamble:***

Registers of daily attendance are official documents. These registers are required to be kept accurately and therefore all entries must be clear and correct. The following are to be completed without exception by all classroom teachers. Most of the following requirements are essential by law to be completed, and are consequently not negotiable. All other procedures are expected to be followed, to ensure school uniformity. These are not negotiable on an individual basis, though changes may be negotiated on a whole school basis.

### **Procedures for completing Attendance Registers at Cannington School:-**

1. Using SMS (MUSAC) electronic registers
2. Register is to be filled out morning and afternoon and saved on completion.
3. Secretary will add correct coding for justified absences. Refer coding sheet.
4. The secretary will undertake a weekly print out of registers.
5. When a student has been absent for twenty consecutive days this should also be recorded in the remarks column unless the school has been notified that the absence is only temporary.
6. Students attending a 'health camp' are to be retained on the register. The student is to be marked 'present' for the duration of the time s/he is at the health camp. Note in the 'remarks' column the length of time the student was at the camp.
7. Students who are suspended or stood down should be marked absent and a note made in the 'remarks' column. In the case of a student's suspension being continued or a student being excluded, the principal will direct what recording is to be noted.
8. The principal is to be notified of regular absences-If a child is absent and the school has not been notified a phone call by secretary will be made to the home, if possible.

## **CLASSROOM RELEASE TIME PROCEDURE**

### **RATIONALE:**

These procedures relate to the one hour per week release time provided through the staffing provisions.

The intent of Classroom Release Time is to address teacher workload while maximising benefits for student learning.

### **PURPOSES:**

Classroom Release Time will be used for the purposes and the ways listed in the guidelines, to support the school's teaching and learning programmes, teacher's professional growth and the learning needs of the students.

### **GUIDELINES:**

All Classroom Release Time will be negotiated prior to the term it will be taken.

All Classroom Release Time will be taken as one of the following options:

- *Option 1:* 1 day twice a term
- *Option 2:* 2 consecutive days

Classroom Release Time may be used for the following;-

- Planning and preparation
  - Observation
  - Professional reading or research
  - curriculum responsibility
  - assessment and reporting
  - any other use agreed to between the teacher and the principal
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- Teachers using Classroom Release Time will be at school or another education site (another school, College of Education, venue for professional development) or by negotiation with Principal.
  - The school will make sure there is a reliever for the release time. However, if due to unforeseen circumstances there is a problem providing a release teacher, then the class teacher is expected to be in the class that day. A new release time will be negotiated as soon as possible.

## **COMMUNITY PARTNERSHIP AND CONSULTATION PROCEDURE**

1. Communication by regular newsletters and end of term newsletters
2. At the end of the financial year an annual report, consistent with the Government Annual Reporting Guidelines and a financial statement, duly audited, shall be tabled and made available for public scrutiny at the school's office or at any other appropriate local places.
3. Consult the community regarding policy development.
4. The monthly meeting of the Board of Trustees shall be open to the public and parents shall be encouraged to attend.
5. A copy of the charter containing the goals which have been prepared by the Board of Trustees prior to each financial year shall be tabled, copies being available at the school's office and ~other appropriate places.
6. The Board of Trustees shall consult with the community concerning the School Charter and any necessary review of the Charter.
7. Parents will be encouraged to participate in all school activities. School has an open door policy but parents are asked to respect the rights of children and teacher's individual classrooms. Parents may need to approach teachers to arrange suitable times for visits.
8. An annual plan will be tabled. Copies of this plan will be available to the community via the school office.
9. To ensure that when appropriate, decisions are made which fairly reflect the wishes of the community.
10. Where appropriate consultation will be documented for future reference.
11. Confidentiality will be maintained throughout all stages of consultation.

## **TREATY OF WAITANGI PROCEDURE**

1. The Board of Trustees will involve the local Maori community to gain an insight into particular needs and values. This can be done by consultation, parent involvement, inviting Maori board membership and leadership.
2. The Board of Trustees will provide opportunities for student to learn in and about Te Reo and Tikanga.
3. School programmes will incorporate the values and knowledge of the Maori and in particular local Maori knowledge.
4. The school will provide cultural experiences and recognise Maori needs with Marae visits, consultation, parental involvement, and use of Maori resources in the community, where applicable.
5. Staff development should include Te Reo Maori, Tikanga Maori and cultural sensitivity.
6. The school will provide a welcoming atmosphere for all parents and children by reflecting all cultures.

## **FOUR YEAR OLD INTRODUCTORY SCHOOL VISITS PROCEDURE**

1. To ensure that pre-schoolers are introduced to some of the routine and expectations of school life.
2. During the four weeks prior to the child turning five years old, they may attend morning sessions of school by prior agreement with the class teacher. This will happen prior to holidays if necessary.

## **RELIGIOUS INSTRUCTION IN SCHOOL PROCEDURE**

1. To ensure that religious instruction is available to those families who wish their children to be involved.
2. Curriculum to be from Combined Churches Education Committee.
3. Teachers to be approved by the Board of Trustees.
4. Time of instruction to be set by the Board of Trustees and monitored by the Principal.
5. Any parent has the right to withdraw their child from the programme without question.
6. Community consultation is undertaken on a three yearly cycle on the implementation of this instruction.

## **SEXUALITY EDUCATION IN SCHOOL PROCEDURE**

1. To ensure that puberty instruction is available to those families who wish their children to be involved.
2. Consult parents prior to sexuality education taking place
3. Any parent has the right to withdraw their child from the programme without question.
4. Policy to be reviewed every two years.

Policy Review date: \_\_\_\_\_

Next review date: \_\_\_\_\_

Signed: \_\_\_\_\_

## **ENROLMENT PROCEDURE**

1. On enrolment, when a child reaches 5 years of age, the child's birth certificate must be sighted by schools staff and for children born overseas a photocopy of the birth certificate is to be kept at school. All Children will be entered on to ENROL
2. It is illegal to enroll a child before he/she reaches 5 years of age.
3. The Education Act 1989 requires the enrolment of students at a registered school beginning on the child's sixth birthday.
4. Before a child reaches the age of 5 years, pre-school visits will be arranged with the new entrant teacher.
5. Any child is entitled to be enrolled with the exception of a child who has been indefinitely suspended from another school. In this case the Board of Trustees will meet and consider factors pertaining to the individual case, and either accept or decline the enrolment.
6. If a parent wishes to enroll a child with physical disabilities, it may be necessary to obtain appropriate resources from the Ministry of Education to accommodate the child before he/she can be enrolled.
7. An enrolment form must be completed and handed in to the school secretary.
8. Immunization certificate should be sighted for new enrolments.
9. Computer and Internet Use Contract (Internet Safety Procedure: Health and Safety) to be signed by parents/guardians along with generic RAM form (swimming etc



## School Uniform Guidelines

### **Guidelines –**

Parents are required to undertake responsibility for ensuring that their child/ren is/are provided with, and wear the prescribed uniform, as outlined in the school uniform schedule.

### **SunSAFE Policy –**

Cannington School has a SunSAFE Policy and pupils are required to wear a Cannington School sun hat or cap when outside during terms One and Four. School hats are available for purchase from the School Office. We have a “**NO CANNINGTON SCHOOL HAT NO PLAY**” policy in terms One and Four.

### **Bus Vests -**

All children are issued with bus vest and are to be worn on all bus trips.

### **Logos/Branding –**

The only logo/branding to appear on any school uniform item is “Cannington School”

**Our students are encouraged, together with the support of the Cannington School Board of Trustees, in conjunction with parents and the wider school community, to wear and adopt the prescribed School Uniform. Please don't ask teachers to make exceptions.**

### SCHOOL UNIFORM SCHEDULE Boys and Girls

- Navy short sleeve polo shirt with Cannington School print
  - Navy Polar Fleece with Cannington School print
  - Cannington School sun hat
  - Navy poly/cotton rugby knit shorts and/or
  - Navy tracksuit pants
  - Navy, Black or White thermal top
  - Sports shoes for school outings
  - Navy beanie with Cannington School print
  - Navy skort
  - Navy tights
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- The polo shirt, polar fleece, sunhat and beanie can be purchased through the school office

### **JEWELLERY AND ACCESSORIES:**

**Jewellery** – Due to safety and health factors, the only jewellery that can be worn at school are:

- Medic Alert bracelets;
- Watches;
- Earrings – studs or sleepers only.

No make-up, nail polish, bracelets or other accessories are to be worn at school.

**Accessories** – All long hair must be neatly tied up, using plain hair ties and clips.

This is also a health issue as it helps prevent the spread of head lice.

Blue, Green or Yellow ribbons or hair bands are preferred

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*Please Note - From time to time the school may make exceptions e.g. for crazy hair days, class treats etc. The school may also allow the wearing of such items as friendship bracelets or All Black bracelets produced specifically for fundraising or some other activity. If these items have been endorsed/approved by the school then students will be able to wear them only for the period specified. This will be communicated to parents and students via the school newsletter.*

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## **SCHOOL UNIFORM POLICY and GUIDELINES**

### **PURPOSE**

- To promote a sense of pride, responsibility and identity within the school and our wider community.
- To provide all pupils with standards for appropriate, practical and economical school clothing.
- To encourage school pride and sense of identity.

### **OBJECTIVES**

- The prescribed school uniform is to be worn as outlined in the school uniform schedule.
- Parents are required to undertake responsibility for ensuring that their child/ren are provided with, and wear the prescribed school uniform and that the uniform is kept in a clean and presentable condition.
- The staff of Cannington School will take responsible steps to ensure all pupils wear the prescribed school uniform.

### **POLICY REVIEW**

- This policy will be reviewed in accordance with the board's programme of self-review
- The review will be in the form of a survey, using the objectives listed above as the criteria for determining the effectiveness of the policy in action
- The board will make the review report available to parents and staff