

TREATY OF WAITANGI

GUIDELINES

- 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.
- The Board of Trustees will provide opportunities for student to learn in and about Te Reo and Tikanga.
- School programmes will incorporate the values and knowledge of the Maori and in particular local Maori knowledge.
- The school will provide cultural experiences and recognise Maori needs with Marae visits, consultation, parental involvement, and use of Maori resources in the community.
- Staff development should include Te Reo Maori, Tikanga Maori and cultural sensitivity.
- Through assessment, information and analysis, the Board of Trustees will gain a realistic perspective of the achievement of Maori within the school and therefore, will be able to implement programmes as required to allow the Maori students to realise their potential and talents.
- The school will provide a welcoming atmosphere for all parents and children by reflecting all cultures.

REVIEW

These guidelines are on a triennial review cycle.

Adopted at BOT meeting on:	Next review date:
Signed (Board Chairperson).....	Signed (Principal).....

ATTENDANCE RECORD-KEEPING PROCEDURES

RATIONALE

The Education (School Attendance) Regulations 1951 place a legal requirement on schools to keep an admission register and a register of daily attendance for all students attending school. This allows the school to manage its obligation to parents to monitor the attendance and absence of students who are in their care. It also provides assurance that students are attending school and those who are absent are being followed up.

Admission registers:

- provide the school with an archived history of students who have attended the school which cannot be destroyed until authorised by the Minister of Education.

The register of daily attendance:

- can be used as evidence in any proceedings under the Education Act 1989 such as for irregular attendance of a student under section 29 of the Act;
- is a legal document and the basis of the financial system from which funding is derived, and it is essential that the attendance registers are a permanent and accurate record of attendance;
- must be in a form approved by Secretary for Education; and
- at present, Henderson North School uses the approved form (E19/1), which is a manual, paper register which must be used unless the Secretary has given the school approval to use an alternative register, such as a computerized attendance system.

Because in the event of an emergency, the school must have the ability to immediately identify which students are actually at school, this policy is to be read in conjunction with relevant procedures for dealing with emergencies.

PURPOSE

These procedures will provide guidelines as the minimum standards for record keeping and best practice around attendance of students at Henderson North School.

GUIDELINES

Directions for teachers when completing the official register of attendance:

- only children who have reached the age of five are to be entered in the register;
- when entering the student's name, write the surname first in alphabetical order;
- boys are to be entered first, leaving space for subsequent enrolments;
- for classes with different year levels enter the lowest year level first – boys then girls;
- in the columns for 'age' and 'time since entering school', enter the number of completed years and months as at 1 January (optional);
- in the column headed 'classification', enter the year level of the student;
- at the head of the attendance column, under the heading 'week', enter the dates (day and month) on which the school week begins and ends;
- if a student is admitted to the class after the beginning of the term, note the fact in the column for 'remarks' and state the date of the student's first attendance;
- in the same way, when a student is removed from the school roll note this in the 'remarks' column and state the last date of attendance;
- the attendance of students is to be recorded every morning and afternoon in the register of daily attendance;
- mark the attendance (in blue ink or ball-point pen) in the morning and afternoon with a diagonal cross – one stroke in the morning, another in the afternoon to make a clear X;
- if student is authorized to go on school trips, camps or sporting events, he or she shall be marked as present on that day;
- students who attend health camp shall be marked present for the duration of the time he/she is at the health camp, with a note in the 'remarks' column to show the length of time he/she was at the camp;
- the letter '**a**' should be entered in red ink or ball-point pen to indicate 'absent' – morning absence to be entered as **a/**, afternoon absence as **/a** and a whole day's absence as **a/a**;
- each morning details of absent students will be entered on the Daily Absence Sheet and returned to the office by 9.30 a.m. – these sheets will be returned to your cubby holes each day;
- if the parent / caregiver has informed you of the absence, tick the appropriate box to justify the absence on the Daily Absence Sheet;

- if a student arrives at class after the Daily Absence Sheet has been sent to the office, send the student to check in with the office staff, who will then record the late arrival of the student on the sheet;
- if a teacher has any concerns about a child's attendance, management should be informed promptly;
- if a student has been absent for 20 days inform the office, who will in turn inform you if the child is to be removed from the roll due to the absences being unexplained – at this point remove the child from the roll and enter the details in the 'remarks' column;
- students who are temporarily overseas, provided that the school has documentary evidence of their intention to return to the school, and that their absence will not exceed 15 weeks, shall stay on the roll for that period, marked as a Justified Absence with an explanatory note in the roll;
- a student who is suspended or stood down should be marked absent, with a note in the 'remarks' column to show the length of time he/she was absent due to the suspension or stand down;
- In the case of a student who is suspended for an unspecified period, he/she shall stay on the register until the earliest of the following:
 - The day on which the suspension is lifted or expires, or
 - The day the student is enrolled at another registered school, or
 - The day the student is given an exemption under section 22 of the Education Act 1989;
- When a student leaves, for any reason, a line may be ruled through their name and the rest of the year – if the student returns later in the year, re-enter their name at the bottom of the list and record in the 'remarks' column the date of his/her return;
- Twink is not to be used for corrections – put a line through the mistake and show the correction alongside;
- on a weekly basis, enter the number of boys and girls on the roll and the number of half days the school was open;
- at the end of each week, record the attendance of each student on the adjacent page, showing anything less than the required half days in red ink or red ball-point pen;
- at the end of the term the total number of half days attended for each student is to be recorded in the total column;

Monitoring of attendance: (office staff and management)

- on receipt of the Daily Absence Sheets, office staff will make every reasonable effort to ascertain if an absence is justified or not – this will include attempting to make phone contact with the parent or caregiver of the absent child;
- the Daily Absence Sheets will be filed by the Deputy Principal each week and will be available for audit or other purposes at the Principal’s discretion;
- Attendance concerns will be followed up by the Deputy Principal, beginning with a phone call if possible directly to the parent / caregiver or a letter outlining the school’s policy on attendance and the legal implications of non- attendance by a student;
- If necessary, the issue may be discussed with the Health Nurse, who may make a home visit;
- If the situation is not resolved, Improving School Attendance will be contacted and a referral made for a child or children whose attendance is still a cause for concern; and
- If a child has been absent for 20 consecutive days, and the Principal has taken all reasonable steps to ensure the attendance of such a student in terms of sections 25(2) and 31(3) of the Education Act 1989, the student will be removed from the school roll and any computation of attendance from then on should not include their name or details.

REVIEW

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GENERAL ADMINISTRATION GUIDELINES & PROCEDURES

GUIDELINES

Student enrolment and records

- Students are enrolled using the school enrolment form and all enrolments are completed and confirmed by the Principal. The Office manager enters all enrolments into e-enrol and SMS system.
- Student records are kept in vertical files and also stored and updated by the Office Assistant electronically using Kidbase (SMS)
- Student withdrawals are processed by the Office Assistant using e-enrol and SMS and records passed on to the next school the student will be attending.

Correspondence / School notices

- Letters and notices will ordinarily be on school letterhead paper and have been authorised by a member of senior management prior to going out.

Lucky Books

- The Office Assistant will be the coordinator for Lucky Books.
- Classroom teachers are to ensure that information is given out promptly to students and all monies sent to the office.

Fundraising / Donations

- All fundraising is to be authorized by the Principal, including PTA projects.
- The Office Manager will devise workable systems to classify incoming funds and establish recording keeping procedures.

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SCHOOL UNIFORM GUIDELINES

PURPOSE:

To establish and provide clear guidelines with regard to the phased implementation of a uniform, that has minimum impact and maximum benefit for the whole school community.

GOALS:

1. To develop a sense of identity and pride in the school.
2. To support consistency in dress that helps enhance the school image and culture.
3. To give an increased positive identity in the wider school community eg sports, choirs and competitions.

GUIDELINES:

1. A parent/caregiver may choose to obtain an exemption upon written request.
2. The uniform will be worn all year round with variation for seasonal changes.
3. The uniform will be made up of the approved items on the uniform schedule.
4. All items of clothing and footwear must be clearly named.
5. On any school trip appropriate shoes must be worn.
6. For interschool sports days ie netball, rugby etc some sport uniforms will be provided.
7. Children will wear a cover shirt provided by the school if involved in art/craft at school.

MANAGEMENT & MONITORING:

1. The new uniform will be available for purchase from NZ Uniforms, 7 Rata Street, New Lynn.
2. Commencing Term 1, 2008, all the required items must be worn by all students, excluding those with the appropriate exemption.
3. Implementation of the uniform policy is always subject to uniform availability.
4. If any pupil is not wearing our approved uniform a standard letter will be sent home to the parent by the Principal, Deputy Principal or Associate Principal.
5. No child will be excluded from educational activities because they are not conforming to the dress code.
6. No child will be punished, humiliated or chastised for not wearing a school uniform.
7. The BOT will review annually all matters pertaining to the school uniform.
8. For safety reasons all children on school trips off school grounds should be in the recommended school uniform as per uniform schedule or be accompanied by the parent or appointed caregiver. (This depends on the year level and if part of the phase-in process.)

UNIFORM: The mandatory uniform for Henderson North School:

Available at NZ Uniforms – any or all of the following:

- Polo shirt, short or long sleeved, colour Jade, with Henderson North School logo.
- Zip Tunic Polar Fleece Sweat long sleeved or Zip Vest Polar Fleece colour navy with HNS Logo.

The following are available through NZ Uniforms:

- Shorts, skirts, track pants, trousers, culottes – colour Navy (no denim, stripes, patches or other logos.)
- Sunhat/Cap available from NZ Uniforms and must be worn in the first and third term.
- White or Navy skivvies are able to worn under Polo shirt during winter.

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SUPPORTING DOCUMENTATION

The following documentation supports all policies, procedures and guidelines of Henderson North School.

Triennial Review Cycle

Henderson North School Board of Trustees: Terms of Reference.

MOE Operational Policies – Section 7

The National Education Guidelines

Planning and Reporting – Relevant Legislation

The National Education Goals (NEGs)

The National Administration Guidelines (NAGs)

Volcanic Eruption and Evacuation Response Plan 1 & Plan 2

New Zealand Curriculum

Henderson North School Curriculum Plan

Staff Performance Agreements

Student Records

Asset Register

Hazard Register

Pandemic Response Plan

Emergency Evacuation Plan