

# Newstead Model Country School

## School Procedures & Information



These statements summarise procedures currently in place in our School.  
Any queries regarding procedures can be directed to the Board of Trustees or  
the Principal.



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## **SCHOOL PROCEDURES**

### **Absences and Lateness**

It is expected that all children attend school daily except in the case of sickness. In the event of absence, please phone the School Office before 8.30 a.m. Prior written notice is required if it is known your child will be away. All children are to arrive at school prior to 8.45 am so they can organise and settle to the school day. The school day ends at 2.35pm and it is expected that all children are in class until that time.

### **After School Care**

Our After School Care Programme operates from 2.35pm – 5.30pm Monday to Friday during term time. We offer an exciting supportive programme of age appropriate activities for the students of our school. The creative and enthusiastic staff that operate this programme ensure an excellent standard of care is maintained at all times. It is WINZ and OSCAR approved. Casual, part time and full time places are available.

### **Agricultural Day**

The school supports animal rearing (kid, lamb, or calf). A school Agricultural Day is held during the spring. Children who do not participate with an animal have the opportunity to become involved through alternative challenges, e.g. displays of flowers, art & craft, etc.

### **Assemblies**

A whole school assembly is held on the first school day of the week, at 8.50a.m Mondays Term One, then at 12.50 for the rest of the year. Parents are invited to attend. Here, the teachers greet the children, share events of importance, and discuss forthcoming events for the week. Children's efforts are acknowledged with certificates, and sports teams report on their games.

A Hui is held three times a term on a Friday at 1.45p.m, during Term 2 and 3. This assembly is organised by senior children and is a time for classes to share the work they have been doing. Whole school singing takes place Friday at 10am. Parents, caregivers, and families are welcome at assemblies.

### **Book Club**

Scholastic Books operate a book club throughout primary schools in New Zealand. Pamphlets are sent home twice a term. Parents are free to choose whether or not to purchase. Each class earns points for books purchased. These are redeemed for classroom and library books. Books are distributed as soon as they are received. Please make cheques payable to Scholastic N.Z. Orders are to be returned to the Classrooms, no cash please.

### **Board of Trustees of Trustees**

The Board of Trustees consists of seven — five members elected by the community, one staff member and the Principal. The Board of Trustees is responsible for the governance of the school. Board of Trustees Elections are held every three years. Meetings are held monthly and are open to the public. The Board of Trustees reports annually to parents/caregivers. Part of the Board of Trustees's responsibility is reviewing school policy. The Policy Folder is available from the School Office, and policies are listed inside the cover of this book.

### **Camp**

A camp is usually held annually for Year 4—6 children. Camp will involve a variety of experiences covering water, bush and cultural activities.

### **Cell phones**

Children do not require cell phones at school.

### **Classroom Participation by Parents**

Parents and caregivers are welcome to assist in the classroom. We do ask that a mutually acceptable time be arranged. Confidentiality must be maintained at all times. It is not always appropriate that pre schoolers attend.

### **Clothing**

Please ensure that children arrive at school suitably dressed, comfortable, and dry. All clothing and footwear must be named. Jewellery (except earring studs) is discouraged for safety reasons. School polo shirts, are available from the School Office. When children are involved in inter-school events, class visits and special occasions, they are to wear their school clothing or school colours—i.e. red shirts and black shorts.

### **Complaints/Concerns**

Many concerns can be addressed if we know about them. In the first instance, if you have a concern about the progress or behaviour of your child, please take the time to speak to the teacher of your child.

A complaint is deemed to be of a serious nature and the parent/caregiver must put their complaint in writing addressed to the Principal and/or Board of Trustees Chair, stating that they are making a complaint and then specifically stating the allegations. A complaint may be the result of actions or speech or deed, construed by a parent/caregiver or a member of the community to be detrimental to the child or children at the school. The Complaints Policy details guidelines and procedures to be undertaken. A Concern/Complaint Record Form is used when a teacher or the Principal is notified of a concern or complaint.

### **Computers**

Each classroom is equipped with networked computers. The Internet and E-mail are also available. Computers are used to extend the range of resources available in classroom programmes. An Internet Safety Policy is in place.

### **Confidentiality**

All Newstead Model Country School Staff and Board of Trustees Members strive to ensure confidentiality is always upheld. Parents assisting in the classroom, or on school trips etc, are also asked to respect this.

### **Contacting the School**

We appreciate contacts that parents and caregivers make with the school. Contacts requiring a formal parent-teacher discussion need an appointment. Appointments are available out of school teaching hours (i.e. after 3.00 p.m. Tuesdays and Thursdays).

### **Dental Service**

Children's teeth are examined on an annual basis by a Dental Therapist. Families travel to the nearest clinic for treatment.

### **Discipline and Behaviour**

Discipline is seen as a partnership between school, parents, caregivers and children. Most discipline is carried out in a positive manner. The Behaviour Management Policy outlines this in more detail.

If the need arises the school may:

- **Stand-down:** The formal removal of a student from school for a specified period. Stand-downs of a student can total no more than 5 school days in any term, or 10 days in a school year.
- **Suspend:** The formal removal of a student from school until the Board of Trustees of Trustees decides the outcome at a suspension meeting. Following a suspension the Board of Trustees may decide to lift the suspension with or without conditions, to extend the suspension, or in the most serious cases, to either exclude or expel the student.
- **Exclude:** means the formal removal of a student aged under 16 from the school, and the requirement that the student enrol elsewhere.

We expect high standards of behaviour at all times. If teachers are concerned, parents will be contacted. If parents are concerned, please contact your child's teacher or the Principal. We believe in preventative discipline. Everyone can promote concern for others, modelling courtesy and support for each other. Translating classroom and playground rules and procedures into affirmative "we" statements, to which the children and staff commit themselves, helps to identify good behaviours and strengthens the sense of belonging that both learners and adults need.

### **Dogs**

Dogs are not allowed on school property at any time.

### **Donations**

School donations are set to assist with supplying necessary items for the running of the school. An additional fee for class work involving photocopying is collected. Collection of these donations will be arranged at the beginning of each term. A proportionate amount will be levied when families commence at a later stage in the year. The figure for school donations will be set annually by the Board of Trustees.

### **Duties**

A teacher supervises at playtime and lunchtime. All teachers take responsibility between 8.00am and the start of the school day. A teacher is responsible for supervising children waiting after school. All children are to have left the school by 3pm.

### **Education Outside the Classroom**

As much as possible we use the outdoor environment to enhance the children's learning, e.g. gully, gardening, trips, stories under the trees.

### **Emergency Procedures**

The school has established emergency procedures in the case of fire, earthquake, or major disaster. In cases of civil emergency parents are asked to contact the school or the school will contact you for your child to be collected at your earliest convenience. All children will be cared for and supervised by the teachers in such instances.

### **End of School Day**

At the end of the school day, classes assemble in lines at the front of the school. This ensures all children are together to meet parents, move to After School Care or to be checked for bus travel. Our car park is very busy and it is paramount the school day ends in an orderly, safe manner.

### **Enrolments**

Parents are to make an appointment to meet the Principal and view the School when considering school enrolment. As your child nears their fifth birthday, transition times are arranged so your child will be more familiar with the school environment. Wednesday is the preferred day for these visits, 8.45 – 10.30am. Pre-enrolments are strongly encouraged. Notification allows the class teacher to prepare for the arrival of your child. No child will be able to attend school before their fifth birthday.

### **Enrolment Scheme**

In order to avoid overcrowding, or the likelihood of overcrowding, the Board of Trustees of Newstead Model Country School has adopted an enrolment scheme which has been approved by the Ministry of Education. Under the scheme, students will be enrolled if they live within the home zone described below;

- The zone boundary commences on SH26 at the main school entrance and travels east to the intersection with SH26, Eureka Road and Hunter Road (includes Badger Close, Platt Road, Hinton Road and Hooper Road).
- Then turn left into Eureka Road and travel north to the intersection with Holland Road (includes Masters Road and Appleton Lane). Turn left into Holland Road and travel west to the Holland Road / Percival Road intersection (zone includes Percival Road and Ryburn Road).
- From Holland Road / Percival Road intersection take a direct line south to 204 SH26. From 204 SH26 travel east along SH26 (includes Lisette Road), back to where the zone commenced at the main school entrance.

The enrolment of out of zone students is governed by the provisions of the Education Act 1989.

### **Equity**

The Board of Trustees of Trustees accepts the obligation to provide the best opportunities for every child.

### **First Aid**

Basic first aid materials are kept at school. In case of serious accidents, two staff members decide on the action to be taken. Parents are contacted as quickly as possible. A contact is made if the child has received any head injury. If parents cannot be contacted the staff will act to ensure the well being of the child.

Please advise the school should there be any medical condition that we need to know about, e.g. asthma, sting allergies, food allergies.

### **Fundraising**

We appreciate the efforts of families in the community who participate in our fundraising ventures. Your active participation is encouraged so that you are able to contribute to the development of the school's resources.

### **Head Lice**

Please be vigilant when checking your child's hair, this is an on-going problem and with regular checking and treating, this problem can be eradicated. A video and pamphlets are available should you need further information. We are unable to physically check children's hair or restrict children with head lice from attending school. The Public Health Nurse can assist families requiring help with treatment.

### **Health and Safety**

The Board of Trustees of Trustees accepts the obligation to provide a safe physical and emotional environment for children and comply in full with any legislation currently in force or that maybe developed to ensure the safety of children and employees.

### **Hearing and Vision Testing**

Testing is carried out annually, with all new entrants tested and follow up annual re-tests for children with abnormal results. Parent requests for testing of older children should be directed to the teacher of the child concerned. Teachers will suggest a referral to parents if thought necessary. We suggest parents advise teachers regarding any follow up they receive from the Technician.

### **Homework**

All children are expected to do set homework. If homework is unable to be completed by the due date a note to the class teacher is required.

### **Learning Needs**

Within the parameters of staffing and other resources, we endeavour to cater for individual differences. It has been proven that where parents and the school combine their resources, energy and commitment in a non-threatening, non-judgemental and supportive way, the child gains the greatest benefits.

Newstead School believes in inclusiveness, where each child may be catered for, recognising their right to an education appropriate to their functioning level. We will endeavour to provide students with learning needs, with the support and services they need to receive an education in the least restrictive environment possible.

This vision extends to networking with the wider school community, where empowerment of our parents/caregivers to make choices is encouraged. It is recognised by the school that we may not be resourced appropriately to make a significant educational difference under certain circumstances.

The school will often seek the support and/or intervention of outside agencies when working with children with learning needs. Each year the Learning Needs Teacher will be designated the responsibility for the Learning Needs Programme.

### **Specialised Programmes / Intervention**

- **Reading Recovery**

Following the Observation Survey (one year after entry to school), children requiring additional reading tuition may be considered for inclusion in the Reading Recovery Programme. This is an intensive, one to one programme designed to assist children with reading difficulties.

- **E.S.O.L (English for Speakers of Other Languages)**  
Children who have English as their second language and who have significant developmental delays in learning to read, write and speak English, may be considered for a language development and enrichment programme.
- **Children with Special Abilities**  
To provide curriculum support, across the seven essential learning areas, to enrich and extend the more able students within the classroom setting.
- **I.E.P – Individual Education Plans**  
When necessary, plans are established, in consultation with parents/caregivers and often a member from Group Special Education, to meet specific learning and/or social needs of the student. The plan belongs to the school and is a guide to our intervention programme.
- **Resource Teachers Learning and Behaviour**  
Should a student have mild to moderate learning and/or behaviour needs, a referral may be made by the school, for support and/or intervention by a Resource Teacher of Learning and Behaviour.

#### **Library**

Our fully stocked library is available for class and individual use. Class lessons include the learning of basic library procedures, and class teachers or senior children issue books during class library times and lunch times. Teachers on duty and senior monitors supervise the library during out of class times. We appreciate parent involvement on a regular basis with the preparation of books and with the completion of minor repairs.

#### **Lost Property**

Named articles are returned immediately. All other lost property is displayed at assemblies. Any clothing still unclaimed on the last day of each term is donated to charity.

#### **Lunches**

We do not operate a lunch order scheme. The School Council organises BBQ lunches etc. every so often with orders taken before the BBQ.

#### **Media**

Parent permission is required if children are going to be photographed. This is indicated on the enrolment form. If circumstances change and you do not wish your child to be photographed, the Principal is to be notified.

#### **Medicines**

The Public Health Nurse advises that children on antibiotic medicine should have this administered before school, after school and at bedtime and need not be taken during the school day. Children who suffer from exercise induced asthma must have a named inhaler left with the teacher.

#### **Money Sent to School**

Money is to be sent to the school in a labelled, sealed envelope to avoid loss. Please send the correct amount of money as loss of change may also occur. Money should go straight to the office unless otherwise stated.

### **Newsletters**

Newsletters are sent home on a regular basis to inform you of planned events and general items of interest. These will be given to the eldest child in the family attending school, and unless urgent, will go home on Friday. Contact the office if you would like the newsletter emailed. The newsletter can also be downloaded from the School Website ([www.newstead.school.nz](http://www.newstead.school.nz)).

### **Organised Sports**

Opportunities exist for the children to participate in Friday evening/Saturday morning sport - cricket, netball, and soccer. Mid-week rugby may also be organised. Parents co-ordinate and/or manage these teams. Personal skill development, building self-esteem and the fostering of Fair Play principles are aimed for.

### **Parking**

A car park is available on the eastern side of the school. Please drive into the school, park and escort your children across the car park. Do not reverse or attempt a U-turn in the car park. There are two marked mobility car parks, please keep these free unless you carry a mobility permit. At the end of the school day, parents are to come to the front of the school to escort their children through the car park area.

### **Personal Items**

We discourage children bringing personal items unless they relate to current class programmes. The school holds no responsibility for any personal items brought to school.

### **Physical Education**

Children participate in a range of activities. IF they are recovering from an illness or injury a note of explanation is required.

### **Photocopying**

Community members are able to use the school's photocopier. Copies cost 20 cents each. As staff members use the photocopier in the morning, community use is to be negotiated with the Office Person or Principal for a convenient time. A Pin number is used to operate this machine. Please leave the room tidy

### **Policies**

The Board of Trustees is regularly reviewing policies and curriculum implementation plans. A process of community consultation is involved. Sub committees are formed and/or questionnaires distributed. Draft policies are displayed in the School Office Foyer for a month. Copies of all policies are available at the office.

### **Protection Orders**

Parents/Caregivers are advised that they must inform the school of any Protection Order or special circumstances regarding custody of children in their care. A copy of proof of agreements, such as a Protection Order issued by a District Court, is to be handed to the Principal each school year. The school holds such documentation on file for the duration of the current year.

### **Public Health Nurse**

The Public Health Nurse has involvement with our school. Should there be any concerns, teachers will contact parents/caregivers. If you have any concerns please feel free to discuss these with your child's teacher.

### **Religious Education**

A voluntary session of Christian religious education is held in the form of a half-hour lesson each week by outside religious educators. The programme is part of the Bible in Schools programme. The Board of Trustees reviews this programme regularly. Children who are not taking part will be provided with alternative activities. The school is formally closed during this time. Parents and caregivers are welcome to sit in on these lessons, by arrangement with the coordinator and teacher.

### **Reporting To Parents**

Reporting is carried out three times a year.

1. A report and parent/teacher discussion during the first term.
2. A discussion at the end of the third term.
3. A report at the end of the year.

Teachers are available to discuss your child's progress by appointment. New parents are invited to meet their child's teacher 4-6 weeks from enrolment date.

**Observation Survey:** All children are tested on literacy skills a year after they enter school. Parents are invited to contact the class teacher to discuss results if required.

### **Request for Information from Outside Agencies**

All requests for teachers to provide information to outside agencies (e.g. Group Special Education, Resource Teacher of Learning & Behaviour) must be either in writing or by providing an official form by the agency concerned. All requests must be passed through the Principal for approval. All relevant information will be returned directly to the requesting agency by the School.

### **Role with the University of Waikato Faculty of Education**

The school is closely associated with the Waikato University Faculty of Education. Student teachers visit the school regularly and enhance school programmes. We are staffed with capable and experienced teachers to cater for this need.

### **School Bus**

Use of the school bus is available under the provisions of the Ministry of Education's scheme. Usage is determined by proximity to your nearest school.

Paying students are charged \$60 per term regardless of how often they travel. The School Office invoices and collects this payment on behalf of the bus company. If payment is not made, seven days notice is given for travel to cease. Families unsure of their eligibility should contact the Principal. A child is eligible for free travel if they are:

- a. Under 10 years of age and live 3.2km or further from their nearest school; or
- b. Over 10 years of age and live 4.8km or further from their nearest school.

Good behaviour and safety rules are expected to be observed by children, while travelling on the bus and when waiting for the school bus. We ask that children stand well back from the road edge until the bus has stopped and the door is open. Children should remain seated and show courtesy to the driver and other children. Should your child's behaviour be of concern the school will contact you. When getting off the bus, children must move from the edge of the road immediately and wait for the bus to have travelled well down the road (at least two power pole lengths) before they cross.

### **School Council**

The School Council is an incorporated society that is largely responsible for supporting the school. It works in close association with the Principal and staff, supporting activities, maintaining the school environment and improving facilities available to the children. We invite all parents to be part of this active group. Meetings are held monthly.

### **School Organisation / Formation of Classes**

This is a decision of the Principal, after consultation with teachers and parents. Parents will be advised of their child's new class and teacher at the end of the school year.

### **School Trips**

We view trips as an extension of the classroom programme. We encourage all sporting, academic and social activities that will be of benefit to the children's learning. Some cost is usually involved in such trips. We appreciate the support shown by parents in supplying transport and supervision when requested.

### **Shady Schools**

In the interests of children's safety, a school hat has been provided for wearing outdoors during school hours during term 1 and 4. The hats remain at school.

### **Smoke Free**

The school is a smoke free environment by law. This means there is no smoking on the school grounds at any time, or when away on school outings, or when attending weekend sports.

### **Sports Award**

The Board of Trustees Sports Award recognises achievement. Year 5 and 6 are eligible for the Award. The sport must be participated within the school, but the level of participation maybe extended outside the school environment.

### **Stationery**

All exercise books and stationery for use in the classroom are available for sale through the School Office. Stationary packs are available at the beginning of the year, which include the year's classroom requirements. If your child(ren) requires further stationery throughout the year a note will be sent home.

### **Strategic Plan Review**

This is a process that is undertaken by the Board of Trustees and Community every three years. Goals are established to best enhance and develop children's learning and welfare. Each year priorities are established for the purposes of meeting specific goal requirements. The Annual Plan, Reporting Children's Achievements, Staff Development and Curriculum Implementation are linked to the Charter and Strategic Plan.

### **Support Services**

On the advice of teachers and parents, support services will be called in by the Principal/Learning Needs Teacher to assist children with specific needs. These include:

1. Resource Teachers of Learning and Behaviour
2. Speech and Language Therapist
3. Hearing and Vision Testers
4. Psychologist
5. Health Nurse
6. C.Y.F Child, Youth and Family

7. School Support Services
8. School Attendance Services
9. Police
10. Group Special Education

### **Swimming**

Every child is required to participate in the swimming programme during the season. Parents of children not swimming are required to give notification. A Swimsafe programme is organised during Term 4.

### **Transport**

We welcome parents' offer to provide transport on school outings. **NO** child will be transported unless securely fastened in an approved seatbelt. Parents are informed of this for safety reasons. Where transport is provided in private cars/vans, it is preferable that children do not sit in the centre of the front seat, the vehicle must have a current Warrant of Fitness and Registration and the driver is to have a full Driver's License. If a visit is taken by bus and there is a requirement for some children to stand, usually for a short journey, these will be Y5 or Y6 children.

### **Use of Facilities by Outside Organisations**

An invitation is extended to any community organisation to use the school. Requests can be made to the Board of Trustees of Trustees for this purpose.

### **Virtues Programme**

This programme, promoting Character Education, is integrated school wide. We have a focus virtue and children are acknowledged for practising virtues in class and in the playground. Statements promoting the focus virtue are included in the newsletter.

### **Visitors**

The Visitors Book, kept in the School Office Foyer is to be completed by people visiting during school hours. Parents who are staying to assist with tasks etc. for a reasonable length of time are required to use this book also.

### **Year Six Responsibilities**

Children at this year level have a range of school wide tasks they are responsible for. This provides them with opportunities to exhibit leadership, act as role models and to assist with organisational tasks. Examples of opportunities include; being Bus Monitors, Playground Mentors, welcoming visitors etc.

### **Year Six Citizenship Award**

In 2004 the Fransen family promoted the establishment of an annual award for both boys and girls. The successful recipients receive a miniature cup and have their name recorded on an Honours Board of Trustees. Criteria for selection includes compassion, care, being a good role model, having initiative, showing leadership etc.

## **RESOURCES AVAILABLE FOR PARENT LOAN**

➡ Virtues Teachers Manual

## Policy, Procedures and Implementation Plans Manual

### **National Guideline 1: Curriculum**

Acceptable Use of the Internet  
The Arts  
Assessment  
Curriculum Delivery  
Education Outside the Classroom (EOTC)  
English  
Equity in Learning & Teaching Programmes  
Gifted & Talented Students  
Health & Physical Education  
Homework  
Information Communication Technology (ICT)  
Learning Needs  
Mathematics  
Model School Function  
Music  
Planning & Preparation  
School Library  
Library Collection  
Science  
Social Studies  
Staff Development  
Te Reo me Tikianga Maori

### **National Guideline 2: Self Review**

Policy Writing & Consultation  
Reporting to Parents  
Self Review : 5 year programme

### **National Guideline 3: Personnel**

Complaints  
Discretionary Leave for Teaching Staff  
Employment of Teaching Staff  
Equal Employment Opportunities (EEO)  
Performance Management  
Role Models  
Units

### **National Guideline 4: Finance & Property**

Annual Budget  
Asset Purchase & Disposal  
Financial Management  
Internal Control of School Finance  
Nature Walk  
Overall Property Management  
Order Forms  
Handling of Financial Records  
Important Dates for Financial Management

### **National Guideline 5: Health & Safety**

Behaviour Management  
Bus Transport  
Child Abuse  
Duties by Teachers  
Emergency Management  
First Aid Accident & Illness  
Police Vetting  
Road Safety  
Sexual Harassment  
Shade

### **National Guideline 6: Administration**

Attendance Register  
Custody Issues  
Enrolment Procedure  
Media Liaison  
Use of School Facilities  
Withdrawal Procedure

### **Miscellaneous**

Liaison with Pre-Schools  
Parental Involvement  
School & Community Agricultural Day  
Religious Education

### **Other Documentation**

School Charter & Strategic Plan

### **Policies and Implementation Plans in**

#### **Booklet Form:**

The Arts  
English  
Health & Physical Education  
Information Communication Technology (ICT)  
Science  
Technology  
Te Reo me Tikianga Maori  
Education Outside the Classroom (EOTC)