

STUDENT ABSENCE

Rationale

Absence from school is a significant factor that affects the achievement of students. Patterns of non-attendance set in the primary years can affect later school attendance and achievement. Natone Park School has the highest unexplained attendance in the Porirua Valley. We want:

Purposes

- 1 To reduce the number of unjustified absences.
- 2 To identify and reduce school factors that may contribute to students' reluctance to attend.
- 3 To inform caregivers of the school absence policy and procedures.
- 4 To monitor student absences and take appropriate action.

Guidelines

- 1 Caregivers are expected to contact the school and give an explanation if their child is absent.
- 2 Students' attendance will be monitored daily by teachers and entered on to the School Management System (SMS) by 9.15am.
- 3 Parents whose children have frequent, unjustified or unexplained absences will be contacted by the school.

Incentives

- 1 Teachers compliment students on their good attendance.
- 2 A certificate is presented to excellent attendees at the end of term hui.
- 3 100 percent attendance to be celebrated at end of year.

Absence Prevention

- 1 Enrolment: Parents/Caregivers informed of importance of attendance.
- 2 Pamphlet: Outlining parent responsibility and the importance of attendance.
- 3 School Newsletters: Regular reminding to parents/caregivers of advantages of good attendance.
- 4 MUSAC attendance: The Officer Manager will follow up all electronic attendance registers by 9.30am
- 5 Health Nurse: May be asked to visit the family if there is a pattern of health concerns.
- 6 The Office Manager and the Principal will undertake an analysis of attendance twice a term and follow up on absences.
- 7 The Truancy Officer will be informed after Week 8 to follow up. (Refer to Student Absence Procedures overleaf)

Causes of Non-Attendance

Transport

Original Policy: 25/05/91

Last Reviewed: November 2017

Next Review: 2020

- Family moves permanently or temporarily away from Waitangirua
- Unable to return from holiday due to transport and/or financial difficulties

Health

- Asthma or chest problems
- Family separation
- Extended holidays with non-caregiver parent

Attachments

- School Pamphlet “School Attendance and Student Achievement at Natone Park School”
- RAAYS Proceedings Guidelines
- Education Act 1989

STUDENT ABSENCE PROCEDURES for Natone Park School

Teachers will:

- 1 Call and mark the e-register on the computer twice daily by 9:30am and 1.30pm.
- 2 Make sure to add the late arrivals and make a note on the SMS.
- 3 The Office Manager will do a follow-up by phone to whānau to check where child is.
- 4 Talk to parents re child’s absence. Share the child’s attendance graph. Share pamphlet.
- 5 Add student’s attendance on mid and end of year written reports to whānau/caregivers.

Office Manager will:

- 1 Attempt to contact by phone, parents whose child has not arrived at school on time.
- 2 If parents can be contacted record reason for absence on SMS system.
- 3 Notify Principal if children have recurring absences and/or parents can’t be contacted.

Action for poor attenders

- 1 Students with a history of frequent or unexplained absences are identified in Week 3 and Week 6 of each term.
- 2 If no absence explanation is received the **RAAYS** process will begin. (**Raising Achievement Across our Youth Sector**):

Week 3: RAAYS 1 letter, will be sent to whānau/caregivers expressing our concern.

If absences continue,

Week 6: RAAYS 2 letter, will be sent, and a copy of the Education Act stating the responsibility of the parents. Parents will be asked to meet with the Principal to discuss concerns.

Week 8: RAAYS 3 letter, the parent will be informed that their child is a **regular truant** and reported to the Truancy Agency for follow-up.

Justified Reasons For Absence

- Sickness
- More than two days absent, the Office Manager will ring to check why. A medical certificate may be requested.
- To attend doctors, dentists or specialist appointments
- To attend tangi, funerals and unveilings
- To attend special cultural, religious or family celebrations

Unjustified Reasons For Absence

Under normal circumstances the following are **unjustified** absences for school absence:

- Bad weather
- Shopping
- Haircuts
- Babysitting

(Drawn up in consultation with whānau. Draft copies sent home to whānau inviting comment)

Signed _____

Date:

Original Policy: 25/05/91

Last Reviewed: November 2017

Next Review: 2020

NATONE PARK SCHOOL POLICY STATEMENT NAG 6.02

3 DECISION MAKING WITHIN THE SCHOOL

Rationale

Teaching and learning is more effective when people share in the decision-making process on important issues that affect them.

Purpose

- 1 To clarify for staff the decision-making process within the school.
- 2 To maintain a positive participatory approach to school management and minimise conflict.

Guidelines

- 1 What is best for students/children and their learning will be the priority for decision making.
- 2 Decisions will reflect the School Charter, and meet policy and Ministry requirements.
- 3 A shared, consultative approach to decision making is recommended.
- 4 The Commissioner has the responsibility for approving Board Governance policies. The Commissioner will consult with staff prior to writing or amending these policies.
- 5 The Principal, in consultation with staff, has responsibility for curriculum policy and implementation decisions.
- 6 Decisions that affect the general organisation are decided by staff at staff meetings, where possible, by consensus or by staff appointed groups.

- 7 Staff members are expected to voice their concerns and preferences at meetings during discussion. Once a decision has been made by the group, all staff are expected to support the decision.

In special circumstances (when a member of the team is strongly opposed and cannot agree to support or action a decision) it is expected that they will not undermine that decision.

- 8 The Principal has final responsibility for management decisions and will be guided by policies.
- 9 Students will be given opportunities and encouraged to be involved in decisions concerning the school or class environment and their own learning.

Signed _____

Date:

Commissioner/Chairperson

NATONE PARK SCHOOL POLICY STATEMENT NAG 6.03

COPYRIGHT

Rationale

The school is to comply with the Copyright Act with respect to the use of written and on-line materials, musical scores, videos, books, films and other materials protected by copyright.

Purpose

- 1 To ensure the school complies with the Copyright Act 1994.

Guidelines

- 1 All staff including ancillary staff are to be informed of the Copyright Act as they apply to educational institutions and of the conditions of any copyright licence that the school subscribes to.
- 2 The school will take out such licenses as it sees fit and will comply with the conditions described in these licenses.
- 3 Individual staff members will be personally liable for any breeches of the Copyright Act or license agreements the school may enter into, provided the staff member has been informed of the regulations and terms of the license.

Original Policy: 14.11.92

Last Reviewed: 2019

Next Review: 2021

4 Copies of the license will be displayed by the photocopier.

Signed _____

Date:

Commissioner/Chairperson

NATONE PARK SCHOOL POLICY STATEMENT NAG 6.04

COMMUNITY CONSULTATION/PARTNERSHIP

Rationale

Learning is enhanced if there is good communication between the school and the community. Effective consultation is the basis of this partnership. Effective consultation should be ongoing, recognising that all people in the community can contribute to the values and traditions of the school.

Purpose

- To develop closer relationships between in-school and out-of-school learning.
- To recognise children's prior knowledge, experiences and interests when making decisions about learning.
- To share with the community, the responsibility for the outcomes of teaching and learning.
- To use community resources where relevant in school programmes.
- To reflect in the school the unique qualities of the community.

Guidelines

1. Consultation by the school and the Board of Trustees will take a variety of forms, newsletters, meetings, committees, questionnaires, website, facebook page etc.

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Last Reviewed: 2019

Next Review: 2021

2. The school community will be consulted as appropriate and as required in legislation.
3. Each year the Board of Trustees will report to the community on the goals for equity, personnel, finance and property development as identified in the annual section of the Charter.
4. Each year the Principal will report to the Board of Trustees and community on curriculum achievement, professional and school wide developments. This will take place at monthly Board meetings and in the principal and chairperson's annual report.
5. Reports will be written, brief and available for the community to read.
6. Dates for meetings will be publicised to parents as specified in legislation.
7. Consultation should be handled with sensitivity and honesty.
8. Procedures will be provided to enable staff, parents, Board Trustees and students to voice their concerns, comments and questions in a manner which respects the dignity and confidentiality of all concerned.
9. Consultation may provide information for further action; share information; pose questions and seek answers; clarify issues; provide motivation; inform; involve one group or a combination of groups from within the community or the wider educational community.

The consultation process can involve:

- Identifying concerns or issues.
- Involving a working party to explore solutions
- Making recommendations
- Asking for feedback from the learning community
- Re-examining the decision in consideration of the feedback
- Making adjustments as appropriate.

Consultation is about having the opportunity to have your view taken into consideration by the decision-makers. It does not mean “rubber stamping” decisions already made or making the decisions. It is the Board’s and Principal’s responsibility to make decisions relating to the governance and management of the school after taking all views into account.

Approved by the Board:

Date _____

Signed Chairperson _____

Date _____

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5 **NATONE PARK SCHOOL POLICY STATEMENT NAG 6.05**

6 **PROTECTED DISCLOSURES COMPLAINT FORM A**

Nature of the Serious Wrong Doing

Original Policy: 14.11.92

Last Reviewed: 2019

Next Review: 2021

- This disclosure is to be sent to the Principal who has been nominated by the Board under the provisions of Section 11 of the Protected Disclosures Act 2000 for this purpose.

OR

- If you believe that the Principal is involved in the wrong doing or has an association with the person committing the wrong doing that would make it inappropriate to disclose to them, then you can make the disclosure to the Chair of the Board.
- All disclosures will be dealt with according to the Protected Disclosures Policy.

Also refer to: Protected Disclosures Policy

Complaints Policy

EEO Policy

NATONE PARK SCHOOL POLICY STATEMENT NAG 6.06

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8 PROTECTED DISCLOSURES POLICY

Introduction

The purpose of this policy is to provide information and guidance to employees of the school who wish to report serious wrongdoing within the school. This policy is issued in compliance with of the Protected Disclosures Act 2000 and will apply from 1 January 2001.

The policy consists of:

1. A definition of a protected disclosure.
2. A definition of serious wrongdoing that can be the basis for a protected disclosure by an employee.
3. Conditions for disclosure.
4. Information on who can make a disclosure.
5. Protections for employees making disclosures.
6. A procedure by which an employee can make a disclosure.

What is a Protected Disclosure

A protected disclosure is a declaration made by an employee where they believe serious wrongdoing has occurred. Employees making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure.

Original Policy: 14.11.92

Last Reviewed: 2019

Next Review: 2021

Definition of Serious Wrongdoing

Serious wrongdoing for the purposes of this policy includes any of the following:

- Unlawful, corrupt, or irregular use of public funds or resources

- An act or omission or course of conduct:
 - which seriously risks public health or safety or the environment; or
 - that constitutes an offence; or
 - that is oppressive, improperly discriminatory, grossly negligent or constitutes gross mismanagement; or
 - that constitutes serious risk to the maintenance of law.

Conditions for Disclosure

Before making a disclosure the employee should be sure the following conditions are met:

- the information is about serious wrongdoing in or by the school; and
- the employee believes on reasonable grounds the information to be true or is likely to be true; and
- the employee wishes the wrongdoing to be investigated; and
- the employee wishes the disclosure to be protected.

Who can make a Disclosure

Any employee of the school can make a disclosure. For the purposes of this policy an employee includes:

- Current employees and principal;
- Former employees and principals;
- Contractors supplying services to the school.

Protection of employees making disclosures

An employee who makes a disclosure and who has acted in accordance with the procedure outlined in this policy:

- may bring a personal grievance in respect of retaliatory action from their employers;
- may access the anti-discrimination provisions of the Human Rights Act in respect of retaliatory action from their employers;
- are not liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made or referred to a disclosure;
- will, subject to Clause 5 of the Procedure, have their disclosure treated with the utmost confidentiality.

The protections provided in this section will not be available to employees making allegations they know to be false or where they have acted in bad faith.

Procedure

Any employee of Natone Park School who wishes to make a protected disclosure should do so using the following procedure.

1. How to submit a disclosure

(E.g. The employee should submit the disclosure in writing using Form A.)

2. Information to be contained

(E.g. The disclosure should contain detailed information including the following:

- *the nature of the serious wrong doing;*
- *the name or names of the people involved;*
- *surrounding facts including details relating to the time and/or place of the wrong doing if known or relevant.)*

3. Where to send disclosures

(E.g. A disclosure must be sent in writing to the Principal who has been nominated by the Board of Natone Park School under the provision of Section 11 of the Protected Disclosures Act 2000 for this purpose.)

OR

(If you believe that the Principal is involved in the wrong-doing or has an association with the person committing the wrongdoing that would make it inappropriate to disclose to them, then you can make the disclosure to Chair of the Board.)

4. Decision to investigate

(E.g. On receipt of a disclosure, the Principal or Chair must within 20 working days examine seriously the allegations of wrongdoing made and decide whether a full investigation is warranted. If warranted a full investigation will be undertaken by Principal or Chair or arranged by him/her as quickly as practically possible, through an appropriate authority.)

5. Protection of disclosing employees name

(E.g. All disclosures will be treated with the utmost confidence. When undertaking an investigation, and when writing the report, the Principal/Chair will make every endeavor possible not to reveal information that can identify the disclosing person, unless the person consents in writing or if the person receiving the protected disclosure reasonably believes that disclosure of identifying information is essential:

- *to ensure an effective investigation*
- *to prevent serious risk to public health or public safety or the environment*
- *to have regard to the principles of natural justice.)*

6. Report of investigation

(E.g. At the conclusion of the investigation the Principal or Chair will prepare a report of the investigation with recommendations for action if appropriate, which will be sent to the Principal/Chair.)

7. Disclosure to an appropriate authority in certain circumstances

A disclosure may be made to an appropriate authority (including those listed below) if the employee making the disclosure has reasonable grounds to believe:

- the *(last resort person)* in the school responsible for handling the complaint is or may be involved in the wrongdoing; or
- immediate reference to another authority is justified by urgency or exceptional circumstances; or
- there has been no action or recommended action within 20 working days of the date of disclosure.

Appropriate Authorities include (but are not limited to):

- Commissioner of Police
- Controller and Auditor General
- Director of the Serious Fraud Office
- Inspector General of Intelligence and Security
- Ombudsman
- Parliamentary Commissioner for the Environment
- Police Complaints Authority
- Solicitor General
- State Service Commissioner
- Health and Disability Commissioner
- The head of every public sector organisation

8. Disclosure to Ministers and Ombudsman

- A disclosure may be made to a Minister or an Ombudsman if the employee making the disclosure.
- Has made the same disclosure according to the internal procedures and clauses of this policy.
- Reasonably believes that the person or authority to whom the disclosure was made:
 - has decided not to investigate; or
 - has decided to investigate but not made progress with the investigation within reasonable time; or
 - has investigated but has not taken or recommended any action; and
 - continues to believe on reasonable grounds that the information disclosed is true or is likely to be true.

NATONE PARK SCHOOL POLICY STATEMENT NAG 6.07

BOARD OF TRUSTEES

CHAIRPERSON PORTFOLIO

The Chairperson provides leadership to the Board of Trustee and support to the Principal and carries overall responsibility for the integrity of the Boards processes.

Original Policy: 14.11.92

Last Reviewed: 2019

Next Review: 2021

Terms of Reference

- Ensure that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organisation.
- Act as the Boards spokesperson.
- Chair Board meetings with all the commonly accepted power of that position (eg.Ruling, recognising, etc).
- Follow meeting procedures as outlined in the Local Government Official information and Meetings Act 1987, except where the Board has suspended them.
- Consult with the Principal over the setting and circulating of meeting agendas in accordance with Board meeting procedures.
- Ensure that all Board members abide by the Board Code of Conduct and if any dispute arises between trustees, be responsible for initiating the Dispute Resolution Procedure.
- Ensure a consultative team approach is taken to the making of all Board decisions.
- Act as a conduit for any outgoing correspondence from the Board and ensure any incoming information is disseminated to relevant Board members.
- Fulfill statutory and reporting requirements on behalf of Board.
- Represent the Board at official and special school occasions where appropriate.
- Develop and maintain a good working relationship with the Principal to ensure the smooth and efficient running of the school.
- Contribute to the Board reports as and when relevant, and be responsible for the collation of Board reports (along with the Principal and Secretary) at Board meetings.

SECRETARY

The secretary is responsible for coordinating Board documentation. Good communication with the Principal, Chairperson and other Board members is essential.

Terms of Reference

- Date all incoming correspondence and distribute to relevant board members.
- Log all correspondence and distribute the log to the BOT with the agenda and Board reports at least 3 days before each board meeting.
- Make sure all minutes are verified as true and accurate record of previous meeting.
- Ensure Chairperson signs all minutes ensuring that the intentions of the Board are accurately conveyed.
- Create and maintain a complete file of agends, minutes and reports.
- Have available in the school office, copies of agendas, minutes and reports.
- Ensure incomittee minutes are locked securely in the Board filing cabinet.
- Update school copies of reviewed policies and statements of intent.

SCHOOL BOARD OF TRUSTEES

The Trustee responsible for the Policy Portfolio will liase with the Principal to oversee the review of school policies

Terms of Reference

- To ensure the Board policies are reviewed according to the schedule.
- To communicate with the Principal regarding review of policies.
- To ensure all policies are reviewed once a year.
- Report to the Board at monthly meetings.
- Update the review schedule.
- Forward ratified policies to the Office Manager for filing within a week following the Board meeting.

STAFF REPRESENTATIVE

The staff Trustee is a full member of the Natone Park School Board of Trustees and therefore bound by the same Code of Conduct. The Staff Trustee must be mindful of the interests of teaching and support staff, with whom they are most closely involved, and will be expected to bring to Board discussions, the points of views of those people as well as their own expertise and experience, however it is their obligation to serve the broader interests of the school and its students.

Terms of Reference

- Prepare/present a report to the BOT meeting, keeping them informed about staff activities and viewpoints.
- Inform all staff about BOT activities and decision.
- Canvas staff opinion on critical issues.
- Present these decisions, viewpoints, requests/needs to both groups clearly and impartially.
- To represent the interest of staff in Board discussions.
- To report to the Board on any matters relating to student welfare, health and safety
- To ensure employment awards and EEO are being met and respected.

WHANAU ENGAGEMENT PORTFOLIO

The Whanau relations person is responsible for liaising between the PTA, Whanau group and any other parent community groups formed within the school. They will also ensure that all Board are culturally sensitive and appropriate.

Students, teachers, parents, and other people with strong connections to the school community shared responsibility for the learning and well being of all students. Through the evaluation ERO identified ways in which schools could develop or further strengthen their engagement with parents, whanau and communities.

Terms of Reference

- To report to the board regarding schoolwide and community events
- To liase with the PTA on school related fundraising needs
- To represent the Board at Whanau Hui
- To ensure that BOT are following culturally acceptable protocols

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Last Reviewed: 2019

Next Review: 2021

- Assisting the BOT to form strong community networks
- Help the BOT create a welcoming environment where concerns can be discussed openly
- Ensure that the BOT is focused on shared and high aspirations for all students learning and wellbeing
- Help to foster an environment where the knowledge and skills of the community is valued and shared.
- At Board level continue to foster the schools commitment to inclusive practices.

FINANCE PORTFOLIO

The person and subcommittee who are responsible for the finance portfolio will oversee the financial management of the school. There will be monthly reports to the Board of Trustees (BOT) on the financial status of the schools accounts.

Membership

Financial coordinator (a trustee) and a sub committee consisting of the Principal and Office Manager.

Terms of Reference

- Keep under review the financial aspects of the School to ensure expenditure is aligned with the goals set out in the Strategic and Annual plans.
- Monitor the financial performance of the school against the budget.
- Review details of expenditure, identifying and investigating anomalies.
- Consider the year end accounts and make recommendations as appropriate for consideration in setting the schools budget.
- Audit financial practices to ensure compliance with legislative requirements, Board policy and established school operating procedures.
- Provide the Board with recommendations to enable it to improve the schools financial practices
- Deal with other financial matters as delegated or required by the Board.

Frequency of Meetings

Recommend monthly, prior to the next BOT.

CURRICULUM AND ASSESMENT PORTFOLIO

- Make sure Boards of trustees are given detailed information to help them review achievement targets, and to inform their decision making about future resourcing and direction.
- High quality reports, that demonstrated trends and patterns over time, allowed trustees to recognise areas of concern about student achievement and to approve the implementation of initiatives to support student achievement.

- Ensure the focus of school developments remained on student achievement by making explicit links between available information and strategic planning, and identifying processes and resources to support these priorities.
- Use information on student achievement in strategic planning, policy direction, and resourcing decisions. Specific targets were set for each year level related to school and national exemplars and included in the annual plan.
- Detailed analysis of variance monitored with effectiveness of teaching and programmes and adjustments are made where low achievement is identified.
- Be aware of its governance roles and responsibilities particularly regarding the National Administration Guidelines requirements for literacy and numeracy, and the provision for students with special learning needs.

PROPERTY PORTFOLIO

The person who is responsible for the property portfolio will oversee the property management of the school. There will be monthly reports to the Board of Trustees (BOT) on the property status of the school.

Terms of Reference

- To oversee the maintenance of your school property (see: Property maintenance)
- Provide the Board with recommendations to upgrade and modernise your school buildings (see: 5 Year Agreement funding)
- plan for whether you will need new capital works (new buildings and services) at your school (Contact us)
- make sure your school charter outlines how your school property will contribute to raising student achievement.
- make sure property work that you commission complies with all legal and Ministry requirements. Part of your role is to hire the right people, like project managers and contractors, to do your property work. You should make sure that the people you hire meet all legal and Ministry requirements, have an appropriate level of skill for the job, and are working in a healthy and safe environment
- develop a 10 Year Property Plan (10YPP) to plan for the right amount of space and to care for school property so that your school provides the best learning environment
- manage capital building projects, meeting the Ministry's project management requirements.
- oversee your school's day-to-day maintenance to keep it in good order and repair.

SPORT & PE PORTFOLIO

Original Policy: 14.11.92

Last Reviewed: 2019

Next Review: 2021