



POLICY STATEMENT SCHOOL MANAGEMENT

Version 4

Reviewed 17/8/2017

Purpose

To Provide the school community with clear guidelines of communication systems and school procedures.

The board will ensure the following points are adhered to:

Administration systems are efficient and transparent.

Roles/responsibilities for specific areas of administration to be clearly identified and included in job descriptions.

Regular review of policies and procedures to be planned for and documented.

Documented procedures to support this policy are adhered to.

The following procedures are documented as part of this policy:

School uniform

Complaints

Behaviour

Reimbursement

School camp

Newsletters

Personal property / valuables

Purchasing goods

School security

Buses / crossing

School closure

Preschool visits

Enrolment procedures

Compulsory School Uniform Procedures

The wearing of the school uniform is compulsory, as the school believes it helps discourage prejudices and encourages unity, helping to provide a healthy, discrimination free environment for our students.

The official school uniform must be worn at all times during the school day, apart from when sports or physical education activities make it practical to wear the PE/sports uniform.

The school office will be a collection point for unwanted uniforms.

Complaints Procedures

Steps to follow for parents/caregivers wishing to make a complaint:

In the first instance, an approach should be made to the class teacher regarding a complaint about any aspect of the teaching/learning programme or student management. When a parent/caregiver is unable to approach or resolve an issue with a teacher, they should approach a senior staff member, ie Principal or Deputy Principal or Syndicate Leaders.

Complaints procedures -

Steps to follow for parents/caregivers wishing to make a complaint:

- In the first instance, an approach should be made to the class teacher regarding a complaint about any aspect of the teaching/learning programme or student management.
- When a parent/caregiver is unable to approach or resolve an issue with a teacher, they should approach a senior staff member or senior management team, ie Syndicate leaders followed by the Deputy Principal and then the Principal if no action has been taken or resolution made.
- Where a concern remains unresolved or involves the Principal, the complainant should direct a complaint in writing to the board.
- If the complaint is a serious complaint regarding teacher competence or child safety, it should be directed in the first instance to the Deputy Principal and Principal. If the concern is about abuse, see Child Safety Policy.
- If the board receives a written complaint, the Board Chair will notify the complainant of the action that has taken place or is to take place.

Behaviour Management Procedures

Rationale: Our school must provide a pleasant, safe and secure environment for students and staff.

Objectives: 1) To ensure all staff, children and caregivers are aware of the expected standards of behaviour, within the school community, and the procedures for maintaining them.

2) To encourage children to accept and practise acceptable standards of behaviour within the school community.

3) To acknowledge and reward good and positive behaviour within the school.

4) To have a clear set of disciplinary steps to deal with problem behaviour, and be consistent in their use.

5) To involve parents and caregivers in ensuring acceptable standards of behaviour are accepted and maintained.

Procedures: * Publish a school-wide code of conduct that is aligned to the Restorative System and the School's values.

* Display prominently in each room.

* Circulate copies of the Code and its associated procedures, to parent/caregivers.

* Positively reinforce good behaviour in the classroom and playground, through in class reward systems and the school-wide token system.

* Incorporate anti-bullying programmes such as Kia Kaha into the teaching programmes.

* Access support personnel, as required. E.g. RTLB, Police Education Officers, Youth Aid, CYFS, Family Works, RTLit.

* Disciplinary measures taken by teachers will be fair, equitable and appropriate to the misbehaviour.

* Clear lines of communication between school and home, and vice versa, will be maintained, over issues of behaviour.

Conclusion:

Reinforcing positive behaviour, and taking action with inappropriate behaviour, will ensure the school is an attractive and safe environment for all.

Confirmed: _____

Date: 18 June 2015

Review Date: 17 August 2017

***Riverton Primary School
Pupils' Code of Conduct***

- * I take care of myself
- * I take care of others
- * I take care of the environment
- * I get along with those around me

- * I can work as part of a team

Rights and Responsibilities

- I have the right to respect and the responsibility to respect others
- I have the right to be safe at school and the responsibility to keep others safe
- I have the right to learn and the responsibility to let others learn

General Rules

- 1) Any activity which introduces unacceptable conflict into the playground will be banned.
- 2) The following behaviours within the school are not acceptable:
 - disruptive classroom behaviour
 - bad language directed at another person
 - running within buildings
 - playing with sports equipment etc within buildings
 - throwing stones
 - any form of violence
 - any form of intimidation
 - using bad language
 - leaving the school grounds (without permission from a teacher)
 - eating, or having food or drink, near any of the school digital devices
 - intentional damage of school property

BEHAVIOUR MANAGEMENT PROCEDURE

A) Positive Behaviour

Positive and good behaviour will be identified and acknowledged by staff.

Pupils will be rewarded with:

- Token system
- Immediate praise
- Certificates (in class and/or at assembly)
- Medal winners (Values)
- Principal's awards

B) Disciplinary Action

If a pupil displays inappropriate behaviour and breaks the Behaviour Code, does not use the Restorative System of Behaviour Management.

Disciplinary measures taken by teachers will be fair, equitable and appropriate to the misbehaviour. Teachers will use their discretion to decide whether the incident warrants progression on to loss of privileges or if the behaviour is of a more serious nature requiring the intervention of the principal and/or parents.

Behaviour Management Procedure for negative behaviour consequences:

Continual misbehaviour of a more serious nature may well result in one or more of the following and the decision making can be forwarded to the higher degree if the behaviour warrants it.

- Verbal Warning and choice suggested, restorative practice used - Class Teacher
- Group restorative practice used and resolved - Syndicate Leader/DP
- Action – Pupil to contact parents - DP
- Parents/Caregivers are contacted and the on-going misbehaviour is discussed with them - DP/Principal
- A behaviour contract between school and home is negotiated - DP/Principal
- Referral is made to support services, which are able to work with the school, the pupil and the home in behaviour modification - DP/Principal. (Agencies include: Resource Teachers Learning & Behaviour, Specialist Education Services, Public Health Nurse, Youth Aid)
- Internal Suspensions - DP/Principal (Isolated from peers/Sending home)
- The Principal and the Board of trustees can invoke Sections 13 - 18 of the Education Act 1989, regarding Suspension from School

Reimbursement for Expenses Procedures

All claims for expenses must be submitted to the Office Administrator on the appropriate claim form, accompanied by receipts.

Payment for travel will be reimbursed at 0.58c per kilometre, as collective states.

Payment to be made at the Principal's discretion and should be authorised before purchase or travel initiated.

School Camp Procedures

The following procedures must be followed for any overnight stay involving students/staff and parents:

All students must have returned a signed permission slip and a signed Code of Conduct prior to attending camp

A signed copy of the Code of Conduct must be received from all parents/caregivers prior to attending camp.

All camp activities and organisation must be approved by the Principal and Deputy (student welfare) or an approved representative who is the camp leader.

No alcohol will be permitted at camp.

Any students who are found to be smoking, drinking alcohol, excessively aggressive or non-compliant, will be sent home as soon as possible. Parents will be asked to come and collect them or pay the incurred expenses.

Any activity at camp must involve more than one adult present, at all times.

When students are swimming there must be an appropriate adult / student ratio. This must not include adults swimming.

A risk analysis and management system (RAMS) will be completed for all camps and must be signed by the Principal and approved by the Board.

There will be copies of RAMS available to all parents on camps or excursions.

Newsletter Procedures

Newsletters are emailed home every second Wednesday. Or if requested, a paper copy is sent home with the youngest child.

Children and staff are encouraged to provide articles and stories.

Newsletters are also posted on the school website.

Personal Property / Valuables Procedures

Children are actively encouraged not to bring toys/valuables/cell phones etc to school.

Teachers are NOT responsible for the theft or damage to any of the above that are brought along to school.

Collectible/swappable cards are banned unless a swap day has been arranged.

Purchasing Goods Procedures

All goods purchased for the school must be entered in the order book.

Before any new resources are distributed, the details must be recorded in the Asset Register, kept in the office cupboard. This information is transferred to an asset disk at least once a term.

All teachers will receive a budgeted amount each year for classroom consumables and art supplies.

There will be separate budgets allocated for curriculum resources.

Teachers are expected to keep within their budgets.

School Security Procedures

Each block has a security system controlled by the master panel in the admin block.

Teachers are issued with a four digit code.

Teachers are expected to shut windows and lock outside doors after school and to turn off classroom lights.

The cleaner has final responsibility to check security before she leaves in the classroom blocks. The Principal or Admin Officer will be responsible for the administration block.

Bus / Crossing Procedures

Children line up in bus lines inside the hall..

Children are not permitted to leave classrooms prior to the bell ringing.

Bus Monitors will check any children (under 7 years) who are on the bus roll.

There will be a staff member (Principal/Deputy Principal/SM) assigned each day to crossing patrol and bus duty.

The children must cross at the crossing.

Bus runs will be managed by the elected bus network

Cancellations will be managed as per the bus network procedures.

School Closure Procedures

If the weather dictates unsafe conditions for driving (staff and students), the decision to close the school will be made by the Board Chair in consultation with the Principal and bus drivers. This decision must be made before 7.00am.

The school will be closed if there is no heating or no water.
It will be the Principals (or designated senior teachers) responsibility to notify the radio stations as soon as possible. (See emergency response procedures)

Procedures for Pre School Visits

New entrant students will visit the school 2 or 3 times a term for an hour each time. During that time the group will experience a hands on activity, learn a song/poem/action, listen to a story.

During the visit a teacher will be released to spend the time solely with the prospective new entrants.

Parents are to leave the children with the teacher and may meet in the staffroom or support other children at school.

The Young Explorers programme is available for 4 1/2 year olds on Thursdays, from 1.45 till 3.00pm. This is run by the New Entrant teacher.

Enrolment Procedures

All new enrolments including new entrants will be enrolled by the Principal, or in her/his absence by one of the Deputy Principals.

Whenever possible, new parents will be given a tour of the school and time will be spent with them to outline the schools programmes and procedures.

New entrants must provide birth certificate, medical information, vaccination status or any existing conditions.

New families will be provided with an information pack, explaining the school procedures and other necessary information.

Version 2
Reviewed /9/2017

Approved:

Board Chair: