



Legislation Policy

NAG 6 Legislation

Toko School Board of Trustees will comply with all general legislation concerning requirements such as attendance, the length of the school day, and the length of the school year.

Toko School Board of Trustees meets its obligations to NAG 6, by ensuring that the following documentation is developed, implemented and reviewed as part of the Board's self review process, with reference to compliance with the appropriate regulations.

Policy

Religious Instruction

School Closure

Key Supporting Documents

Admission Register

Attendance Registers and Procedures

BOT Minutes

Board Code of Conduct

Board Meeting Procedures

Daily Absences Book

Education Act 1989

Ministry Gazette notices and circulars

Record of School Attendance School Master and ENROL

Newsletters

School Trustees Publications

Self Review Plan 2006 to 2009

Stand downs, suspensions and Expulsions Ministry Publication June 2003

Toko School Charter, including Strategic and Annual Plans

Procedures

Board of Trustees meetings

Enrolment

Length of school year

Police Interviews

School hours

Student placement

Transition to school

Withdrawal of children from class

This policy is reviewed on a 3 year cycle in line with the Board's document self review plan.

Approved: March 2006

Reviewed: Term 1 2008

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NAG 6 PROCEDURES

BOARD OF TRUSTEES MEETINGS:

Please refer to Board of Trustee Meetings procedures.

ENROLMENT:

1. On enrolment the Principal will ascertain, from the parent/caregiver, such information as:
 - a) required by law
 - b) needed by the school
 - c) considered necessary by the parent/caregiver.

If the Principal is unavailable then the Office secretary will do the enrolment and class placement. It is subject to confirmation by the Principal.

2. NZPF Enrolment form will be used for all enrolments with the relevant sections to be filled in. If new entrant, a birth certificate and immunisation certificate needs to be sighted. The Parent/caregiver is to sign and date the form.
3. The School Information book, and/or other relevant information e.g. bus timetables, internet agreement, medical agreements, transport agreement, will be given to each new family and discussed.
4. Office procedures;
 - i) Enrolment form is given to the Office Secretary
 - ii) Relevant enrolment details are entered onto ENROL
 - iii) Administration number and immunisation status to be entered and then entered in the Immunisation register.
 - iv) Top copy of enrolment form goes to school file. Second copy to the teacher.
 - v) Relevant information will be entered on computer files. Class and medical lists are updated.
 - vi) Enrolment Record to be requested from previous school within 7 days. On arrival of Record, date to be entered in Admission and Withdrawal Register and on Enrolment Record.
 - vii) Teacher is given all relevant records.
5. Children enrolling who have never attended a NZ school will have an Enrolment Record created.
6. No child under the age of five will be enrolled at the school.

Withdrawal of children:

1. When notification is received the teacher is informed and asked for the child's records.
2. All records to be checked and signed by the Principal before mailing.
3. Records then given to Office Secretary for withdrawal procedures eg ENROL and then post other records
4. Delete child off computer and class lists

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6. If records have not been requested within 12 school days the Principal must take reasonable steps to find out where the child has gone in order to send the child's Enrolment Record.
7. If the Principal cannot locate the child, the Principal must inform the Ministry of Education using the form NETS-1 and retain the child's records.
8. If a child has been absent for 20 consecutive days without the Principal being informed the absence is only temporary. The Principal must take the child off the school roll and inform the Ministry.

Children requiring 'on-going resourcing':

1. The enrolment of such children will not be conducted until due consultation with Group Services Education has been completed.
2. The school must ensure that it has the necessary physical resources, financial resource and appropriate staff before enrolment of such children can be finalised.
3. The interests and well being of the child is paramount.

LENGTH OF SCHOOL YEAR

1. The school will conform to the requirements of legislation in this area.
2. The school operating year will be 394 half days unless there has been reason for emergency closure.

POLICE INTERVIEWS:

1. In the event of a Police Officer wanting to interview a child at school every effort will be made to contact the child's parents/caregivers at the earliest opportunity.
2. If the child's parents/caregivers are unable to be contacted no interview is to take place unless the Principal is present.

SCHOOL HOURS:

1. Teaching staff is required to be at school for the length of time, prior to the arrival of their children that it takes them to prepare their programme, their environment and themselves adequately.
2. All teachers are expected to be in their classrooms from 8.30 - 9.00 am unless they are on duty.
3. Teachers will be required to remain after school until all necessary duties have been completed. (3.30 pm is considered to be the minimum requirement).
4. Sessions of school - bell times;

9.00 am	Classes begin
10.40 am	Interval
11.00 am	Classes resume
12.30 pm	Lunch
12.40 pm	Dismissed from supervised lunch

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1.30 pm Classes begin
3.00 pm Classes dismissed

5. Teachers will also be responsible for playground duty and supervision as prescribed by the Principal.
6. Support Staff, caretaker and cleaners will negotiate their hours of work on acceptance of their position. All hours can be and should be reviewed.
7. The school will be open for instruction on each half day for at least two hours.
8. The school must be open for instruction on every weekday during the school term, the dates for which are prescribed by the Minister of Education. The number of half days prescribed is 394.

STUDENT PLACEMENT:

1. School classifies children in 'year' groups; Year 1, Year 2 etc. Classification follows the MOE guidelines of 1 June, however, common sense and the best interest of the child are at the heart of correct placement. **Hastening children through Year groups is not a necessarily a good idea. Children born in April and May are always the focus of discussion between parents and teacher and Principal.**
4. The classification for some children may be reviewed, initiated either by parents/caregivers or the school.

TRANSITION TO SCHOOL:

1. The operation of any transition policies will occur within the guidelines of the Privacy Act.
2. Visits to school by pre schoolers are welcomed. A parent must be present for the duration of these visits, and is responsible for them and their behaviour at all times.
3. Parents/caregivers are encouraged to bring their child for pre visits before their fifth birthday for orientation.
4. A mutual arrangement of visits is in place with New Plymouth Montessori Junior School.

WITHDRAWAL OF CHILDREN FROM CLASS:

1. All requests for release from school to attend out-of-school tuition will be directed to the Principal.
2. The Principal will advise parents/caregivers of possible consequences for a child's progress of such exemption from normal class lessons.
3. Children may be released from class programmes to instructional programmes provided by paid persons outside the school. However, this tuition will be limited to a maximum of 90 minutes per week.
4. The school will consider each case on its merits and how it will affect the child's programme within the school.