



Toko School Procedures and Teachers Information

Reviewed January 2010.

ABSENCES: If staff are away from school for any reason please inform the Deputy Principal as early as possible or preferably the day before or earlier.

If you are uncertain of the location of a certain child it is *our duty* to find out. The school secretary will visit your room **before 9.15am**. Please inform her promptly of any absences. Additionally, in the afternoon, if a child leaves school before 3pm it is our responsibility to record this using school master.

ACTIVITY ACCOUNT: An activity account was set in place at the beginning of 2010. The account is for \$70 per child attending the school and covers the costs of **all** the extras the children receive, i.e. bus travel and visits. It is not a school fee and should be referred to as the activity account!

ART AND CRAFT: The school possesses a good supply of art and craft materials. Staff should familiarise themselves with the location areas for art and craft equipment as early as possible. Conservation and effective management of resources is important. In other words look after the paint brushes!!!! They are expensive. **Megan** is in charge of art and the art budget. Let her know about art supply needs. Please put paper down when painting or arrange another way to protect the desks. Kids should wear art shirts.

ASSEMBLY: These are currently held on Monday mornings and on a Friday afternoon. Classes are rostered on at the beginning of each term. **One week “formal”, next not.** Timetable set out at beginning of each term. All staff are expected to attend school assemblies. Assemblies for Jnr/Snr School may be held separately as required by staff concerned.

BELL TIMES:

9.00 8.50 on PA mornings!

10.40

11 00

12.30

1.30

3.00

Bus bell.

3.30

The duty teacher is responsible for the ringing of bus bell. A monitor from the Room 5 will be appointed to ring the day bells. However, duty teacher is still responsible for ringing the bell for buses and to notify everyone about wet lunch times.





BOARD OF TRUSTEES: The BOT meet at the school on the third Wednesday of each month at 7.30pm. Your staff representative (Megan Heazlewood) will fill you in on details. Principal's reports/staff reports will be on the Staffroom wall. Minutes of meetings and B.O.T member's reports should also be displayed. Your B.O.T teacher representative is just that. In a 'positive school' the B.O.T rep and the Principal always work together.

BOOKS: These are still our prime resource and as such must be looked after. Teachers are asked to initiate and maintain a classroom system for use with all reading material. Please monitor books going home and more importantly returning to school. Be proactive looking after our learning resources. Book bags are essential.

BOOK WORK: While it recognised and accepted that individual teachers have different expectations and procedures in relation to the presentation of work in books the following is to be noted.

BOOK COVERS: Inside book covers are not to be written on. Watch for the "doodlers" and the "corner curlers".

Books should be covered. This needs to be monitored.

Dated work daily! and ruled lines should be **common place**

after Yr. 2.

Don't allow pages to be ripped out.

Don't allow children to miss many pages. Help them be organised.



Children's books are "sample files".

BOOK CLUB: The school subscribes to the Ashton Book Club. Issues are once a term and are handled by the Secretary. Cheques to be written out to "Ashton Scholastic".

BOUGHT LUNCHESES: The PTA will offer the opportunity for a bought lunch for the children at Toko School on a Friday during certain times of the year. It is flexible and changes. Money must be at school in the office the week before. It is run by the P.T.A as a service to the children. Thanks PTA!

BUDGET DELEGATIONS: Where staff have responsibility for budgeted curriculum areas of school expenditure, it is expected that budget allocations will not be exceeded without the permission of the principal and that staff have a good idea of how their budget is progressing. Check the budget on the staffroom wall. However it is about a month behind actual. Teachers need to be aware of their own budget totals!

BUSES: The school is served by Transit for transport of pupils to and from school. O'Brian has the Douglas run. Bus monitors for each of the four buses are appointed annually. Bus lists and details are available. The duty teacher is responsible for the orderly departure of the buses. Sometimes buses leave early especially when high school is on holiday. All bus problems should go in the first instance to the teacher in charge of buses. Children are our responsibility on the bus. Bus monitors meeting is held regularly with the teacher in charge to discuss behaviour and concerns. These are reported at assembly.



CAMPS AND OVERNIGHT STAYS These are to be discussed with the Principal and Board **prior** to any discussions with classes etc. Senior camp is yearly and does involve school funds. Please check the ample documentation for EOTC and EOTC with an over night stay. Documentation is separate.

CAR PARKING: Parents visiting the school should park outside the Hall area.



CARETAKER: We do not currently employ a caretaker. Please report property issues to the principal and put in the property book!

CHARTER This forms the basis of our school philosophy and outlines our intent as educationalists. Each staff member should be familiar with the Charter. Charter was revised and passed in 2009.

CHILDREN'S DUTIES: Year 7 and 8 pupils are expected to make a contribution towards the efficient running of the school. Duties should be rotated regularly. Checking and following up on the quality of children's duties is necessary as is having a back up for when children are away.

Classroom duties should be common place in all classes with all children having jobs to do!

CLASS LEVELS: Rooms are usually multi-class. Promotion through levels is to be done in discussion with the principal and in circumstances out of the ordinary with the parents. The best interest of the individual child will form the basis of decision making.

CLASSROOM ENVIRONMENT: Every effort should be made to keep classrooms looking their best. It is time well spent. Classroom environment is not a competition, however, time should be set aside to keep it looking attractive as possible. A "busy" room does not need to be an untidy one!

CLASSROOM MANAGEMENT:

Essential routines and organisation for efficient classroom teaching and pupils working habits must be established early in the year and should be reviewed regularly. Pupils should be consulted over some aspects of this. The re-introduction each year of a Learning Stars unit to start off is a good idea.

CLEANER: The present school cleaner is Kirsten Gooch. She commences work at approx. 3.15pm daily. If the cleaner is not at school prior to the departure of the duty teacher it is that person's responsibility to ensure that the school is locked securely. Cleaning materials are stored in the cleaner's room next to Room 5. This room is to be **kept locked**. During the holiday clean move furniture away from walls and off the lino. Benches, teacher's tables and shelves to be cleared for ease of cleaning.

CLEANING: Staff and pupils are expected to take a reasonable degree of responsibility for general classroom and school tidiness. Staff are asked to ensure that at the end of the day the



classroom floors are left free from rubbish and that all chairs are placed on desks etc. Desks should also be arranged in an orderly fashion.

CODE OF CONDUCT:

Staff should be aware that we are regarded as professionals and should ensure that the model we provide measures up to this. While there will always be differences of opinion on many issues it is expected that school decisions will be **publicly supported** and that any queries or objections are directed through the appropriate channels in the correct manner. The Teacher Council has a code of ethics which is an important document and clearly spells out appropriate, professional behaviour at school. It applies and is the base line for conduct at Toko School for all teachers. Please read it thoroughly.



COMPUTER NETWORK . The effective use of these computers will be included in on going Professional Development delivered by current staff.

The server and switches are in the journal room! Richard Bradley is the network administrator. The network ensures greater security of files and accessibility of information. It also allows for the sharing of software and hardware applications.

Only staff should move computers. Only two pupils should use a computer station at one time. Teachers are responsible for the implementation of a suitable timetable, which will affect efficient usage of the computers.

Computers should not be used for games during interval periods in fine weather.

The principal should be notified of all problems associated with the running of the school computers. However, an expectation of an instant fix is unreasonable. Teachers need to discourage children going into the “workings” areas of computers.

All school computers can access the Internet. Please make yourself familiar with the policy on Internet usage. Safety first.

If children only linked to the internet through book marked sites there is little chance of accidents occurring!

CORPORATE LIFE OF THE SCHOOL: As part of their general job descriptions staff are requested to participate and attend functions and activities carried out at school and which may be outside of classroom contact hours. Staff functions are better if all attend.

CURRICULUM FRAMEWORK

We have developed a very useful Curriculum Framework. It outlines our schools priorities and procedures within individual curriculum areas. It is in an under constant review, however, all classroom teachers have the most up to date version. It outlines good practice and programs of work. It needs to be followed. **It is vital that all teachers are familiar with this important document.**

CURRICULUM SYLLABI: When issued these become the property of the staff.



DAILY NOTICES

Check interact daily for the days notices. Add your own notices to this. It is a vital and valid communication tool! Checking once daily is the expected routine.

DECISION-MAKING: To a large degree it is hoped that decision making can be done in a collaborative fashion. However, if consensus is difficult to reach on any issue the Principal has the **obligation** as the General Manager of the school, to make a judgement call which may or may not be agreed to by staff. It is expected that these decisions will be accepted by all staff. **The Principal has this right to make these decisions as he is the person that takes the ultimate responsibility for all school actions and events.**

DISCIPLINE: Staff are asked to familiarise themselves with relevant school policies and school rules. Individual teachers should formulate their own set of classroom discipline rules in keeping with school policy and philosophy. Staff should be mutually supportive of each other in enforcing and maintaining good school and class discipline. **More serious incidents are recorded in School Master.** All staff are asked to add items to school master. Teachers are reminded that they may well need to keep their own records if children's behaviour causes concern. Dates are essential and brief outline of events. **All concerns should be expressed to Richard** early.

DISPLAYS: Displays of work etc are only to be placed in those areas with the appropriate display board. On no account are staples used on or in wood! The use of blutack on some painted surfaces also requires caution. Any requests for additional display space should be discussed with the principal.

DRESS CODE: Staff are in the position of being role models and in the public arena for much of the time. An appropriate standard of dress is required from staff. Basically clean tidy and conservative dress is asked for.



DUTY: Duty serves several important purposes.

To keep a finger on the "pulse" of what is happening. To act in a preventative manner i.e. teacher presence will avoid many incidents or stop others from escalating. To allow teacher / pupil interaction mixing with those pupils from outside of the teachers own room area.

The expected and anticipated procedures are as follows:

PUPILS SHOULD EXPECT AND KNOW THAT A TEACHER IS ON DUTY.

The duty roster is on display in the Staffroom.

Before school be at school before the first bus which is approximately

7.45am unlock main block, turn on lights, and unlock classrooms, library, hall, toilets. Open curtains etc to make the school look inviting. **Check the reverse at the end of the day.** Plus turn off photocopier. There is a more information re the duties the duty teacher should perform on the duty roster itself.



10.40 - 11.00. All areas should be checked regularly. The duty teacher should make every effort to be "visible" within the playground. Remind children about hats. Be on the move constantly. Watch "at risk" areas. **Children should be outside unless wet.** The name of children that *are allowed inside* the class during a break needs to be **written on the board for the duty teacher!**

It is important to be on duty at 12.30 to supervise pupils at lunch. All children remain seated for lunch until dismissed by duty teacher at 12.40. All children eat outside on fine days on the cobblestone area.

3.00 – 4.00 Supervise all bus departures ensuring that the correct procedures are followed. Be out there on duty. Have the school phone with. Check for messages and deliver these. Help the Bus monitors do their duty. Children should stop and listen during roll call. **Check and sign the 'bus book'**. Make sure "lost property" is in the bin. A great time for kids to find their shoes before they get on the bus. Additionally, there is a list of duties on the Staffroom wall for the duty teacher that closes up the school.

WET DUTY:

Wet duty is decided by the current teacher on duty. If it is wet they ring **three short bells**. **Immediately ALL teachers are on duty**, specifically in their classroom. It would seem like a good idea for adjoining classroom teachers to share their wet duty so that everyone gets a needed break. This is organised informally by teachers.

EDUCATIONAL VISITS: These are encouraged but must fit in with the current planning. **All visits** must be discussed with the principal prior to arranging. Current EOTC guidelines must be adhered to.

EMAIL: Each teacher has an e-mail address at school and they are all similar, e.g. richard.bradley@toko.school.nz. Each class has an e-mail address too. Individual e-mail addresses for children at this stage are only for Year 7 and 8. The software is Thunderbird. Children can email between classes as can teachers.

EMERGENCY DRILL: These will be conducted at least **once a term**. Staff should ensure that children know procedures for and assembly areas. Each room should display the emergency drill notice in a prominent place. The Fire Alarm is different and distinctive. All classes assemble on bottom field. Teachers report to the Principal if they have a concern regarding the whereabouts of a child.

GROUNDS: Property Management of the grounds and buildings is a BOT responsibility. Pupils and staff are however expected to take a part in tidiness. A booklet is available for writing in property maintenance issues. It is in the staffroom.



HOMEWORK Parents expect and like a degree of homework. Homework should be assigned but it must be relevant and meaningful to both the needs of the pupils and the nature of the classroom programme. If homework is given it needs to be "marked" and feedback given.



Children under eight and those with a reading age of less than eight should have home reading on a nightly basis. The main consideration in this area is one of common sense. Homework should not become an imposition for families or replace sound classroom teaching. **Sometimes less is more. Homework has the potential to do good or bad! Please ensure that your homework does good!**

HOUSES: There are four “houses” in the school. Each teacher is in charge of one and one teacher acting as adjudicator. Teachers can award house points for a variety of reasons including good work good attitude good sportsmanship. A range of 1 to 5 points is used. **Five being for something substantial.**

INTERNET: Be aware of the policy on Internet usage. It clearly sets out the expectations and responsibilities of the individual teacher using the Internet in their classroom. IT is an amazing tool, used wisely.

JEWELLERY: The wearing of jewellery should be discouraged, especially earrings other than studs. Children have been known to be badly hurt.

LAWN MOWING The “Stratford Group Mowing Scheme” mows the majority of the school lawns on a regular basis. A part time person is employed to do the smaller areas around the school grounds.

LEARNING STARS: We award learning stars for the children’s behaviours, attitudes, efforts and abilities that link to our learning stars!!! Learning Stars are like Key Competencies.



These are recorded in a notebook and given to the person in charge of organising the system, ideally on Thursday morning ready for Friday assembly. These Learning Stars are recorded in a master file to keep an accurate record. Please get the Learning Stars books to the person in charge promptly as there is considerable time involved. After 4 Stars children are awarded a Certificate of Merit. After 4 Certificates of Merit children are awarded a Certificate of Excellence, then the process restarts. I would like to think that after 8 years at school a child would get the 64 learning stars needed to get the final

certificate. That works out to be 2 a term.

LIBRARY: This is a major asset. The library is to be used as such and is not a general meeting room for pupils. Staff are asked to follow the issue systems outlined at the start of the year and to ensure that the library is left in a tidy state.

A limited amount of teacher aide time has been made available for library use. Formal class library times will be finalised early in the school year. **IT IS CRITICAL THAT CLASSES ARE INSTRUCTED IN THE CORRECT USE OF THE LIBRARY.** This should form part of class library lessons! Your class should maintain the alphabetical order of a library section to the first three letters. At present the teachers aide works for 3 and 1/2 hours weekly under the overall responsibility of the teacher in charge of the library (Megan Heazlewood) and the principal.



LOST PROPERTY:

It is difficult to lose named clothing. Stress this and try and keep the pile down. A teacher is rostered onto this tiresome duty.

MARKING: It is essential that teacher marking be kept up to date but be relevant for the purpose of the exercise being undertaken. Marking with children is of more benefit. But clearly children's books need teacher input and it cannot always be done with the children. Teachers should use a variety of marking techniques including surface and deep marking!

MANUAL: Technology! Year 7 and 8 students attend manual at the Eltham Technology Centre fortnightly basis on a Thursday. Pupils are picked up at 8.45 and returned at about 1pm. **The roll needs to be checked before departure.**

Reports on progress are received. Principal is the liaison person.

MEDICATION: There is a policy that is important in regard to administering medication.

MEDICAL RECORDS: A list of pupils with medical problems is available in the school office. Using School master you should be able to develop your own! An Immunisation Register is maintained by the School Secretary.

MONEY: All monies brought by pupils for school activities etc must be collected at 9.00am and sent to the office in an envelope with a full explanation of what it is for.

NEWSLETTERS: These are a very important part of the communication process and are sent out regularly to parents every Thursday. The Principal writes the school newsletter. Teachers input into newsletters is needed. Not a lot, but a brief outline. Please email me with your classroom news contribution on Wednesdays. The Principal is responsible for the **final content** of the newsletter. Class letters and notices to parents must be sighted by the Principal prior to issue. **PLEASE HAND OUT YOUR NEWSLETTERS ON A THURSDAY.**

OFFICE: **Children are not permitted in the office area alone.** Children can get stationery from **12 to 12.30 daily.** **Please discourage children's visits to the office outside of this time.**

PARENT HELP: On request, as the need arises, mother help will be involved in classrooms, particularly for reading and mathematics. Guidance is needed for these helpers to enable them to perform to their best. They must take their direction from the classroom teacher involved.

PARENT INFORMATION BOOKLET: A handbook for parents will be given on the enrolment of a child. This will contain much of the information relating to school administration and organisation. Staff are requested to become familiar with this publication as soon as possible. Staff suggestions for the review of content of this publication are welcomed.



PARENT INTERVIEWS: These are conducted towards mid year. New teacher child combinations have meeting in February about week 3 or 4. There are no parent formal interviews at the end of the year. A summary of the content of the mid year three way interviews should be available.

PERFORMANCE MANAGEMENT: All staff are involved in the Performance Management Programme. Refer policy document and procedures.

PHOTOCOPIER: The best time to use the photocopier is in the morning before 8.30am. Please ensure that all copies forwarded by the network have **A4 paper**... this the number one cause of printing blockages!! Colour prints cost 20 cents each! Therefore errors are costly. All children should be specifically taught how to find out how many pages a document has and whether it should be printed in colour.

Unattended pupils using the photocopier is still not allowed!

Children are not to open the machine! If the machine jams or requires toner please do your best!

PHYSICAL EDUCATION: Teachers are asked to plan and conduct regular physical education classes which contain elements of skills teaching in addition to the more games oriented "sports" sessions. 2 or 3 times a week. Children need to be appropriately dressed e.g.. Shorts and a T-shirt. The school received a Sportsmark Award in 2000. A major review took place in 2006. Maintaining weekly planned and prepared Physical Lessons is important. Two a week.

PLANNING: Detailed information on planning is available elsewhere i.e. "Curriculum Plan". Basically we have long term plans, unit plans, and daily planning. The Principal wants access to your daily, and longer term planning on a fortnightly basis, available on a Sunday morning.

POLICY: Policy has been formulated in many areas. A list of all current policies (plus draft policies) is available in a black folder in Principals Office! Staff are urged to make themselves familiar with school policies as quickly as possible.

PRIVACY ACT: Staff are reminded of the implications of the Privacy Act and the requirements for observing this legislation. The Principal is the schools Privacy Officer.

PURCHASING: **On no account are staff to make major purchases** without having obtained prior approval from the principal. It is the Principal that has the overall responsibility. All other approved purchases must be signed by the staff member concerned. Purchases must be in line with budget provision. Staff may only purchase goods within their curriculum delegation. The Principal has wider authority to purchase. **An Order Book is in operation. It must be used.**

RECORD OF WORK:

We have children's books which are excellent samples of children's work.

We have feedback under review and significant change in 2010.



We have anecdotal results and observations in [planning diaries](#).

We have [special books which are special items](#), often off the wall and kept.

We have [sample books/ clear files](#). In sample files you should be able to get a snap shot of the child's learning. It would include [current](#) information. It has a list of requirements at the front. If a child is [behind their chronological age](#) in a curriculum area the Sample File can still be a record of progress over time as well. But essentially the purpose is to reflect current learning and standard of achievement.

We have key assessment information eg AsTTle, PAT, STAR, NUMPA, 6 year net, etc in school master.

Comments rather than marks are sought especially in areas requiring remedial work or special programmes. Marks really aren't appropriate. Be specific. Use data.

At the end of each term data will be gathered to allow staff to see an overview of the learning at classroom and school level to better understand the progress and achievement of children. From this information school decision making can be made based on data.

RESPONSIBILITIES: All teachers have responsibilities beyond the classroom. These are altered yearly or as need requires. These added responsibilities are a key part of being a teacher!

RIGHTS:

- Schools and teachers have the right and responsibility to ask for assistance from resource agencies and parents when support is needed in handling the behaviour of s t u d e n t s .
- Pupils and parents have the right to a teacher who will set firm and consistent limits.
- Pupils have the right to a teacher who will provide them with consistent positive encouragement to motivate them to behave.
- Pupils have the right to know what behaviours they need to engage in that will enable them to succeed both in the playground and within the classroom.
- Pupils have the right to a teacher who will take the time to teach them how to manage their own behaviour

SCHOOL AUTHORITY OUTSIDE THE SCHOOL:

Schools have authority over students outside the school in specific situations. They include: School trips & visits and occasions when the student is "representing" the school.

A student on a school bus until he or she leaves the bus.

A student who has left school during school hours (unless under the control of a parent).

A student who is in the immediate vicinity of the school. (hard one to prove but we'll try.)

SCHOOL RULES: Have Helping Hand picture with the school rules in your room on the wall. Refer to it! Additional class rules are appropriate but we have some overarching rules! Please use them to everyone's advantage.

SCHOOL HELP: Parents are to be encouraged to come into the school to assist in various areas. [All such help is to be discussed with the principal prior to arranging.](#)



SCHOOL SECRETARY: Mrs. Annette Hinton is employed as a school secretary for 22 hours per week. Her role is largely administrative and in the first instance she is Principals' Secretary. Any other requests on her time are secondary. However, she is often readily available to assist. She manages financial details at Toko School.

SCHOOL TIMETABLES: Having a timetable available within your classroom is a sensible idea.

SPORTS DRESS: Children at events representing the school are our responsibility. As such they need to wear the correct gear. Black shorts and a black and gold top is needed and school tracksuits are optional but encouraged.

STAFF MEETINGS: Monday morning **at 8.00 am** and Monday afternoons at **3.45pm**. They will be over by 5.30 pm. **This occurs every week. So please avoid any other obligations at these times.** If there is a holiday on a Monday the Staff meetings moves to Tuesday. Starting on time sets the tone for the meeting. Teachers can add items to the agenda on the white board. Teachers take turns at being the Chair or taking the minutes.

STAFFROOM: This is an area where staff should be able to relax without presence of pupils etc. Staff are reminded that we often have parents / visitors in the Staffroom and that conversations about pupils etc should not infringe personal privacy. **Negative comments about children and their learning is not professional. Be careful of deficit thinking displayed in your talk.**

STANDARDS: **What is accepted will become the norm.** Staff are asked to maintain, demand and provide high standards in all areas i.e. curriculum, classroom organisation & management etc.

STATIONERY: Children get their stationery from the school office. Accounts will be maintained and sent to parents. A trail of children to the office is difficult for the school secretary so teachers please encourage children to do their purchasing between 10.30 and 10.40am or before 9.00am.

TEACHER ONLY DAYS: **The last Friday all term holidays is a teacher only day.** All teaching staff need to be present at these planning and preparation days. In the contract they are called **call back** days. I prefer to call them essential times for teachers to share and learn and grow and work together. The teacher's contract states that the start of the school year is the 28th of January (regardless of the first day of instruction). This means that from this time teachers should be at school.

VISION: **"Quality Learning for all in a Caring Community.** Goals and strategies for achieving our school vision are available with the school charter.

VISITORS: Staff are requested to liaise with the principal prior to the inviting of **any visitors** to the school. All visitors must be welcomed and introduced to the principal.



WEBSITES

www.toko.school.nz

Our school site has so much information that is useful to you. As Principal I would like to think that it is a first port of call for further information! **Updating and keeping your classroom page** amounts to you sending the Principal digital content... photos, stories, inspiration, power points (small ones) flash, etc

Also keep up with content at www.tokoschool.wetpaint.com

Teachers are individually responsible for web content on their classroom wikis and blogs.

Related Documents

Charter 2009

Annual Plans 2010

Strategic Plan 2009 2010 2011

Job Descriptions signed in 2010

Teachers Responsibilities 2010

Toko School Policy and Procedures folder in Principals Office

NOTES FOR TEACHERS

Make any notes here for the next time this document is reviewed.

Last reviewed by staff 2.2.2006

Last reviewed by Principal 29.1.2007

Last reviewed by teacher staff Thursday the 20th December 2007.

Last Reviewed by Principal January 2009.

Last reviewed by Principal November 2009

Last reviewed by staff January 2010

Notes

Please make notes here for further revision!

Quality Learning for all in a Caring Community

