

## **NAG 6 Administration Procedures Index**

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## 1) Attendance Registers

In order to ensure Royal Oak Primary School meets the required legislative requirements regarding the monitoring of attendance, the safety of all children and that accurate roll numbers are recorded, please follow these procedures:

- Royal Oak Primary School uses eTAP Student Management System and Absences to record student attendance
- All teachers have appropriate system access to enable them to enter information regarding their class attendance
- Teachers use the Absences system to record the attendance of children twice daily. At 8:50am when school commences, and again at 1:45pm after break 3.
- All children present at the time of roll call are marked with a "P"
- All children absent are marked with a "?" if unknown, or "J" if explained and justified, "m" if sick, or otherwise as appropriate using the MoE codes provided.
- Administration staff clear telephone messages, emails and sign in sheets as soon as practicable after the 8:50am bell each morning. Using our School Links Early Notification System parents of any student still marked with a "?" in the electronic register are notified of the absence and asked for an explanation.
- Student records are updated by administration staff as they arrive at school or an explanation is provided.
- In the event that the electronic roll system is inaccessible, teachers will mark the paper roll that has been provided and send a runner with the completed sheet in the red folder to the school office.
- Administration staff will enter the details provided on the paper roll as the electronic system becomes accessible.
- Guest teachers should use the paper rolls as they will not have access to the electronic register.
- Administration staff will enter appropriate codes as per the 2011 Ministry Codes information as information is received.
- Administration staff will advise classroom teachers if children are present in the medical room at the end of a break time.

- Administration staff will send updated paper rolls to classes on a regular basis and as any changes to classes are made to ensure accurate information is recorded.
- Teachers should request information and/or reports from the Administration staff should they have any attendance concerns. Teachers should discuss any concerns with the Deputy Principal/Principal prior to contacting parents.
- Children who arrive at school after the 8:50am bell will be marked “L” for late. Persistent lateness should be brought to the attention of the Principal by either the teacher or Administration staff. This will be followed up by the Deputy Principal in charge of attendance.
- Administration staff will provide a sign in/out sheet at the school office. Any child arriving, leaving or returning to school during the school day will be collected by an adult who will complete the sign in sheet to ensure staff are informed of the whereabouts of children at all times.

## 2) Reporting Attendance and Truancy

In order to ensure children attend Royal Oak Primary School on a regular basis, please follow these procedures:

- Teachers are to keep a regular check on attendance patterns e.g. a particular day off on a regular basis, whole weeks unaccounted for or repeated lack of attendance at the beginning and end of terms.
- Teachers must report any concerns to the Deputy Principal in charge of attendance and the Principal immediately.
- The Principal will follow up with parents and make the decision when to lodge a referral to Truancy Services or ASA following procedures outlined in the Ministry of Education ASA User Guide School Desk.
- After a lapse of three months in attendance the Principal will notify the Ministry of Education.
- Ensure a consistent system for completing attendance registers. This must be done by the class teacher.

### 3) **School Hours of Operation**

In order to ensure Royal Oak Primary School meets the required legislative requirements regarding hours of attendance, the following procedures will be followed:

- The school will be open for the number of half days each year as required by the Ministry of Education.
- Where possible the dates for each term will correspond with those suggested by the Ministry of Education and other local schools.
- School dates will be communicated to the community by no later than December for the following year.
- School office hours are 8:30am to 3:30pm each school day.
- The school will be open for children at 8:25am each day.
- School operates from 8:50am to 3:00pm Monday to Friday during the communicated term dates.
- Classes run from 8:50am to 11am; 11:25am to 1:00pm; and 1:40pm to 3:00pm.
- Parent evenings, Mahi Tahī evenings, meetings etc. that operate outside school hours will be communicated in advance through the school newsletter.

#### 4) **Copyright**

In order to acknowledge the intellectual property of writers of musical scores, videos, books and other materials protected by copyright; all staff members must comply with the Copyright Act, 1994 and follow these procedures:

- All school staff must comply with information about the copyright law displayed by each school photocopier.
- All staff should keep up to date with the regulations related to copyright law by reading the brochure detailing the compliance guidelines and a summary of material, which may not be photocopied.
- The school, at the discretion of the Principal, will take out such licenses as appropriate and comply with any conditions imposed.
- Please adhere to all copyright information that is provided for your own protection and that of your institution.

## 5) Enrolment

In order to ensure the purpose and principles of the school's enrolment scheme are adhered to and that children and parents experience a smooth transition to Royal Oak Primary School, please follow these procedures:

- Children living within the school's "home zone" are entitled to enrol at Royal Oak Primary School. Proof of residence and citizenship/residency must be provided and should include:
  - A current, original rates account confirming parents' ownership of the property situated within the "home zone".

**Or**

  - An original tenancy agreement and/or a current, original power account for the property situated within the "home zone".
  - A statutory declaration signed by the parents and witnessed by a Justice of the Peace or solicitor confirming the parent(s) and child live and intend to continue to live at the address within the "home zone".
  - An original birth certificate or passport confirming entitlement to enrolment at a New Zealand state school.
- Pre-enrolments will be encouraged in the year a child turns four. Parents will fill in an enrolment form to complete the pre-enrolment process in the first instance.
- If a child has been pre-enrolled, parents will be contacted one month prior to the child's birthdate and advised of the documentation required to complete the full enrolment process. Parents will be asked to come with their child to meet with the Principal or delegated representative approximately two weeks prior to the child starting school. Older children transferring from another school or children not pre-enrolled will be asked to meet with the Principal if practicable.
- Parents must provide all documentation proving entitlement to a place at Royal Oak Primary School prior to the child commencing school.
- A parent must accompany the child during a pre-school visit.
- Children may start school on or after their 5<sup>th</sup> birthday, following the school's fortnightly enrolment schedule.
- The Principal and Senior Leadership Team will host a morning meeting twice each year for parents of children who are new to Royal Oak Primary School. This will be an opportunity to discuss the school charter, school organisation and events to facilitate the parents' integration into the school community. It may also include a guided walk through.
- Information from the enrolment form will be shared with staff as appropriate. (e.g. Custodial matters, cultural awareness etc)

## 6) **Out of Hours Use of School Property**

In order to ensure Royal Oak Primary School grounds and buildings are made available to the community with no negative affect on student outcomes, please follow these procedures:

- The school's insurance policy will include cover for any damage to property by a third party legitimately hiring/renting school property.
- The Office Administrator, in consultation with the Principal, is responsible for decisions relating to use of school property by any third party.
- The sale of liquor by any third party using the school's buildings or grounds will only be permitted with a correct liquor licence and at the discretion of the Principal.
- The school will provide for heat, light, water and local telephone services for the premises.
- Any agreement to rent or hire school facilities will require a written contract signed by a representative of the group and the Office Administrator. This contract must include provision for any school event taking precedence over a regular booking.
- A set of guidelines for care and use of property will be given along with gate access and security codes.



## 7) Privacy

In order to ensure all stakeholders of Royal Oak Primary School can be assured that personal information collected and used by the school complies with the provisions of the Privacy Act 2020, please follow these procedures:

- The Board of Trustees must appoint a Privacy Officer.
- The Privacy Officer must ensure personal information obtained from students, parents, staff and potential staff is:
  - Relevant;
  - Accurate; and
  - Protected against misuse, loss or access by an unauthorised party.
- When reporting on student achievement the information contained in a public report should not identify individuals, unless specific permission is sought and provided.

Boards and their schools are agencies that collect, use, store and dispose of a lot of personal information. The personal information collected relates to students and their parents, caregivers and whānau, staff, contractors and board members. It also includes personal information from other agencies that interact with the school such as the Ministry of Education, Education Review Office and NZSTA, and others in the school and its wider communities, such as sports and community groups.

We encourage boards to familiarise themselves with the changes contained in the [Privacy Act 2020](#). Start by putting Privacy on the board meeting agenda and working through this checklist:

- does your board have a privacy officer?
- does your board plan to allocate resources (time and money) to support the privacy officer's training and work?
- does your board have a privacy policy, and can the school recognise when a privacy breach may have occurred?
- what about procedures on what to do when someone asks for their personal information or their child's information (privacy request) or if there is a privacy breach?
- have your school's privacy statements been reviewed recently, e.g. on forms when students enrol, and on the school website?
- does your board and school store and dispose of personal information by following the school records retention/ disposal pack?
- can the board be assured that its contracts for software and digital platform products used by the school meet the new privacy requirements for personal information sent outside New Zealand?
- do the school's ICT systems enable the board to give each board member a school-based email address?

## 8) Private Tuition

All children are expected to receive an education that caters for and meets their individual needs. From time to time parents may elect to involve their students in private tuition during school hours. In order to ensure all legislative requirements are met teachers/school staff will need to:

- Ensure that parents/caregivers have sought permission from the Principal to take their child out of school during school opening hours if they wish their child to attend private tuition.
- Ensure that those wishing to use school property for private tuition lessons outside of or during school opening hours have sought permission from the Principal.
- Ensure parental permission has been sought and granted for Royal Oak Primary School children to attend private tuition lessons on school grounds during school opening hours.
- Work with and support the students to ensure that a timely start to the scheduled tuition is adhered to.

Teachers may wish to consider:

- Where parental permission has been given, sharing information about children and learning programmes with those who provide private tuition. Please refer to the Privacy Act 2020

## 9) **Class Placement**

In order to ensure that children's optimal learning and emotional needs are met when placing children in classes Senior Leaders and teachers will need to follow the procedures below:

- Consideration will be given, where possible, to having a balance of gender, ELLS, LSELN and Gifted and Talented students within each classroom and numbers of children across classrooms.
- Children should preferably not be taught by beginning teachers in two consecutive years unless within a collaborative classroom space.
- The Principal or delegated senior leader will place all children new to the school during the year.
- Where possible any prior information about students will be used to make the best placement.
- Students who begin school in their first year after the end of term 1, will be placed in a Year 1 class the following year unless social and academic acceleration deem a Year 2 placement better. This will be a decision made by the Principal and relevant senior leader, in consultation with whānau.
- Senior Leaders and Managers will meet by the end of Week 8, Term 4 to collate and finalise class lists for the following year.
- Class lists will be handed to the Principal at the end of Week 8, Term 4.
- Finalised lists will be documented and made available to staff before the end of Term 4.
- Teachers will receive their next year's class lists as soon as practicable.
- Tamariki will visit their allocated class for the following year in the last week of Term 4.

## 10) **Suspension and Stand Downs**

In order to ensure the learning environment at Royal Oak Primary School is orderly and safe and the rights of students are upheld, please follow these procedures:

- Take all reasonable steps to modify a student's behaviour and follow the Royal Oak Primary School Values and use Restorative Practice.
- Ensure class programmes and relationships within the class are underpinned by our school values and PB4L programme.
- Ensure that special programmes and support have been put in place for the student.
- Record student behaviour patterns and actions taken in eTap.
- Advise and guide students and parents.
- Ensure the best interests of students are considered when making all decisions.
- The Principal has the final decision in a stand down or suspension situation and will only do so if all actions stated above have been thoroughly facilitated.
- Any stand down or suspension must meet legal requirements and follow Ministry of Education guidelines and requirements.
- Parents must be notified as soon as possible of the stand down or suspension and its implications.
- Guidance and advice will be made available to all involved throughout the process.

## 11) School Functions Out of School Hours

In order to ensure that out of school functions run efficiently, comply with resource consent regulations and are in the best interests of the school please follow these procedures:

- The Principal, in conjunction with the Parent Group or organising committee, will set all dates for discos and school functions for the year ahead, at the end of each year (where possible) and advise the Office Administrator of required bookings.
- The Office Administrator will liaise with outside community groups at the earliest opportunity to cancel any regular hall bookings that fall on the date/s where the hall is needed.
- The Office Administrator or Parent Group will apply for applicable special licences for all school functions and ensure they are supplied to the team of organising parents.
- The Parent Group will organise a team of parents for each of their functions and take responsibility for the planning, running and cleaning up.
- The Office Administrator will notify the security company of the dates when the school hall or facilities will be used out of school hours.

### Steps for Organising Committee (OC)

- Identify any hazards and ensure that a RAMS form is completed for the event.
- The theme or nature of the proposed function is discussed and decided.
- The OC allocate tasks amongst themselves. These will include responsibility for decoration of the hall, food, drink, entertainment, tickets, newsletter announcements, floats, volunteers for the day/night and clean up.
- Decide whether a team of volunteers will mop the hall floor and clean other facilities after the function or whether a cleaner will be employed.
- Notify the Office Administrator if a cleaner is to be employed.
- The community is notified of the function at least 2-3 weeks prior. The Principal will view all material prior to being distributed to the community.
- Tickets are made available to the community 2 weeks before the event, if applicable. 1/2

- Liaise with the administration team as to how the tickets will be issued and money collected.
- Book the hall / other facilities 2 weeks prior to the event for decoration and liaise with the administration team.
- One week before the event check there are sufficient volunteers to ensure the function runs smoothly and successfully.
- On the day, collect the necessary keys and codes from the administration team.

### **Bar preparation**

- Review the last event's sales to assess quantities of beer and wine needed.
- Display General Manager's license.
- Arrange/organise plastic bins to hold alcohol.
- Purchase bags of ice.
- Organise cloths, brush and shovel.
- Check glassware and water jugs.
- Organise recycling and rubbish bins.
- Organise bottle/can openers if required.

### **After the function**

- Place any money in the school safe.
- Mop the hall floor or leave the floor clear for the cleaner.
- Remove or secure all excess items that have not been sold.
- Clear away left over items.
- Reimburse any expenses in a timely manner.
- Return all equipment to appropriate storage area or hireage firm.
- Ensure the hall is secure, alarm set, aircon and lights off and doors locked.

## 12) Early Leaver Request

To ensure that children are accounted for at all times, please follow these procedures:

- All children who are required to leave school early, must check in at the office and sign out before they leave.
- No child may leave the school without either written or verbal permission from a parent or caregiver.
- If a letter or email is written to the teacher, the office must be notified. The early leave will be recorded at the office.
- If a verbal request is made to the teacher, the teacher will follow the same procedure as above.
- If the request is made at the office, the office staff will record the request and contact the class teacher (by phone or in person) to ensure the message is relayed.

### 13) Transition to School

In order to ensure the very best communication that provides for a smooth and welcoming transition to Royal Oak Primary School, please follow these procedures:

- Ensure that all communication, both verbal and written, is clear and easy to follow and very welcoming.
- Upon advice that an enrolment is pending, provide an enrolment form for completion at the earliest possible convenience of the parent/caregiver.
- At least a month prior to starting (where possible) email the parent/caregiver inviting a meeting with the Principal or delegated representative using the following format:
  - Subject line: Welcome to ROPS Xxxx Xxxxx (name of child, first and family name)
  - Email content: Kia ora Xxxxx (Parent/caregiver name)  
Thank you for enrolling your child at our school. We are looking forward to your whānau involvement with us. Please find the attached letter regarding Xxxxx's (child's name) transition to our school. We look forward to seeing you soon.  
Ngā mihi nui  
Louise White (Office Administrator).
- At the meeting have the information pack, (including the school information booklet, hearing and vision form, dental care advice, ECE participation form, newsletter sign up form, uniform information, lunch order process, stationary advice) ready to be given during the meeting.
- In the Principal's (or delegated representative's) online calendar clearly state the time of the meeting, the name and DOB of the child, the names of any siblings and the names of the parent/s or caregiver/s.
- Share the online calendar (and cancellations) with the class teacher/s so there is an indication of children visiting the class.
- One week prior to the school meeting, email a confirmation of time and place and make calendar adjustments as necessary.
- Keep a clear and up to date list of pre-enrolled children and share this regularly with the current Year 0/1 class teachers.
- Each year review and amend the school information booklet.
- Regularly review and, if necessary, amend the transition letter.