**RECOMMENDED POLICIES AND PROCEDURES FOR A PRIMARY SCHOOL**

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| **NAG 1: Policies (Curriculum)**  *Curriculum Delivery*  *Treaty of Waitangi* | **NAG 1: Suggested Procedures**  *Assemblies*  *ESOL*  *Evaluation and assessment*  *Gifted & talented students (IEPs)*  *Homework*  *Lesson planning*  *Maori student achievement*  *Maori community consultation*  *Pasifika student achievement*  *Pasifika community consultation*  *Organisation of classrooms/classes/student placement*  *Reading recovery*  *Regular quality physical activity*  *Special needs students (IEPs)*  *Staff responsibilities*  *Students at risk*  *Timetables*  *Use of SEG/TFEA and other funding* |
| **NAG 2: Policies (Review & Documentation)**  *Reporting to Parents* | **NAG 2: Suggested Procedures**  *Communication with parents*  *Community consultation*  *Parental involvement*  *Reporting to the board (including Maori and Pasifika achievement)*  *Strategic planning*  *School review* |
| **NAG 3: Policies (Personnel)**  *Performance Man* | **NAG 3: Suggested Procedures**  *Associate teachers*  *Attestation*  *Competency*  *Confidentiality*  *Discipline*  *Personnel records*  *Police vets*  *Provision of leave*  *Staff communication*  *Staff induction*  *Staff meetings*  *Staff professional development*  *Support staff* |
| **NAG 4: Policies (Property & Finance)**  *Financial Management*  *Theft & Fraud Prevention*  *Property Management* | **NAG 4: Suggested Procedures**  *Activity fees*  *Applications for grants*  *Budgeting*  *Donations*  *Fixed asset register*  *Fund raising*  *Gifts*  *Hireage of school hall/pool*  *Insurance*  *Ordering of goods and services*  *Payment of fees for staff undertaking study*  *Personal property*  *Photocopying*  *Playground equipment*  *Purchasing procedures*  *Reporting damage*  *Sponsorship*  *Staff reimbursement*  *Telephone/cellphones – staff use of* |
| **NAG 5: Policies (Health & Safety)**  *Animal Welfare*  *Health & Safety*  *Prevention and Reporting of Child Abuse* | **NAG 5: Suggested Procedures**  *Acceptable use of internet*  *Accidents and student illness*  *Administration of prescribed medicine*  *Alcohol and drugs*  *Blood borne viruses (BBV), including AIDs/HIV, hepatitis and other infectious diseases*  *Bullying*  *Bus/road safety/bicycles at school*  *Civil defence emergency*  *Cool schools mediation programme*  *Crisis management*  *Emergency fire drills – fire/earthquake*  *EOTC*  *Equity*  *Harassment (staff and students)*  *Hazard register*  *Lunch eating/litter*  *Non-custodial parents access to students*  *Out of school use of facilities*  *Pandemic planning*  *Peer mediation*  *Physical/social/emotional wellbeing*  *Playground supervision, including students inside during breaks*  *School map showing evacuation assembly points*  *School security*  *School visitors*  *Staff stress management*  *Student behavior management*  *Student safety*  *Traffic wardens*  *Use of playground apparatus and equipment, including pool* |
| **NAG 6: Policies (Legislation)**  *Privacy*  *Enrolment Scheme (if necessary)*  *Code of Practice for the Pastoral Care of International Students (if necessary)*  *International Students Refund Policy (if necessary)* | **NAG 6: Suggested Procedures**  *Admission and withdrawal*  *Attendance systems*  *Copyright*  *Emergency closure*  *Enrolment*  *Handling the media*  *Length of the school day/year*  *Religious instruction*  *Stand downs and suspensions*  *Truancy*  *Withdrawal of children from class* |
| *Compiled by Team Solutions Leadership & Management Facilitators, 2009* | |