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

|  |  |
| --- | --- |
| **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* |