

**TE PUKE** HIGH SCHOOL



**Aim High**

Whaia Te Matauranga Tiketike

# **Policies**

# **Kāhui Ako (Community of Learning) Policies**

## **1. Charter, Strategic and Annual Plans**

- 1.1 Te Puke High School will prepare and maintain a School Charter as required by legislation. The charter will be updated annually in accordance with National Administration Guidelines.
- 1.2 The Te Puke High School charter will address the requirements of the National Education Priorities contained within the National Education Guidelines (NEGs) and the National Administration Guidelines (NAGs).
- 1.3 The Te Puke High School charter will include: the school's vision, mission statement, core values, strategic goals, aims, objectives, targets, provision for instruction in tikanga Māori (Māori culture) and te reo Māori (the Māori language), and a strategic plan and annual plan.

## **2. Self-Review and Quality Assurance**

- 2.1 Te Puke High School will maintain an on-going systematic self-review process of policies, procedures and achievement data to enable continual improvement in teacher pedagogical practice and outcomes for our students.
- 2.1 Te Puke High School will implement quality assurance systems to ensure high standards of teaching practice are maintained, which focus on improving student achievement.

## **3. Planning and Reporting**

- 3.1 Te Puke High School will implement planned systematic procedures for school-wide planning and reporting at all levels within the school (school, department and teaching staff) focussed on improving pedagogical practice and raising student achievement.

## **4. Relationships with Parents/Caregivers and Whanau**

- 4.1 Te Puke High School recognises the importance of parents/caregivers and whanau involvement in their child's education. Parents/caregivers will be actively encouraged to form strong supportive relationships with their child's teachers focussed on improving their child's learning and achievement.

## **5. Relationships with Contributing Schools**

- 5.1 Te Puke High School will continue to develop strong positive relationships with contributing schools focused on improving student outcomes.

## **6. Relationships with the Māori and Other Communities**

- 6.1 Te Puke High School will continue to develop strong positive relationships with the school's Māori community, establishing relationships with new whānau and students, understanding their whakapapa, and developing learning programmes that improve our Māori students' engagement in learning and their achievement.

6.2 Te Puke High School will continue to develop strong positive relationships with other cultures of the community.

## **7. Public Relations and Publicity**

7.1 Te Puke High School will report to the community on student, staff and school achievements, updates, progress, developments and relevant events.

# Wānanga (Learning) Policies

## 1. Curriculum Design and Delivery

- 1.1 Te Puke High School will provide balanced teaching and learning programmes that incorporate The New Zealand Curriculum (2007) and reflect the school charter.
- 1.2 Te Puke High School will continue to improve outcomes for our students by designing and delivering programmes of learning that improve student engagement. Students will be encouraged to '*Aim High* in everything they do so that they can reach their potential.
- 1.3 Programmes will be challenging to ensure breadth and depth of learning of the Values, Principles and Key Competencies within the context of each Learning Area. Priority will be given to Literacy and Numeracy.
- 1.4 Programmes of learning will be developed to meet the needs, abilities, and interests of the students.
- 1.5 Te Puke High School encourages students and staff to use modern technology to improve student engagement in learning.
- 1.6 Our students will be provided with quality academic and career counselling giving them an opportunity to develop a much clearer understanding of their aspirations and enabling them to make more informed choices.
- 1.7 International students will be provided with a meaningful curriculum that meets their needs.

## 2. Treaty of Waitangi

- 2.1 Te Puke High School will fulfil the aims of Te Tiriti o Waitangi through provision of learning opportunities for all students in Tikanga Māori and te reo Māori and to understand and celebrate the place of Māori as tangata whenua in Aotearoa New Zealand.
- 2.2 Te Puke High School will consult with our local Māori community about the school's direction and their aspirations for Māori students.
- 2.3 Te Puke High School will fulfil the aims of Te Tiriti o Waitangi through provision of learning opportunities that recognise the established tangata whenua status of Iwi in our community, Tapuika, Tuhourangi, Waitaha, Ngati Rangiwewehi, Ngati Whakaue, Ngati Makino and Ngati Whakahemo, as the recognised mana whenua of Te Puke High School.
- 2.4 Tikanga Māori and te reo Māori will be taught within a supportive environment that values the concepts of whanaungatanga (working together with a sense of belonging) and manaakitanga (caring).

## 3. Special Needs

- 3.1 Te Puke High School will offer support for students with special needs such as gifted and talented, learning difficulties, ORRS (Ongoing and Reviewable Resourcing Schemes) and ESOL (English for Speakers of Other Languages) through specialised programmes a Special Education Unit for ORRS funded students.

- 3.2 Appropriate support will provide opportunities for the inclusion of ORRS funded students in aspects of school life.
- 3.3 Students with special abilities will be provided with learning opportunities and support systems that helps them to reach their potential.

#### **4. Assessment and Reporting**

- 4.1 Through a range of assessment practices, teachers will gather assessment data to determine their students' progress and achievement. Importance will be placed on assessment for learning practices.
- 4.2 Teachers and school leaders will use good quality assessment information to identify students and groups of students who are: not achieving to their potential, at risk of not achieving to their potential and/or have special needs.
- 4.3 Student progress will be assessed, recorded and reported at least twice a year to the student and their parents in accordance with the Education Act.
- 4.4 The achievement of students as a whole and of groups, including the achievement of Māori and Pasifika students will be monitored and reported to the school's community.

#### **5. Education Outside the Classroom (EOTC)**

- 5.1 Te Puke High School recognises the value of providing curriculum based learning experiences beyond the classroom and school to help our students develop intellectually, socially, emotionally and physically. All EOTC will be planned so that the safety of the students and staff remains paramount.
- 5.2 Students engaged in EOTC experiences are expected to abide by school rules at all times. Students and their parents are expected to attest that they have packed all items required for the EOTC experience and no items that pose an immediate threat to the physical or emotional safety of any person.

#### **6. Timetabling**

- 6.1 The School will comply with the conditions of the Secondary Teachers' Collective Agreement.
- 6.2 The Leaders of Learning (LOLs) will endeavour to equitably distribute classes among the staff available and recognise their areas of expertise.
- 6.3 The school will provide the equivalent of five timetabled non-contact hours within each school week over the year for full-time teachers. Non-contact time may be a combination of differing periods of time which total no less than the equivalent of five non-contact hours.
- 6.4 The school will use reasonable endeavour to provide each teacher with an average class size of no more than 26 students.
- 6.5 Where, for genuine reasons, it is not possible to provide the non-contact time entitlements or the average class size provision stipulated in the Secondary Teachers' Collective Agreement, the school and the affected teacher will mutually agree on an appropriate compensation, which may include:

- a. an equivalent increase in the allocation of time for non-contact teaching duties at another point in that school year; or
- b. an equivalent increase in the allocation of time for non-contact teaching duties in the following school year; or
- c. an equivalent reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
- d. an equivalent period of relief cover for the teacher later in that school year; or
- e. some combination of the above; or, if none of the above are possible,
- f. payment of one fixed term unit or one board-funded responsibility payment for the period during which the compensation occurs.

## **7. Digital Citizenship**

- 7.1 The board places importance on students and staff being good digital citizens.
- 7.2 Students and staff will sign a Digital Citizenship Agreement to enable them to use Information Communication Technology (ICT) in school related activities.

## **8. Electronic Devices**

- 8.1 Students are welcome to bring their own electronic devices (smart phone, iPod, laptop, netbook, Chromebook, iPad or tablet) to school, however, they do so at their own risk.
- 8.2 The school takes no responsibility for loss, damage or theft of these electronic devices.
- 8.3 Students must switch off and put away all electronic devices during lessons, unless their teacher has granted them permission to use their device for a specified learning purpose.
- 8.4 Staff will confiscate electronic devices used inappropriately or irresponsibly.

## **9. Professional Learning and Development**

- 9.1 Te Puke High School supports the importance of ongoing professional learning and development of our teaching staff focussed on improving student achievement.

## **10. Performance Management**

- 10.1 The Board of Trustees requires the performance of all staff to be subject to annual review. The process will ensure continual improvement of performance in order to provide the best possible opportunity for student success.
- 10.2 At least once every two years, the Deputy Principals' appraisal will be conducted by an external appraiser, mutually acceptable to the Principal and Deputy Principals and the Board.
- 10.3 The Principal will have a Performance Review on an annual basis to ensure:
  - (a) accountability for effective leadership and management and the delivery of quality teaching and learning in the School.
  - (b) the ongoing personal and professional growth and development of the Principal.

10.4 At least once every two years, the Principal’s appraisal will be conducted by an external appraiser, mutually acceptable to the Principal and the Board.

## 11. Creative Commons Copyright

11.1 The Board of Trustees recognises that this policy only applies to copyright work and not to any other forms of intellectual property.

11.2 The Board of Trustees is the owner of all copyright works produced by employees of Te Puke High School in accordance with the Copyright Act (1994).

11.3 The Board of Trustees applies by default a *Creative Commons Attribution Licence* to all teaching materials and policies it owns.

11.4 The Board of Trustees may:

- apply an exception to 11.3 for a specific period of time to restrict the *Creative Commons Attribution Licence* to particular copyrighted teaching material and/or policies it owns.
- apply the *Creative Commons Attribution Licence* to other copyrighted works it owns.

11.5 The Board of Trustees will transfer the copyright of work licensed by the school under a *Creative Commons Attribution Licence* or *Creative Commons Share-Alike Licence* to the original creator, with the express agreement of the Principal.

11.6 The Board of Trustees does not make any claim over the ownership of copyright works produced by students. The copyright to these works remains with the creator.

11.7 The Board of Trustees encourages teachers and students to learn about the concepts and importance of Copyright and Creative Commons.

### Definitions:

Copyright:	Is an automatic and free form of protection given to the authors or creators of original work from the moment is put into “material form”.
Creative Commons:	Is a free public copyright licence that gives the public permission to share and use copyrighted work.
Creative Commons Attribution Licence	is a free licence that allows the distribution, remixing, tweaking, and building upon your work as long as credit is given to the original author or creator.

# Whanaungatanga (Relationships) Policies

## 1. Health and Safety

- 1.1 Te Puke High School will provide a safe physical and emotional environment and endeavour to meet the needs of students and staff.
- 1.2 Te Puke High School will take all practical steps to ensure the safety of employees, students, contractors, hirers and voluntary workers engaged in activities organised by and for the school.

## 2. Communications, Concerns and Complaints

- 2.1 Te Puke High School will communicate with parents/caregivers and the community in an accurate, well presented and professional manner.
- 2.2 Te Puke High School will ensure that all concerns and complaints are dealt with promptly in accordance with the school's procedures.

## 3. Sudden Death and Traumatic Events

- 3.1 The school will manage any sudden death or traumatic incident in a comprehensive and sensitive manner.

## 4. Uniform and Grooming

- 4.1 Students attending the school, travelling to and from school and attending school functions away from school must wear the uniform as prescribed by the Board of Trustees uniform code in the prospectus.

## 5. Substance Abuse

- 5.1 No person under the jurisdiction of the School will be under the influence of, have in their possession, use, sell or supply, purchase or receive any controlled drug as the term is defined in section 2 of the misuse of Drugs Act 1975 or any amendment thereto, or conspired to do any of the above.
- 5.2 No person shall while under the jurisdiction of the School: a) be under the influence of; b) have in their possession; c) use otherwise than for the purpose intended by the manufacturer, any substance or thing which when inhaled, imbibed or taken in any other way has the effect or is capable of having the effect of modifying the taker's behaviour or to conspire to do any of (a) to (c) above.

## 6. Tobacco

- 6.1 No student shall while under the jurisdiction of the School: (a) have in their possession; (b) use; (c) sell or supply or (d) purchase, receive or conspire to do any of (a) to (d) above. For the purposes of this policy, the items in a person's possession include anything subject to their control which is in the custody of another.



## **7. Alcohol**

- 7.1 No student (including those students aged 18 years and over) or person shall while under the jurisdiction of the School: (a) be under the influence of; (b) have in their possession; (c) use; (d) sell or supply; or (e) purchase or receive or conspire to do any of (a) to (e) above.
- 7.2 The consumption of alcohol by visitors and staff is not permitted on school premises without the consent of the Principal.

## **8. Surrender, Retention and Searches**

- 8.1 Students are expected to surrender items if a staff member considers on reasonable grounds that the item is likely to endanger safety or detrimentally affect the learning environment, or is harmful.
- 8.2 Staff who are authorised to conduct searches will do so only for items that they consider on reasonable grounds to pose an immediate threat to the physical or emotional safety of any person.
- 8.3 Reasonable care will be taken when items and devices are retained by the school.

## **9. Administration of Prescription Drugs**

- 9.1 The School will safely administer prescribed medications to the designated students.

## **10. Privacy**

- 10.1 Te Puke High School will comply with the Privacy Act 1993.
- 10.2 The Principal is appointed to the position of Privacy Officer.
- 10.3 Personal information of staff and students will be collected and stored securely to minimise breaches of privacy and confidentiality. It is the responsibility of students, their parents/caregivers and staff to ensure that personal information is kept up to date.
- 10.4 Personal information will be only used for the intended purpose. Only those involved in providing the service associated with the purpose (including any required technical support) will have access to the personal information.
- 10.5 Photographs and videos taken of school events will be used for purpose of publicity. Parents/caregivers need to inform the school if images of their children are not to be used.
- 10.6 Security cameras operate throughout the school to minimise health and safety risks.

## **11. Information Communication Technology**

- 11.1 Students and staff of Te Puke High School are expected to be responsible digital citizens who abide by the school's *Digital Citizen Agreement*.
- 11.2 Students and staff of Te Puke High School are encouraged to use Information Communication Technology (ICT) to improve engagement in learning.

- 11.3 Use of the school's ICT for personal reasons must be restricted to break times and must be done in a respectful and responsible manner.
- 11.4 Students and staff need to consider all communication can be forwarded, intercepted, printed and stored by others, and may be discovered by legal process. The school reserves the right to monitor, capture and retain all communication across the school's ICT infrastructure to assist with any operational, maintenance, auditing, security and investigative activities.
- 11.5 Te Puke High School prohibits students and staff from:
- Distributing harassing or offensive information.
  - Gaining access to another person's account to create content, or to transmit information to a 3rd party.
  - Intentionally creating or distributing computer viruses.
  - Downloading or using illegal or unlicensed material.
  - Intentionally visiting internet areas containing pornographic, obscene or offensive content, without appropriate management authorisation.
  - Engaging in any illegal activities, including but not restricted to activity such as: copyright infringement; defamation; offensive, obscene or discriminatory behaviour; and breach of privacy.
  - Purposefully transmission of confidential or sensitive school information to unauthorised recipients
  - Engaging in communications, which have the potential to be considered contentious, argumentative or litigious under the authority of Te Puke High School.
- 11.8 Students and staff must not use social networking, including messaging (email, text, audio, video, images) and social media (e.g. Facebook, Messenger, WhatsApp, Tumblr, Instagram, Twitter, Pinterest, LinkedIn, Google+, YouTube, Viber, Snapchat, and WeChat) that:
- Brings Te Puke High School into disrepute.
  - Attacks, insults, abuses or defames others.
- 11.9 Staff must be conscious at all times of the need to keep their professional and personal lives separate. Students and staff need to know the difference between professional (school related) communication and personal (person related) communication.
- 11.10 Students and staff must not have personal communication with each other through social networking, including messaging (email, text, audio, video, images) and social media (e.g. Facebook, Messenger, WhatsApp, Tumblr, Instagram, Twitter, Pinterest, LinkedIn, Google+, YouTube, Viber, Snapchat, and WeChat), unless the student and staff member are related. Staff must not be 'friends' with students through any social network, including messaging and social media, unless the student and staff member are related.
- 11.11 Students and staff must use a school approved social network, including messaging and social media for professional communication.

## **12. Protected Disclosure and Child Protection**

- 12.1 Te Puke High School will comply with the Protected Disclosure Act 2000 and will provide information and guidance to employees of the school who wish to report serious wrongdoing in relation to a student or staff member.

## **13. Attendance and Truancy**

- 13.1 All students are expected to attend school during normal school hours.

## **14. Healthy Food and Nutrition**

- 14.1 Te Puke High School will promote healthy food and nutrition for all students and where food and beverages are sold on school premises, make healthy options available.

## **15. Adult Relationships with Students**

- 15.1 Te Puke High School places importance on students and staff developing strong positive partnerships focussed on improving the student learning and achievement.
- 15.2 Staff must be conscious at all times of the need to keep their personal and professional lives separate.
- 15.3 Adults act as important role models for students. Interaction between all adults (staff and volunteers) and students should be a valuable and positive experience.
- 15.4 All adults (staff and volunteers) must comply with the school's expectations and act in a responsible manner when supervising and interacting with students.

## **16. Staff Dress Code**

- 16.1 Staff will abide by the Staff Dress Code.

# Manākitanga (Caring) Policies

## 1. Employment of Staff

- 1.1 The Board is committed to employing the best person suited to the position.
- 1.2 All applicants are to be considered according to their skills, qualifications, abilities and aptitudes.
- 1.3 The Board will abide by 'good employment principles' and equal employment opportunities when making an appointment.
- 1.4 The Board will comply with *Part 5: Hours of Work, Secondary Teachers' Collective Agreement*.
- 1.5 The Board delegates its authority to the Principal to employ non-teaching staff, teaching staff up to and including the Leaders of Learning, and staff required for fixed term appointments.
- 1.6 The Board delegates its authority to employ the Deputy Principals to a Committee, which will be formed by the Principal and the Chair on a case by case basis.
- 1.7 Permanent teaching staff must be fully or provisionally registered.

## 2. Discretionary Leave of Absence

- 2.1 Leave will be granted subject to the conditions set out in the relevant employment contract(s) and the procedural criteria.
- 2.2 Short Term Leave: Leave up to and including ten school days may be granted at the discretion of the Principal.
- 2.3 Long Term Leave: Leave for more than ten school days with or without pay will only be granted by the Board after considering a recommendation from the Principal.

## 3. Staff Conduct and Discipline

- 3.1 All concerns and complaints about staff are to be dealt with confidentially and promptly and in accordance with school procedures.
- 3.2 Disciplinary procedures should be carried out with regard to the relevant employment agreement.
- 3.3 Where the Principal determines disciplinary procedures are warranted the Principal shall promptly advise the Board Chair.

## 4. Protected Disclosure

- 4.1 Te Puke High School will comply with the Protected Disclosure Act 2000 and will provide information and guidance to employees of the school who wish to report serious wrongdoing within the school.

## **5. Student Discipline**

- 5.1 Te Puke High School is committed to ensuring that school discipline is fair, firm, consistent and reaches the high standard expected by the school community.

## **6. Abuse and Harassment**

- 6.1 The safety of students and staff is paramount.
- 6.2 Verbal and physical abuse of others is strictly prohibited.
- 6.3 Any form of sexual harassment is strictly forbidden.

## **7. Pastoral Care**

- 7.1 Te Puke High School will provide a supportive environment in which ALL students and staff have the opportunity of reaching their full potential.

# Finance and Property Policies

## 1. Funding

- 1.1 The Board will account for all funds received from any source as required by statute and regulation.
- 1.2 Approval for school-based fundraising is delegated to the Principal, except in the case of fundraising for extraordinary projects.

## 2. Budgets

- 2.1 Annual budgets will be prepared for all known financial activities of the school, both curricular and non-curricular, reflecting sources of finance and planned expenditure. These budgets and any subsequent amendments require the approval of the full Board.
- 2.2 The Accounts Supervisor will keep staff in charge of budgets informed on a monthly basis of progress of expenditure under their control compared to budget.

## 3. Audit

- 3.1 The Board will meet the requirements of the school's auditors as a minimum standard of financial control and reporting.

## 4. Financial Reporting

- 4.1 Monthly financial reports to the Board will be available to enable the Board to adequately monitor the financial affairs of the school.
- 4.2 Annual accounts will comply with the minimum standards set by the appropriate authorities.

## 5. Bank Accounts

- 5.1 All bank accounts operated in the name of the school must be approved by the Board. School funds must be banked intact to these accounts, and all expenditure authorised in accordance with written procedures.
- 5.2 Two authorised signatures are required on all cheques or other bank payments. The signatories include the Principal and Deputy Principals.
- 5.3 A register is to be kept of all school accounts, trusts, investments, and overdraft facilities.

## 6. Cash Management

- 6.1 Cash surpluses or deficits will be managed to optimise the financial benefit to the school. Surplus funds will be invested in interest bearing bank deposit and/or in accordance with Ministry of Education guidelines. Cash deficits may be funded from bank overdraft facilities, only as a last resort.
- 6.2 All approved accounts will be paid and receivables when due with a view to minimising outstanding accounts receivable.

## **7. Internal Control**

- 7.1 Internal controls will be maintained to provide proper safeguards for school funds and assets. Responsibilities and functions of employees will be documented to provide a clear record for control purposes.

## **8. Levies and Donations**

- 8.1 The school may levy students with fees or request donations to finance curricular and non-curricular activities to achieve the educational and other goals of the school. All student donations must be approved by the Board and reviewed annually.

## **9. Purchasing of Services and Supplies**

- 9.1 All purchases of services and supplies must be authorised in accordance with written procedures. The Board requires regular review of purchases by school management to ensure that there is competitive pricing and value for money expended.
- 9.2 Three quotes should be sought for supplies/services in excess of \$5000.00 and be referred to the Finance Committee for approval.

## **10. Fixed Assets**

- 10.1 The school will maintain an up to date asset register.
- 10.2 All purchases of fixed assets over the value of \$2,000 must be approved by the Board.

## **11. Finance Committee**

- 11.1 The Finance Committee will advise the Board on financial policy and variance and will provide recommendations based on detailed reviews of Board financial matters.

## **12. Reimbursement of Authorised Expenditure**

- 12.1 Authorised expenditure incurred by staff and other persons on behalf of the school will be reimbursed on presentation of appropriate supporting documentation.

## **13. Insurance**

- 13.1 The school will keep in place current insurance as required to ensure insurable risks are covered in accordance with common practice. Replacement cover should be maintained where this is deemed financially justified.

## **14. Detection of Theft and Fraud**

- 14.1 All school staff have an obligation to inform the Principal (or the Board Chair in the case of an allegation against the Principal) if they suspect or become aware of any allegation of theft or fraud by staff, suppliers, contractors, students or other persons associated with the School.

- 14.2 The Principal (or Board Chair) will act in accordance with written procedures which ensure prompt investigation in to such allegations while adhering to the principles of natural justice.

## **15. Sponsorship and Fundraising**

- 15.1 The Board is committed to ensuring that all funds raised for or on behalf of the School are managed in an equitable manner for the benefit of students.
- 15.2 Sponsorship should be for the purpose of enhancing programmes at the School.
- 15.3 The purpose is to ensure the co-ordination of fundraising in our school so as to maximise the return from fundraising for the school and students.
- 15.4 All sponsorship and fundraising proposals will be aligned to the school's values and goals.
- 15.5 All fundraising projects associated with the school will be registered with the Principal.

## **16. Civil Emergency**

- 16.1 Te Puke High School will respond to emergencies of local or national basis in order to maximise the safety of students, staff and other occupants and to limit damage to property.

## **17. Property**

- 17.1 The Board will comply with the Property Occupancy Agreement entered in to with the Ministry.
- 17.2 The Board will ensure a property management plan including long term maintenance, capital development, renewal of furnishings, fittings and equipment is developed.
- 17.3 The Board will ensure a property health and safety audit programme is developed.
- 17.4 The school TPHS reserves the right to open and search student lockers which are owned by the school at any time, for any reason and in any way.



# Co-curricular Policies

## 1. Participation

- 1.1 Te Puke High School will encourage students to actively participate in co-curricular activities at every level.

## 2. Management and Reporting

- 2.1 Te Puke High School will have procedures and structures for the management and reporting of co-curricular activities.

## 3. Personnel Excellence

- 3.1 Te Puke High School will create an environment that encourages students to aim for personal excellence in co-curricular activities.
- 3.2 Te Puke High School will support students who are gifted and talented in co-curricular activities.

## 4. Relationships

- 4.1 Te Puke High School will foster relationships and co-operate with community organisations to provide access to co-curricular activities that the school is unable to provide.
- 4.2 Te Puke High School will encourage and develop parental and community support for co-curricular activities