

WELLINGTON SEVENTH - DAY ADVENTIST SCHOOL

SCHOOL POLICIES & PROCEDURES

CURRICULUM DELIVERY 1.0	ADMINISTRATION & MANAGEMENT 2.0	EMPLOYMENT & PERSONNEL 3.0	FINANCIAL & PROPERTY MANAGEMENT 4.0	HEALTH & SAFETY 5.0	GENERAL LEGISLATION 6.0
<ul style="list-style-type: none"> 1.01 Curriculum Delivery 1.02 Assessment & Evaluation 1.03 Special Needs 1.04 Planning & Delivery 1.05 Classroom Management 1.06 Student Management 1.07 Treaty of Waitangi 1.08 Ti Kanga & Te Reo 1.09 Maori Achievement 1.10 Gifted & Talented 1.11 Education outside the Classroom 1.12 Sport 1.13 Computers – Electronic Devices & the Curriculum 1.14 Staff ICT 1.15 Library 	<ul style="list-style-type: none"> 2.01 Policy & Procedure Writing 2.02 Reporting to Parents 2.03 School & Community Communications 2.04 School Self Review 2.05 Complaints 2.06 Visitors to School 2.07 Copyright Compliance 2.08 Extra Curricular Activities 2.09 School Trip & Transport Notification 2.10 Absence Notification 2.11 New Student Enrolment 2.12 Laptop Usage 2.13 Care & Use of Animals at School 	<ul style="list-style-type: none"> 3.01 Code of Conduct 3.02 Good Employer 3.03 EEO & Equity 3.04 Staff Absences & Leave 3.05 Classroom Release 3.06 Staff Development 3.07 Performance Management 3.08 Staff Appointments 3.09 Employee Grievances 3.10 Provisionally Registered Teacher 3.11 Staff Units 3.12 ICT Professional Development 3.13 Teacher Associate 3.14 Physical Restraint 3.15 Pr Career Allowance Structure 3.16 New Staff Employment Provisions 3.17 Engagement of Contractors 	<ul style="list-style-type: none"> 4.01 Financial Management 4.02 Property Management 4.03 Fixed Asset Management 4.04 Theft & Fraud Prevention 4.05 Sensitive Expenditure 4.06 Staff Reimbursements 4.07 Learning Support & TFEA Funding 4.08 Storage of Dangerous Goods 4.09 Use of Facilities and Borrowing School Equipment 4.10 School Hazards 	<ul style="list-style-type: none"> 5.01 Health & Safety 5.02 Accidents/Injury Prevention 5.03 Behaviour Management. 5.04 Cellphone Use 5.05 Internet Safety 5.06 Internet-ICT Safety Management 5.07 Emergency & Evacuation 5.08 Sickness & Injury 5.09 Medication & Infection 5.10 Road Safety & Parking 5.11 Sexual & Racial Harassment 5.12 Smokefree 5.13 Sunsmart 5.14 Suspected Child Abuse 5.15 Pandemic Outbreak 5.16 Custody 5.17 Nutrition 5.18 Traumatic Incidents 5.19 School Lock-downs 5.20 Surrender & Retention of Property & Searches 5.21 Student Wellbeing 5.22 Water Only 5.23 Physical Restraint 	<ul style="list-style-type: none"> 6.01 Trustees Code of Behaviour 6.02 Board Meeting Process 6.03 Board Review 6.04 Copyright & Privacy 6.05 Protected Disclosures 6.06 Vetting of Non-Teachers & Contractors 6.07 Staff Code of Ethics 6.08 Student Attendance, Withdrawal & Suspension 6.09 Board Governance 6.10 School Charter – NAG 7 6.11 Analysis of Variance – NAG 8 6.12 Legislative Provisions for Boards 6.13 Privacy