



## SCHOOL ADMINISTRATION POLICY

This policy documents how Greenmeadows Intermediate School Board of Trustees will ensure that it meets its obligations under National Administration Goal 6 to comply with all general legislation. The school's policies and management procedures promote compliance with relevant legislation or regulations and the Principal shall ensure any new legislative requirements are brought to the Board's attention to be addressed.

The Board of Trustees will meet these obligations through the development and implementation of the following:

**General School Administration Procedures** detailing general information for staff and teachers relating to day to day management and organisation of the school.

**Length of the School Year Procedures** to ensure the school is open for the correct number of days each year.

### Attendance Procedures

- to ensure accurate daily attendance records are maintained
- to ensure processes are in place to monitor and follow up on student absence.

**Procedures to Promote and Protect Individual Privacy** to ensure compliance with the principles contained in the Privacy Act 1993.

**Protected Disclosures Procedures** to provide information to employees who wish to report serious wrongdoing within the school, in compliance with the Protected Disclosures Act 2000.

**Pupil Enrolment and Transition Procedures** to support the smooth transition of students, their learning and the student's family/whanau to their new school.

Procedures to ensure that **the Care and Welfare of Animals** is of the highest priority in any activity involving the keeping of an animal or its study on a field trip.

**Copyright Procedures** to ensure the school has the required authorisation necessary to publish the student's personal image or work as required by the Privacy Act.

**Creative Commons Policy** which outlines protocols and permissions for staff in relation to the sharing of documents and resources while employed at the school.

**Publications of Student Images and Work Guidelines** to safeguard the publication of student material and to ensure steps are taken to gain appropriate authorisation from students legal guardians.

### Refer also to:

- Health & Safety Policy & Personnel Policy for policies and procedures relating to the Health & Safety at Work Act 2015 and Vulnerable Children's Act 2014

Signed..... Chairperson ..... date