

**HENDERSON SOUTH SCHOOL**

**POLICY ON BOT/COMMUNITY CONSULTATION**

Procedures on how the BOT will consult with and report to the School community

**Rationale**

The Trustees are the elected representatives of the parents of Henderson South School and have a responsibility to listen to, co-ordinate and implement the determination of the community in the provision of education at Henderson South School.

**Purpose**

- 1. To have the community discuss and debate issues pertaining to the education of their children to gain a positive outcome.
- 2. To promote educational and social philosophies that are based on current research and modern practices, social, ethnic and cultural.
- 3. To give the opportunity for minority views to be presented and discussed.
- 4. To have the Board function as an efficient, well-managed organisation that promotes the Strategic Annual Plan objectives.

**Procedures**

- 1. The Strategic Annual Plan will be available to all community members and significant sections regularly communicated to parents. Our Strategic Annual Plan can also be sourced online.
- 2. Each Board will review the current Strategic Annual Plan.
- 3. Groups in the community will be consulted on an annual basis e.g. Maori parents, local community, ethnic, cultural groups.
- 4. All trustees will become familiar with the NZSTA Trustee Handbook, which is online.
- 5. All relevant information will be distributed to parents and interested parties.
- 6. We encourage parents to attend Board of Trustee meetings and have an open door policy around community issues.

**Approved**  
**BOT Meeting: 05/08/2020**

**Chairperson .....**

**HENDERSON SOUTH SCHOOL**

**POLICY ON BOARD OF TRUSTEES’ TRAINING**

**Rationale**

The Trustees are drawn from the community and may require specific training to undertake the trustee role and enhance the knowledge and skills they already have.

**Guidelines**

- 1. Trustees offer to be on sub-committees in which they have an interest or knowledge.
- 2. All courses available will be tabled for trustees to consider and all surveys of trustee training requirements completed. All new trustees will be encouraged to attend some training.
- 3. Trustees will consider overall perspectives of Board requirements annually.

**Procedures**

- 1. Every year prepare a statement of training priorities for trustees.
- 2. Every year ensure that Board training includes a component to equip trustees to implement equity objectives.
- 3. Budget for the purchase of training services as required.

**Approved**  
**BOT Meeting : 05/08/2020**

**Chairperson .....**

**HENDERSON SOUTH SCHOOL**

**POLICY ON SCHOOL REVIEW**

The Board, Principal, staff and parents agree that:

- 1. School Self-Review facilitates evaluation and assessment on the functions, directions, and purposes of the school's total operation.
- 2. Self-Review should take place annually.
- 3. Aspects of the school's operation, which are agreed as needing redevelopment should be reviewed by the Board and staff annually.
- 4. Self-Review can involve parents, staff and Board as deemed appropriate for the particular policies and programmes being reviewed.
- 5. Self-Review should take place in an open and transparent manner. As such the results of the review should be discussed and distributed amongst all concerned parties.

**Procedures**

- 1. At the end of each school year the staff and Board will review the Strategic Annual Plan. After review, a new Strategic Annual Plan will be developed for the following year.
- 2. Action plans specifying responsibilities, budget allocations, indicators, outcomes and time frames will be developed by the Principal and the Board.

**Approved**  
**BOT Meeting: 05/08/2020**

**Chairperson .....**

**HENDERSON SOUTH SCHOOL**

**POLICY ON ATTENDANCE**

**Introduction**

Pupils are legally required to attend school and the Board of Trustees, under Section 31 of the Education Act, is responsible for taking all reasonable steps to ensure the attendance of students enrolled at its school.

**Purposes**

- To ensure that school attendance is effectively monitored.
- To respond appropriately to attendance problems

**Guidelines**

- Parents/Caregivers should contact the school to explain the absences of their children, either on the day of the absence or on the day after the absence.
- Telephone messages, emails and/ or written notes are both acceptable forms of communication.
- Written notes should be dated and kept on file in the office until the end of the school year.
- All families should phone, text or email the school to notify absences. If this does not happen, the office staff will contact the home, emergency and work numbers to find the reason.
- Attendance at school will be monitored daily through the completion of daily electronic attendance registers (by classroom teachers) and the daily roll return (by the office staff).
- Guidelines for the completion of attendance registers are published in the staff administration manual.
- The Principal will be responsible for ensuring that patterns of absence are identified and appropriately dealt with.
- The school will liaise with other agencies to follow up consistently unexplained absences (eg. Waipareira Trust, Social Worker).

**Conclusion**

Children will receive maximum learning through regular attendance at school.

**Approved**  
**BOT meeting: 05/08/2020**

**Chairperson .....**

**HENDERSON SOUTH SCHOOL**

**POLICY ON SCHOOL UNIFORMS**

**Introduction**

At Henderson South School the school uniform is expected to be worn with pride by all students. The uniform is to give the children identification with Henderson South School and to provide a standard of dress which can be achieved and maintained by all.

**Purposes**

To ensure that:

- 1. The uniform is standardised throughout the school and reflects the colours of the school logo.
- 2. The uniform is practical for day-to-day school activities.
- 3. Children, parents and staff know what school uniform is required to be worn.
- 4. The uniform is worn in a neat and tidy manner at all times.

**Guidelines**

**The Uniform**

(All items of clothing can be purchased from Lenco Schoolwear Shop, 14 Patiki Rd, Avondale.

- Red short sleeve polo shirt for summer and a red skivvy for winter.
- Navy culottes and navy drill rucker shorts for the girls and navy drill rucker shorts for the boys
- Navy taslon trackpants and red polar fleece tops
- Red drill hat (wide brim) or navy bucket hat.
- Black, white or navy socks.
- Long navy pants or headwear may be worn throughout the year for religious/cultural reasons. Parents will need to seek permission from the Principal and school management in such situations.

Acceptable footwear with the uniform is sandals or plain black shoes. Sandals or shoes as a choice can be worn all year. Jandals or sneakers must not be worn with the uniform. No jewellery is to be worn although studs may be worn in ears only. Hair must be tidy at all times and long hair should be tied back.

**Conclusion**

With all children following the uniform code the standard of dress at Henderson South School will be high. It is to be policed by staff at all times.

**Approved**  
**BOT Meeting: 05/08/2020**

**Chairperson .....**

## **HENDERSON SOUTH SCHOOL**

### **POLICY ON USE OF SOCIAL MEDIA**

#### **Introduction**

Social media includes any Web site in which visitors are able to publish content to a larger group. Content shared may include (but is not limited to) personal information, opinions, research, commentary, video, pictures, or college information. Examples of such destinations include large branded entities such as Facebook, Twitter, YouTube, and LinkedIn. However, blogs, special interest forums, user communities are also considered social media. We recognise that social media provides a great opportunity to collaborate and communicate with communities and to enhance learning opportunities for students. To enable teachers, support staff, students and our community to take advantage of the value of these sites and to promote an open, trusting, collaborative place of work and education everyone must use social media within the guidelines specified below.

#### **Teachers and Support Staff Guidelines**

At all times teachers and support staff have a legal obligation to develop and maintain professional relationships based on the best interests and safety of their students. All teachers and support staff should follow these guidelines in social media communication and activity:

1. As an employee of Henderson South School (HSS), you are viewed as a role model to students, parents and the community. Think carefully about how you represent yourself when using social media. Even in your private space, you are considered by many to be representing the values of our school.
2. Exercise good judgement following the principles of ethical behaviour.
3. Use appropriate professional language in all communication.
4. Carefully consider the tone and content of all posts.
5. Keep your private and professional use of social media separate.
6. Do not invite students to your personal social network sites.
7. Do not accept invitations from students to their personal social networking sites.
8. Do not respond to personal requests for help or advice from students through social media. It is not the appropriate forum for sensitive issues.
9. All online spaces set up for social media purposes need to be approved by the designated content manager to avoid legal/ethics issues and to monitor content.
10. We encourage you to use privacy settings to ensure that your personal information is kept private. Be aware that your friends can tag and share your information, providing a wider audience than you intended.
11. Images of students must never be posted on a social media site without explicit permission from the student's parents in accordance with the New Zealand Privacy Act 1993.

### **Student Guidelines**

1. Students will not be allowed to upload to You-Tube.
2. Students will not be allowed to cyber bully other students.
3. Students should not join any social networks especially inappropriate sites
4. Use of school device needs to be supervised.

### **Inappropriate use of Social Media**

Henderson South School will not permit inappropriate use of social media by students including:

- Excessive time used browsing social media applications at HSS
- Inappropriate use of language or images that portray the HSS in a poor light.
- Actions that bring the reputation of the HSS into disrepute.
- Representing themselves as someone else either within the College or outside of the HSS.
- Use of social media to defame, bully or discredit another student, group or anyone else. HSS has a safe environment and does not tolerate this behaviour.
- Using discriminatory, defamatory, abusive or otherwise objectionable language in content.
- Accessing, downloading or transmitting any kind of sexually explicit material, violent images including graphic images of blood or gore (without medical purpose).
- Accessing, downloading or transmitting information on the use and construction of weapons, explosives and other tools of violence or terrorism.
- Accessing, downloading or transmitting any material deemed to be illegal under NZ law.
- Accessing, downloading or transmitting hate speeches and over racism; material extolling the inherent or moral superiority or inferiority of a particular race, ethnic group, or sexual orientation; racial epithets; or religious bigotry.
- Compromising the privacy of any person.
- Attempting to gain unauthorised access to the computing resources of HSS or other organisations.
- Disruption of the integrity of HSS's data or information services.
- Making a statement that might bring HSS into disrepute.
- Committing HSS to an action or initiative without appropriate authority.

- Not complying with the laws covering libel, defamation, privacy and the protection of intellectual property.
- Statements that might be interpreted as being in contravention of the values of HSS.

HSS are working hard to ensure that we meet best practice in regards to use of our students' images in media and communication.

Student images will always reflect the HSS's values and may be used in media and communications for:

1. School events
2. Cultural events
3. Academic competitions
4. Leadership activities
5. Sporting events
6. Student achievements

**Approved**  
**BOT Meeting: 05/08/2020**

**Chairperson .....**

## **HENDERSON SOUTH SCHOOL**

### **MEDIA POLICY**

#### **Rationale**

From time to time the Principal, members of staff, or members of the Board of Trustees may be approached or contacted by the various sectors of the news media to comment on school related or other community issues from the school's perspective.

On occasion these issues may be controversial or related to confidential matters associated with individual staff members, Board members, students or other community members.

Procedures are required to ensure that individual privacy is maintained and that a fair, factual and balanced response is provided to genuine inquires.

#### **Aims**

- To maintain a measure of control and accountability over the matter being reported
- To protect confidential information in accordance with the principle of The Privacy Act 1993
- To ensure that a reasoned, factually correct and balanced response is provided on behalf of the school

#### **Guidelines**

1. No individual member of staff or the Board of Trustees will verbally respond to medial inquiries
2. All media inquiries should be asked to be submitted in writing and be directed to the Chairperson of the Board of Trustees or a nominated representative should the Chairperson be unavailable.
3. All media inquiries will be formally acknowledged and should the particular situation require it, professional advice and assistance will be sought before preparing and providing a response.
4. If the inquiry is a curriculum related matter the Chairperson or nominated representative may consult the Principal to assist in preparing a response.
5. The Chairperson or nominated representative will consult the Board of Trustees including the Principal before releasing any media statement.
6. All responses to media inquiries or prepared media statements shall be in writing, unless the Chairperson or nominated representative, after consultation with the Board of Trustees, decided otherwise.
7. The principal may approach the media in order to promote the school and its activities without requiring Board Chair's approval.

**Conclusion**

All members of the Board of Trustees and members of Board staff are expected to adhere to the guidelines described above. If these guidelines are followed media reports of school activities, or possible incidents occurring at school or the school's perspective of other community issues should be reported in a fair, balanced and accurate manner.

**Approved**  
**BOT Meeting: 05/08/2020**

**Chairperson .....**

**HENDERSON SOUTH SCHOOL**

**TRUSTEE CODE OF BEHAVIOUR POLICY**

**Rationale**

The board will act in an ethical and respectful manner. Every member of the board will have access to the code of behaviour and opportunities to discuss its expectations of their conduct. Board business will be conducted in an ethical and respectful manner, in accordance with legislation and board policy.

**Expectations and Limitations**

As members of an effective governance team, each member of the board of trustees shall:

- Ensure the needs of all students and their achievement is paramount.
- Be loyal to the school and its mission.
- Maintain and understand the values and goals of the school.
- Protect the special character of the school.
- Publicly represent the school in a positive manner.
- Respect the integrity of the principal and staff.
- Observe the confidentiality of non-public information acquired in their role as a trustee and not disclose to any other persons such information that might be harmful to the school.
- Be diligent and attend board meetings prepared for full and appropriate participation in decision making.
- Ensure that individual trustees do not act independently of the board’s decision.
- Speak with one voice through board policies and ensure that any disagreements with the board’s stance are resolved within the board.
- In the course of board meetings, disclose any interests in a transaction or decision where they, their family and/or partner, employer or close associate will receive a benefit or gain and leave the meeting for the duration of discussion and or voting in relation to the matter.
- Recognise the lack of authority in any individual trustee or committee/working party of the board in any interaction with the principal or staff.
- Recognise that only the chair (working within the board’s agreed chair role description or delegation) or a delegate working under written delegation can speak for the board.
- Continually self-monitor their individual performance as trustees against policies and any other current board evaluation tools
- Be available to undertake appropriate professional development.
- Sign the Code of Conduct statement yearly.

**Approved**  
**BOT Meeting: 05/08/2020**

**Chairperson .....**