

# Tokomaru School Policies and Procedures



Policies	Last Reviewed	Next Review	Procedures	Last Reviewed	Next Review
<b>Nag 1 Curriculum</b>					
1.1 Curriculum Delivery	Feb 21	Feb 24	1.1.1 Home learning	May 21	May 24
			1.1.2 Preparing for school	May 21	May 24
			1.1.3 Reporting to Parents	April 21	April 24
			1.1.6 Agricultural Day	June 21	June 24
			1.1.7 Library	May 21	May 24
			1.1.8 Education Outside the Classroom	June 21	June 24
			1.1.9 Learning Support	Sept 21	Sept 24
			1.1.9a Learning Support Flow Chart	Sept 21	Sept 24
			1.1.9b RTLB Referral Process	Sept 21	Sept 24
			1.1.10 Gifted and Talented	Sept 21	Sept 24
1.2 Equity/Equal Educational Opportunities	Sept 21	Sept 24			
<b>Nag 2 Self Review</b>					
2.1 Planning, Self-Review and Reporting Policy	Oct 21	Oct 24	Board Self-Review Calendar	Dec 23	Annually
<b>Nag 3 Personnel</b>					
3.1 Personnel	May 23	May 26	3.1.1 Staff Appraisal Procedure	Sept 22	Sept 25
			3.1.3 Staff Appointment Procedure	Aug 23	Aug 26
			3.1.4 Staff Disciplinary Procedure	Aug 23	Aug 26
			3.1.5 Allocation of Units	March 23	March 26
			3.1.6 Complaints Procedure	May 22	May 25
			3.1.6a Complaints Procedure Flow Diagram	May 22	May 25
			3.1.7 Classroom release time	Nov 23	Nov 26
			3.1.8 Discretionary Leave	June 23	June 26
			3.1.9 Protected Disclosure	Aug 23	Aug 26
			3.1.10 Theft & Fraud Prevention	Jul 23	Jul 26
			3.1.11. Child Abuse Allegations Against an Employee	Dec 23	Nov 26
			3.1.12 Principal Appraisal	March 23	March 26
			3.1.13 Performance Management	August 23	August 26
<b>Nag 4a Finance</b>					
4.1 Financial & Property Asset Management	June 22	June 25	4.1.1 Staff Reimbursement	Nov 23	Nov 26
4.2 Sensitive Expenditure	June 22	June 25	Fixed Asset Policy (Ed Services)	Dec 23	Annually
<b>Nag 4b Property</b>					
4.3 Property management & Use of School Buildings	Dec 23	Dec 26	4.3.1 Minor Capital Works	Sept 23	Sept 26

			4.3.2 Use of the swimming pool	Oct 23	Oct 26
			Property Occupancy Document	N/A MOE	N/A MOE
<b>Nag 5 Health and Safety</b>					
5.1 Health and Safety	Nov 22	Nov 25	5.1.1 Administering Oral Medication	May 22	May 25
			5.1.2 Sun Smart POLICY	Oct 22	Mar 25
			5.1.3 Cycle Safety	May 21	May 24
			5.1.4 Accidents	August 21	August 24
			5.1.5 Child Protection POLICY (was Child Abuse and Neglect Procedure)	Aug 22	Aug 25
			5.1.6 CCTV POLICY	Dec 23	Dec 26
			Asbestos Management Plan	Dec 22	Annually
5.2 Emergency & Crisis Management Policy	Oct 22	Oct 25	5.2.1 Emergency Management Plan	Sept 22	Sept 25
			5.2.1a Record of Emergency Drills	Ongoing	Ongoing
5.3 Cyber-safety	June 23	June 26	5.3.1 Student Procedure	June 23	June 26
			5.3.1a Student ICT User Agreement	June 23	June 26
			5.3.2 Staff Procedure	June 23	June 26
			5.3.2a Staff ICT User Agreement	June 23	June 26
			5.3.2b BOT ICT User Agreement	June 23	June 26
			5.3.3 BYOD Guidelines	June 23	June 26
			5.3.6 ICT User Breach	June 23	June 26
5.4 Positive Behaviour Policy	Nov-Feb '22	Feb 25	5.4.1 TS Restorative Behaviour Flowchart	Nov-Feb '22	Feb 25
			5.4.2 Major / Minor Behaviour Chart	Nov-Feb '22	Feb 25
			5.4.3 Restricted Playground Flowchart	Nov-Feb '22	Feb 25
			5.4.4 Restricted Playground Record System	Nov-Feb '22	Feb 25
			5.4.5 Tokomaru Tamariki Treaty	Nov-Feb '22	Feb 25
			5.4.6 Tokomaru Tamariki Tokens (Triple T's)	Nov-Feb '22	Feb 25
5.5 Media Policy (est 2019)	Feb 23	Mar 26			
5.6 Reducing Student Distress and Use of Physical Restraint Policy	May 23	May 26			
<b>Nag 6 Legislation and Regulations</b>					
6.1 Attendance	May 22	June 25	6.1.1 Student Attendance using eAR	July 22	July 25
6.2 Records, Retention & Disposal Policy	Mar 22	June 25	6.2.1 Records, Retention & Disposal Procedure	Mar 22	Mar 25
7.1 Community Partnership	Sept 23	Sept 26	7.1.1 Consultation Procedure	Aug 23	Aug 26
7.2 Treaty of Waitangi	Sept 23	Sept 26			
7.3 Uniforms	Mar 22	Mar 25			

KEY: =being reviewed and ratified at present