



BOARD OF TRUSTEES

SCHOOL ADMINISTRATION POLICY

This policy documents how the Nayland Primary School Board of Trustees will ensure that it meets its obligations under :

National Administration Goal 2 to :

- i. develop a strategic plan which documents how they are giving effect to the National Education Guidelines through their policies, plans and programmes, including those for curriculum, National Standards, assessment and staff professional development;
- ii. maintain an on-going programme of self-review in relation to the above policies, plans and programmes, including evaluation of information on student achievement;

National Administration Goal 6 to :

Comply with all general legislation concerning requirements such as :

- a. attendance, the length of the school day, and
- b. the length of the school year.

The Board of Trustees will develop and implement the following guidelines :

- 5.01 Attendance
- 5.02 Consultation and Reporting
- 5.03 Exclusion on the Grounds of Religious Beliefs
- 5.04 International Students
- 5.05 International Student Refunds
- 5.06 Open Door
- 5.07 Out of Hours Classes in the Arts
- 5.08 Privacy
- 5.09 Release for Private Tuition
- 5.10 Religious Instruction

This policy was formally adopted by the Nayland Primary School Board of Trustees on 10th November 2011.

Signed:

Chairperson, Board of Trustees