



SCHOOL ADMINISTRATION GUIDELINES

5.01 Attendance

1. Parents are legally required, (S20 and 24, Education Act 1989) to enrol their children at school. They also have a responsibility to ensure their children attend school.
2. Nayland Primary School will take all reasonable steps to ensure students enrolled at this school attend whenever it is open.
3. Classroom teachers will keep an electronic Register of Daily Attendance for each student enrolled at the school.
4. The Board of Trustees will allocate funds for the employment of an Attendance Assistant to follow up absences daily and complete electronic register entries as required.
5. Coding of absences will adhere to the Ministry of Education schedule – Appendix 5.01A.
5. The Executive Officer will resolve unexplained absences, monitor attendance, obtain necessary documentation from parents and complete end of term audits for reporting to the Principal.
6. The school will actively encourage parents to notify the office of student absence.
7. Guidelines for teachers are included in the Procedures for Monitoring Student Attendance.
8. When students leave the school their Student Profile, including an attendance record, will be forwarded within 10 days of receipt of a request from the new school.
9. The Ministry of Education ENROL programme will monitor the future enrolment of students following departure from Nayland Primary.
10. Refer to Appendix 5.01B : Procedures for Monitoring Student Attendance / Letters 1-3.

5.02 Consultation and Reporting

1. Through consultation with and reporting to parents the school will develop a strong supportive partnership that can improve student learning and achievement.
2. Consultation with and reporting to parents occurs both formally and informally :
 - Formally via the Consultation and Reporting Schedule (Appendix 5.02A).
 - Informally via meetings / discussions outside of class hours. Staff need to be available for ongoing, informal dialogue with parents, albeit at mutually convenient times.
3. Consultation and reporting will be :
 - Positive and constructive - maintaining an open, friendly and relaxed tone.
 - Honest, based on achievement evidence.
 - Balanced, with an emphasis on success, as well as need.
 - Free of jargon - so parents and students gain clear understanding.
 - Collaborative and interactive - careful listening; partnership model; sharing the problem.
 - Accurate - dealing with the issues raised.
 - Ethical - avoiding criticism / blame.

5.03 Exclusion on the Grounds of Religious Beliefs

1. Parents wishing exemptions must notify the Principal in writing of their religious beliefs and reasons for requesting student exclusion.
2. The Principal will give consent in writing, where the application complies with these guidelines.
3. Individual applications will be discussed with the Board of Trustees chairperson if doubt occurs.
4. Students excluded from an activity will be given an alternate activity at school. Any exceptions must have the approval of the Principal.

5.04 International Students

1. The education of international students will comply with the NZQA Code of Practice for the Pastoral Care of International Students.
2. Application of the Code is the responsibility of the Principal and Executive Officer. (Code Section 1.1).
3. The enrolment of international students will be left to the discretion of the Principal in consultation with the Chairperson of the Board of Trustees.
4. International students will be accepted when classes are below a desired roll number, at the discretion of the Principal.
5. International students cannot be counted on the school roll for Government funding.
6. International students whose parents do not have residency or a work permit will be responsible for payment of fees as outlined below. However, if evidence of residency or a work permit is produced within 28 days of commencement at Nayland Primary, a refund will be made less an administration charge of \$150 and costs incurred for tuition, stationery, activities, etc.
7. The student's passport / student visa and the parents' passports will be photocopied, and copies kept at school.
8. Medical and Travel Insurance (Code Section 5.3):
 - Policies from recognised insurance companies will be accepted.
 - Policies will be verified by Executive Officer on enrolment by viewing of original and confirming currency. The Insurance Company name and start/end date of cover will be recorded on the Student Enrolment form.
9. International students will be placed in appropriate classes with their age peers, unless there are exceptional circumstances. They will have access to and use of all school facilities and equipment to meet their educational needs.
10. Students with additional needs will be identified and catered for in accordance with school Special Education procedures. (Code Section 13.8).
11. Any concerns related to ill treatment, harm, abuse or neglect of an international student will be dealt with in accordance with the Nayland Primary School 'Reporting Child Abuse and Neglect' Guidelines. (Code Section 13.9).
12. The cost of stationery, school performances, recreational activities undertaken during the year, camps, field trips etc. and 1.5 hours per week English Language, Curriculum or social Teacher support will be met from the Education Tuition fee. Additional curriculum, personal, uniform and welfare/counselling/ behaviour guidance costs will be met by the parents.
13. International students must comply with the Nayland Primary School Code of Conduct, official school procedures and programmes.
14. International Student staff will be provided with professional support and training, (Code Section 1.2).
15. **Fees:** \$250 per week (incl. GST), including 1.5 hours per week Teacher support, or \$200 per student per week if two children in one family receive support together.
Administration Charge : \$250.00 non refundable.
Ministry of Education Levy : \$10.73 per week.
16. Fees must be paid in advance. A receipt will be issued.
Any refund of fees on withdrawal will be in accordance with the International Student Refunds Guidelines.

5.05 International Students Refunds / Fee Protection

1. The refund of international student fees will be based on Section 4B(7) of the Education (No.4) Amendment Act 1991. The Principal will act as the agent of the Board of Trustees in establishing the circumstances and the level of fees to be refunded within the spirit of these guidelines.
Section 4(B)7 states:
 - a) Where at any time a foreign student withdraws from the course of study at Nayland Primary School, the Board may refund to the person who paid (in respect of the student's enrolment in the course), the amount of fees paid (or the sum of any instalments paid in respect of those fees) any amount it thinks appropriate, not exceeding the extent (if any) by which the amount paid exceeds the sum of the following amounts:
 - i) The Board's best estimate of the cost to the Board (including the appropriate proportion of the Board's administrative and other general costs and the appropriate proportion of any initial or start-up costs of the course) of providing tuition in the course for one student up to that time.

- ii) An amount that is in the Board's opinion an appropriate reflection of the use made by one student receiving tuition in the course, of the Board's capital facilities.
 - iii) The appropriate proportion of the amount (if any) prescribed under section 4D of this Act for a student receiving tuition at a state school in the course.
 - iv) All other fees (if any) prescribed by the Board.
2. If the student withdraws from their course of study before the course completion date, the person who paid the fees may be eligible for a refund of school fees.
 3. An application for refund of fees must be made in writing by the person who paid the fees to the Chairperson, Board of Trustees of Nayland Primary School, explaining why the student has withdrawn from the course and reasons for seeking a refund.
 4. If an application is made before the start of the student's course of study their fees will be refunded in full.
 5. If an application is made after the start of the student's course, but during its duration, their fees will be refunded less:
 - Costs to the school already incurred for tuition.
 - Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff.
 - Costs already incurred for the use of facilities and resources.
 - The proportion of the Government Levy the school is required to pay.
 - Any other costs already incurred.
 6. If an application is made after the second half of the student's course, a refund will not be paid except in exceptional circumstances. In the case of a student enrolled for a full year, the second half of the course commences on the first school day in July after the holiday break.
 7. No refund will be made to any student who transfers to another school or is asked to leave because of misbehaviour, poor attendance or violation of the contract with the school.
 8. Fees received for international students will be held in the school bank account until the expiry of the period of time for which they are paid.

5.06 Open Door

1. Nayland Primary School values the partnership of staff and parents/caregivers working together to maximise the learning opportunities for students. An important component of this partnership is an "open door" policy, where parents/caregivers feel welcome to participate in and contribute to their children's education while respecting staff rights to teach their students and manage classrooms.
2. Objectives :
 - To define the nature of the school's open door approach, so that both parents / caregivers and staff understand their rights and responsibilities, in a relationship of mutual respect.
 - To encourage parents/caregivers to become involved with school activities and utilise their expertise, eg, help in classrooms; sports; EOTC; etc.
 - To increase parent understanding of the curriculum; the ways in which children learn; and school values and routines.
 - To make parents welcome, and increase the quality of home/school communication.
 - To protect the professional roles and responsibilities of staff and safeguard matters of privacy.
3. Parents/caregivers are welcome to observe their children during daily school activities. At times they may participate and/or contribute to assist student learning.
4. Staff will encourage parent interest and participation in, and contribution to lessons and activities where appropriate.
5. Parents/caregivers should respect the rights and responsibilities of staff to make professional decisions about the education of children at school.
6. Parents/caregivers will support the continuity of class/school programmes by:
 - mutually deciding with the teacher the time and purpose of any formal visit to observe a lesson or discuss a child.
 - being unobtrusive and quiet when observing a lesson, unless involved.
 - introducing themselves to the teacher when entering a classroom.
 - staying outside the classroom during busy "packing-up" times at the end of the day.
 - keeping confidential any information acquired about other students' learning abilities or behaviours, or class performance.
 - discussing directly with the teacher or staff member, any matter causing concern.
7. Teachers will have the right to ask parents / caregivers to leave classrooms in exceptional circumstances, eg, testing, appraisal sessions.

5.07 Out of Hours Classes in The Arts (Music / Visual Art)

1. Each year the Ministry of education grants approval for the continuation of hours allocated to Nayland Primary School for weekly out of hours classes in Music and / or Art.
2. The school provides tutors for the classes and teaching spaces. The Principal will appoint the tutor.
3. The tutor will be provided with a roll to allow records of the number of classes held and students' attendance to be kept. Students are expected to maintain regular attendance throughout the year.
4. Classes will be held once weekly after school.
5. The selection of students will be carried out as follows:
 - A notice will be sent to schools in the Stoke area at the beginning of the school year : Birchwood, Tahunanui, Stoke, Enner Glynn and Nelson Christian Academy.
 - Eligible students may be from Years 3-6, depending on class criteria.
 - If necessary, the number of students accepted from each school will be limited according to class levels.
6. The yearly programme will be compiled annually by the tutor and made available to the co-ordinator by Week 2 of the term in which classes commence.
7. Written reports will be completed by tutors at the end of each year, listing the children involved, progress achieved and the main activities of the year.
8. Students are expected to provide their own instruments or pay a bond for the loan of NPS instruments and to maintain regular attendance .

5.08 Privacy

The Privacy Act 1993 is designed to promote and protect individual privacy, in particular the collection, storage, use and disclosure of personal information, and the access by individuals to information held about them. Schools are bound by this Act

1. A Privacy Officer will be appointed and their name published. Their functions are to:
 - Encourage compliance with the Act.
 - Deal with requests made regarding the Act.
 - Deal with the Commissioner regarding any complaints against the school.
2. An annual Privacy Audit will be conducted, including a review of existing policies and procedures, to ensure compliance with the twelve principles of the Act.
3. School procedures and staff will comply with the following principles:

Principle 1 : Purpose of Collection of Personal Information

A school can only collect information for a purpose connected with a function of the school and where it is needed for that purpose.

Information that is not specifically required but may come in handy cannot now be collected. Information collected as a result of legitimate activity but not required must not be held, eg, if information on the number of children in each household was collected and it was discovered that children were adopted, that information must be discarded – the number of children being the only legitimate information.

Principle 2 : The Source of Personal Information

The school must obtain Personal Information directly from the person concerned.

Exceptions include where the person agrees it can be obtained from another source and where it is publicly available.

Unless one of the exceptions listed is appropriate the information must be collected from the individual.

The most likely exception is subclause 2(f) where in the case of young children it may not be practicable to collect information from the child. In that case subclause 2(b) may also apply. Where the information is collected from some other source, including a publicly available source, it is recommended that this source be noted alongside the information. This will assist compliance and any investigation that may arise at a later date.

Principle 3 : Collection of Information from the Subject

Where the school is collecting information from an individual, the person concerned must be aware that the information is being gathered, the purpose of its collection, the intended recipients, and the right of access to and correction of the information.

The school and BOT must take all reasonable steps to ensure that the person concerned is aware that information is held by the school; that they have the right to view that information and where appropriate request that it be corrected.

Principle 4 : Manner of Collection of Personal Information

The school must collect information in a lawful manner and not use unfair means / intrude unreasonably into the personal affairs of the individual.

Unfair means could include the use of a video tape or any conversation without the individual's knowledge/consent; or the use of tactics designed to frighten the individual into providing information.

Unreasonable intrusion would be to collect lifestyle information in a public area or repeatedly ask intimate questions in a short space of time. Care also needs to be taken to ensure that non-essential personnel are not in attendance when sensitive information is collected.

It is important that those collecting information have suitable and regular briefings about privacy issues; to ensure that they do not become desensitised to the importance of the information to the person concerned.

Principle 5 : Storage and Security of Personal Information

The school must ensure that information is secure and protected from loss, unauthorised access, use, modification, disclosure or any other misuse.

The BOT and school staff need to evaluate the physical, operational and technical security in the school.

Physical storage of information needs to be in an area that is capable of being locked and is locked when not in use. The area must also be capable of having restricted access and staff who have no need to access personal information should not have access to that area.

Computer systems users should have passwords restricting them only to information relevant to their work.

Operational security procedures include:

- Changing passwords frequently and ensuring they are not easily recognisable by outsiders, eg, names.
- Requiring staff making entries on personal records to sign those entries.
- Making records anonymous for educational purposes and using fictitious information for training.
- Closing files; obscuring / covering names on files.

Technical security might include:

- Data protection, back-up intervals and methods, disaster recovery plans, etc.
- Storing back-up discs and tapes away from the main computer system in another building.
- Taking steps to ensure that any form of computer networking does not increase the risk of disclosure.

Principle 6 : Access to Personal Information

On request within 20 working days, the school must allow individuals access to information held about them provided it is readily retrievable.

If information has been so heavily disguised that it would take a considerable time to locate and make sense of, then it could be regarded as not readily retrievable.

Principle 7 : Correction of Personal Information

School employees can seek to have information corrected if it is not correct.

A school must ensure that any information it holds, including that giving personal details of individuals is as far as possible accurate, up to date, complete and not misleading.

If the school is not willing to correct information, the individual may ask the school to attach a statement noting that a correction had been sought but not made and the school must attach that information in a way that it will always be read with the information, without alteration.

Principle 8 : Accuracy of Personal Information to be Checked Before Use

The school should take reasonable steps to ensure that its information is accurate, up to date, complete, relevant and not misleading.

Reasonable steps may include having individuals check before information is recorded and, where ethnicity data is requested, asking individuals to provide their own details. In developing procedures the school needs to consider whether the individual may be harmed by out of date information and if so ensure that such data is accurate.

Information that is subject to change over time, eg, name/address, etc. should be checked for accuracy and updated at reasonable intervals as a matter of course.

Principle 9 : Information Not to be Kept Longer Than Necessary

A school should keep information only as long as is necessary for its lawful use.

Information should be regularly reviewed to ensure it is not being retained for an unreasonable period.

Where information is kept for long periods it should be stored in a locked cabinet / room or off site.

Principle 10 : Limits on Use of Personal Information

A school can use information only for the purpose for which it was obtained, ie, functioning of the school, unless it is publicly available; there is authorisation by the individual concerned; the individual is not identified; or public/individual health or safety is prevented or lessened.

A school may gain information for intervention purposes at a later date or for research provided that the use does not identify the individual/s concerned. If information is regularly used for research it may be advisable to set up a small Ethics Committee to ensure privacy issues are addressed.

Principle 11 : Limits on Disclosure of Personal Information

A school must not disclose information to another agency or person.

It is important that all staff become familiar with the grounds for disclosure – where it is to the individual concerned privacy issues are not likely to arise – ensuring that other information is not disclosed.

Schools are 'body corporates' – information held by one teacher can be shared with others.

Where disclosure is not to the individual concerned schools should only disclose information if:

- It believes that disclosure was one of the purposes for which the information was obtained.
- The individual has authorised the disclosure.
- The disclosure of the information is in such a form that the individual is not identifiable.

Principle 12 : Unique Identifiers

The school must not give a unique identifier, (eg, a code) to a person unless it increases efficiency. Identifying labels used by other agencies shall not be used in most circumstances.

The school must not knowingly assign a unique identifier which is identical to one assigned to the individual by another agency, unless the school and agency are associated.

A school cannot ask people to disclose their unique identifiers unless that was one of the reasons the identifier was given or it is directly related to the purpose the identifier was given, eg, IRD number.

4. Compliance by staff with the Privacy Act. Staff should be aware they must not have discussions with people outside the school about work related matters where there is disclosure of personal information. Any breach may fall upon the Board, which may be liable to a fine of up to \$2000 or award of damages.
5. Staff should be provided with the necessary information and equipment to ensure information is stored securely.
6. Staff should consider the following two questions as a "rule of thumb" when dealing with personal information :
 - a) in whose interests am I acting (the child)
 - b) Is it reasonable to do what I'm about to do.
7. Reference: Section C, Page 36 – NZSTA Handbook.

5.09 Release for Private Tuition

- 1 Under Section 25b of the Education Act the Principal may release a student if the private tuition is acceptable to the Principal.
- 2 The primary consideration is the child's school education and their class teaching programme.
- 3 The school must be satisfied that it cannot meet the needs of the children within its own resources, before granting permission for release.
- 4 The child's area of need must be discussed with the class teacher and Principal, along with the various options for additional / other assistance.
- 5 The option of extra tuition outside normal school hours will be fully explored.
- 6 In the core learning areas of Reading, Language and Mathematics, the Principal may consider releasing a child from school to receive additional instruction provided that the Principal is satisfied that:
 - the type of tuition is acceptable; - the venue is suitable;
 - there is good reason for the student to be released;
 - the pupil will be adequately supervised while away from school;
 - arrangements have been made for safe transport ;
 - the tutor is registered in their field;
 - there has been consultation between parent and teacher as to suitable times for release.
- 7 The Principal may also consider student release to meet specific needs not catered for at school, eg, speech therapy, physiotherapy, psychotherapy, or a learning area of exceptional ability or need. An IEP is mandatory and must outline how the specific need is to be catered for.
- 8 Requests for release from tuition must be made in writing to the Principal at least 7 days prior to the proposed release. A written summary of the tuition programme and duration must be included with the request.

- 9 Release from school will not exceed five hours per week, preferably during afternoons.
- 10 The student is marked present in the Attendance Register, with a note in the Comment column, eg, "Student released 1 hour Tuesday pm".
- 11 Where practicable, and if school facilities are available, extra tuition will be encouraged on the school site.
- 12 Other requests concerning release for tuition will be considered on a case by case basis and will be in terms of the above guidelines.
- 13 Parents / caregivers must ensure their children make up any important class activity missed while released, in their own time.

5.10 Religious Instruction

1. Objective : to provide families with the opportunity for their children to receive instruction in Christian values and beliefs.
3. Senior Syndicate classes are closed for secular education by the Board of Trustees for 30 minutes weekly in Terms 2 and 3.
3. The teaching programme is based on the National Christian Education Commission of NZ syllabus "Connect", a child-centred discovery learning programme which is Bible based but sensitive to other religious traditions. It provides activities and themes appropriate to each age level on a spiral curriculum.
4. The voluntary Religious Instruction teachers will follow the Code of Expectations provided by the National Christian Education Commission of NZ.
5. The NCEC will also provide a comprehensive training and accreditation programme for the voluntary teachers to equip them to teach effectively in classrooms.
6. The programme is optional and parents can request in writing to have their children withdrawn, or indicate this during enrolment. At the beginning of each year an updated list of children excluded from Religious Instruction will be compiled and circulated to staff.
7. In March each year the Principal will obtain a list of Religious Instruction teachers and their phone numbers; and circulate these names to the appropriate classes.
8. On request, parents may inspect the learning materials their children will receive.
9. Children withdrawn from the programme will be placed in a spare classroom with school work provided by their class teachers, and supervised by teachers on a rotating basis. The Senior Syndicate Leader will organise this roster.
10. Children causing disruption in class during Religious Instruction lessons will be counselled by their class teachers and if necessary withdrawn.
11. Class teachers whose classes will be absent on days when Religious Instruction occurs must inform the RI teachers for their classes. Similarly, RI teachers must inform their class teachers when they will be absent.
12. The Board will review the continuation of the Religious Instruction programme by parent survey every three years.
13. The timing of Religious Instruction lessons will be set following consultation between the school and the RI organiser.

ELECTRONIC ATTENDANCE REGISTER ENTRY CODES

School Code	Reason	Explanation
?	Unknown reason (A temporary code)	This is the initial entry for a student not in class and the reason is unknown. It will be edited by teacher or Attendance Assistant as information becomes available about the reason for the non attendance.
P	Present	Student is in his/her regular class.
L	Student Late for class	School guideline – students arriving more than 10 minutes after starting time are entered as Late.
M	Student absent due to short-term illness/medical reasons	Student is at home, or in hospital, because of illness or other medical reason. A medical certificate should be requested for illness over three days.
E	Student is absent with an Explained, but unjustified reason, eg, NZ or overseas holiday, cultural exams, etc.	The explanation for the absence is accepted by the school but it is not a justifiable reason to take the student off school according to school guidelines. See J below.
J	Justified absence	<ul style="list-style-type: none"> • Unplanned absences such as a bus breakdown, accident, road closure, extreme weather conditions. • Planned non attendance such as national/local representation in a sporting or cultural event in New Zealand or overseas. (See also Code O). • Approved absence (including overseas) can also include bereavement, visiting an ill relative, exceptional family circumstances or Special Needs student absence agreed to at IEP / Strengthening Families meetings or CYF Family Group Conferences.
D	Medical Appointment – doctor / dentist / counselling	Current legislation means this type of absence is counted as present for ½ day summaries. There must be documentation verifying appointment – verbal advice slip to be completed by teacher or Attendance Assistant.
S	Sickbay	Student is known to be in the school's sickbay.
T	No information provided – truant (or trivial explanation).	An absence where no verifiable explanation is received, or the explanation is trivial : <ul style="list-style-type: none"> • We went down to the river • We went to the shops
I	Internal school appointment or activity – Chaplain, Sports Cdnr, Principal, etc	This can include students who are out of class for various school appointments as well as students on an administration activity such as messenger, collecting attendance etc. It does not include a student who has been removed from his/her regular class and sent to the administration area for disciplinary reasons. This student would be coded P in the class.
V	Examination or Unsupervised Study – student is on the school-site, eg, ICAS	Students sitting examinations at school.
N	On a school based activity	A school-based (on-site) activity. <ul style="list-style-type: none"> • cultural/sporting presentation/practice including swimming/athletic sports • one to one tuition either as tutor or tutored.
Q	Attending an off-site school-organised activity such as trip/camp, RDA	A school-organised off-site activity including overseas <ul style="list-style-type: none"> • school trip (sporting, cultural or academic) • school camp
R	Removed (temporarily) from regular class (internal school student isolation)	This code is for students who for a time period had an arrangement for alternative supervision, that may be in the administration block or in another teacher's class, instead of the regular scheduled class.
H	Attending a Health camp/ Regional Health School	The student is not in class but in an approved environment for which the school is entitled to be funded
U	Student is Stood down or Suspended	Student is Stood Down or suspended according the conditions of Section 14 of the Education Act 1989 (This code is for the period of the stand down/suspension. It does not include the day the stand down was imposed)
O	Justified Overseas	A student accompanying or visiting a family member who is on an overseas posting (the student can be held on the roll for up to up to 15 consecutive weeks). Eg military or diplomatic. Other approved (justified) overseas absence is coded "J". If the absence is unapproved, it is coded "E".
C	Student is attending Justice Court proceedings	Under existing legislation this type of absence is deemed to be Present when calculating ½ day summaries

NAYLAND PRIMARY SCHOOLPROCEDURES FOR MONITORING STUDENT ATTENDANCE

- A.** An Attendance Assistant will be employed to follow up by telephone reasons for unknown absences before 9.40am daily.
- B. Definition of Truancy (from Nelson District Truancy Services Protocol):**
1. The child or young person has failed to attend school without reasonable excuse, and
 2. Required interventions have failed to ensure a return to school attendance, and
 3. Their absences have been :
 - continuous for 15 school days, or
 - one or more days every week or patterns of several days' absence which persists for a school term.
- C. Steps to be taken by Nayland Primary School :**
1. Teachers to forward pre-notification of absences from parents to the office, where the Attendance Assistant or Attendance Officer will complete entries on eAttendance Register and retain documentation until the end of the year.
 2. Parents or class teachers to forward to the office written advice of medical / dental appointments.
 3. Teachers to request from parents written advice of reasons for absences over three days.
 4. Executive Officer to request medical certificates where absence due to sickness extends beyond three school days.
 5. Teachers to telephone parents in respect of patterns of lateness / prolonged unjustified absence and follow up with Letter 1 if there is no improvement.
Executive Officer to include a master of Letter 1 and referral to these procedures in Teacher Preparation Day notes each year.
 6. Teachers or Executive Officer to inform Principal of continued absences which have not been resolved.
 7. Executive Officer to complete Attendance Audits at the end of each Term and liaise with teachers / principal as necessary.
 8. Principal to send home Letter 2 and follow up by telephone if a response is not received.
 9. Principal to send to parents Letter 3 outlining parental obligations under the Education Act and seeking a home / school conference if absences continue.
 10. Principal to convene conference to arrive at suitable interventions which will facilitate attendance at school.
 11. Executive Officer to complete referral to the Nelson District Truancy Service using the Truancy Protocol guidelines / referral form where intervention has been unsuccessful.

Letter 1

Dear Parent / Caregiver of

A recent check of student attendance records has indicated that your child has been absent from school on a number of occasions lately.

I am concerned about this because of the detrimental effect continued absences have on your child's learning development.

Could you please contact me to discuss this matter.

Thank you.

Yours sincerely

Class Teacher

Letter 2

Dear

I am writing in respect of continued absences from school.

has indicated concern at the amount of school work that is missing and we would like to assist in any way possible to ensure educational development does not suffer.

I would like to discuss attendance further and would be grateful if you would phone me to make an appointment.

Many thanks.

Yours sincerely

PRINCIPAL

Letter 3

Dear

Despite earlier letters from the class teachers and myself absences from school continue.

I would like to remind you that under Section 25 of the Education Act you are legally required to ensure that your child attends school.

It is now necessary to arrange a home / school conference to explore solutions to this situation.

Please contact me by telephone to arrange this conference.

Yours sincerely

PRINCIPAL

SCHEDULE OF CONSULTATION / COMMUNICATION / REPORTING

Meet the Teacher Evening (February)

Held at the beginning of the year to enable parents/caregivers to meet their child's new teacher; hear about class procedures; have work and behaviour expectations outlined; discuss important events throughout the year; touch on current school issues or developments that may impact on class operations; pass on information regarding children's health and wellbeing; and offer help to the class and/or school for the coming year.

Open Night (End of Term 1)

An opportunity for children to share and celebrate their learning over a two hour period. Teachers are available but not for individual conferences with parents / caregivers.

Welcome Meeting - Parents of New Entrants (Each Term)

Organised by the Junior Syndicate Leader.

Syndicate Letters (Week 2, Terms 1, 2, 3 and 4)

Syndicate letters are sent to parents/caregivers at the beginning of each term providing information on class programmes, ie, the main topics to be covered in each area of the curriculum; on new teachers in the syndicate; on special events occurring; on points of policy and/or procedure that need stressing. The tone is open, friendly and welcoming.

Personal Folders (End of Terms 2 and 4)

Sent home and returned after 4-5 days. Contain introductory letter; table of contents (x2) explaining the purpose and context of each sample; student samples of work with self and/or teacher assessment; student set goals.

Generally student samples should be "best effort" work, except for some work which will be identified as 'draft'.

Student Conferences

Years 1-3 Three Way Conferences at the end of each term according to birth dates.

Years 4-6 Student Led Conferences at the end of Term 2.

Involve students, parents / caregivers and teachers. Held to discuss student progress; personal goals; work samples and "next step" learning. A collaborative process, focusing on the student taking ownership of their learning while celebrating their achievements; and discussion with the teacher.

Student Reports (Term 2; December)

Y0/1 : at six weeks of school. Includes School Entry Survey and follow up conference.

Mid year : Personal Folders with comments relating to progress against National Standards form the basis of three way / student led conferences.

End of year - Yrs 1-6 : a summative report of progress during the year, including achievement against National Standards – sent home in Personal Folders.

Parent / Teacher Conferences – Informal / Ongoing

Teachers will be available throughout the year to meet with parents/caregivers by appointment.

Parent / Teacher Conferences – Special Programmes

eg, Reading Recovery, Rainbow Reading, CWSA, Speech/Language; Social Skills Training, etc.

Where children are participating in a special learning programme for the first time, a letter is sent home explaining the nature and purpose of the programme, with an invitation for the parent/caregiver to visit.

Curriculum Evening / Parent Forum

Held each term. On current school or national focuses. Demonstrations and explanations to parents of student needs and achievement; and curriculum programmes, with an opportunity for follow up discussion.

Classroom Observation

Parents are given the opportunity to see the class in action, by appointment or under the school 'Open Door' Guidelines.

REPORTING TO PARENTS 20

When	What	Who	Why
Term 1			
Week 2	Meet The Teacher	Whole school	- to meet teachers, be advised of procedures, expectations, events and pass on information / offer help.
Week 8 5 – 7 pm	Open Night	Whole school	- for students to show parents their learning both in books and around the classroom. - to meet the teacher informally.
Term 2			
Week 6	NE Parent Meeting	Junior Syndicate Leader	- to meet new families and share what happens when children start school at NPS.
Week 7	Literacy Evening	Literacy Leader / Team	- to share aspects of developments in teaching Literacy.
Fri. Week 8 Wed. Wk 9 Wed. Wk 10	Personal folders to SL PF to Principal Personal folders home	Whole school	- to send work samples home as part of NPS Reporting to Parents. - for parents and children to share and celebrate learning.
Week 11 Wed. 3.10 – 7.34pm Thurs. 3.10 – 5.34pm	Three way conferences, including the sharing of personal folders	Rooms 9 11 12 15 16	- to meet the teacher formally where the child, teacher and parents will participate in a conversation that will include areas of progress, learning steps and how parents can help at home.
Week 11 Wed. 3.00 – 7.15 for Rms 6,7,8,10. To 8.00pm for Rms 1-5	Student led conferences, including the sharing of personal folders	Rooms 1 6 2 7 3 8 4 10 5	- to give students the opportunity to reflect on their achievements and take responsibility for celebrating their learning with their parents. - to meet the teacher formally to discuss areas of progress, next learning steps and how parents can help at home.
Term 3			
Week 2	Maori Consultation Evening	Maori Team Leader	- to share parents' aspirations for their children. - to develop an inclusive partnership where parents contribute to NPS culture. - to celebrate student learning.
Week 9	NE Parent Meeting	Jnr Syndicate Ldr	
Term 4			
Fri. Week 4 Fri. Week 5	Personal folders to SL Personal folders to Principal	Whole school	
Week 8	NE Parent Meeting	Jnr Syndicate Ldr	
Week 9	Personal folders and written reports sent home	Whole school	- for parents and students to receive a written summary of their learning. - for parents and students to receive information on their progress in relation to the National Standards. - for parents and students to receive information on their next learning steps and how parents can help at home.