

# Board of Trustees Policy Handbook

## POLICY INTRODUCTION

The policies of Pigeon Mountain Primary School (PMPS) will comply with:

- All relevant Acts and regulations of New Zealand.
- The National Administration Guidelines (NAGs)
- The School's Charter
- The Collective and Individual Contracts of the employees of PMPS.

The policies are used by the School's Administrators in the carrying out of the day-to-day running of the school and where appropriate they set out procedures that are to be followed and give the Board expectations in relation to appropriate behaviour of staff, students and visitors under its jurisdiction.

The procedures will comply with the school's policies.

The procedures will be regularly reviewed by Senior Leadership Team ( or delegated personnel ) in conjunction with the Board of Trustees policy review cycle.

The policies have been divided into groups to indicate their area of relevance. However, there is some overlap between policies and when dealing with a particular situation it may be necessary to refer to more than one policy.

The procedures may be categorised as either Administration or Operational.

## Version control

Date	Version	Author	Comment
	1	Policy Committee	Developing policies
	2	Policy Committee	Developing policies
	3	Senior Leadership Team	Developing policies
	4	Senior Leadership Team	Developing policies
13/12/12	5	Board of Trustees	Issue Policies
23/2/13	6	Board of Trustees	Issue Policies for 2012 ( to include version control )
21/3/13	7	Board of Trustees	New policies on vetting, inclusion & ELLS,
04/04/13	8	Board of Trustees	Typo corrections
July-September 2013	9	Board of Trustees	New policies on, gift and entertainment, amended international students policy (version 9.1) New credit card policy (version 9.2) New Creditors Authorisation policy, updated and extended Health and Safety Policy, amended international students policy again (version 9.3)
2014	10	Board of Trustees	V10.1 delete Creditors Authorisation Policy, v10.2 amend Principal's appointment policy (C1.3), add Sensitive expenditure/ gift policy (B.1.16.8&9)
2015	11	Board of Trustees	v11.1 update Discretionary Leave policy

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## SECTION A: STUDENT SUPPORT

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### A1. HEALTH AND SAFETY

- 1.1. Pigeon Mountain Primary School will take all practical steps to ensure the safety of staff, students, visitors and contractors by complying with relevant health and safety legislation, standards, and codes of practice
- 1.2. Staff have individual responsibility for health and safety.
- 1.3. Staff are informed of, understand and accept their responsibilities for eliminating or minimising the potential for harm to people at their workplace, including students, other staff, contractors and visitors.
- 1.4. Ensure staff are consulted with, and given the opportunity to participate in, health and safety management.
- 1.5. Ensure union and other employee representatives are consulted regarding health and safety management.
- 1.6. Ensure the school has an effective method for identifying hazards. Significant hazards will then be controlled by:
  - 1.6.1 Eliminating or isolating any hazard that arises outside the school or within the school environment likely to cause harm to staff, students or other people.
  - 1.6.2 Minimising the effects of hazards, if they cannot be practicably eliminated or isolated.
- 1.7. Create and maintain a safe working environment. This includes providing facilities for staff health and safety at work.
- 1.8. Having in place plans and procedures for emergencies that may arise in the workplace.
- 1.9. Provide appropriate orientation, training and supervision for all new and existing staff.
- 1.10. Have effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors.
- 1.11. Ensure accurate recording, reporting and investigation of serious injuries.
- 1.12. Board of Trustees commitment to continuous improvement in health and safety.
- 1.13. Board of Trustees commitment to comply with all relevant health and safety legislation.
- 1.14. Support the safe and early return to work of injured employees.
- 1.15. Ongoing evaluation, review and updating of our health and safety programme and this policy (no less than biannually)

### A2. ENROLMENT

- 2.1 The enrolment of students at PMPS is in accordance with the current enrolment scheme.

### A3. UNIFORM AND GROOMING

- 3.1 Students attending the school, travelling to and from school and attending school functions away from school must wear the uniform prescribed by the Board of Trustees in the PMPS uniform code

3.2 Students are required to maintain a high standard of dress and grooming.

#### **A4. ABUSE AND HARRASSMENT**

4.1 The safety and welfare of students is paramount.

4.2 Verbal and physical abuse of others is forbidden.

4.3 No form of harassment is accepted at PMPS.

#### **A5. TRAUMATIC EVENTS**

5.1. All traumatic events are handled in a comprehensive and sensitive manner.

#### **A6. STUDENT SUBSTANCE ABUSE AND SMOKING**

6.1. All matters pertaining to the use of alcohol, tobacco, controlled drugs and other substances, are enforced as prescribed by all relevant Acts and regulations of New Zealand.

#### **A7. SEARCH AND SEIZURE IN RESPECT OF A STUDENT**

7.1. The school is bound to protect the education needs, welfare and security of all students. Search and seizure may be carried out where there is reasonable belief that the student has stolen property, has illegal substances or weapons in their belongings or on their person, or to uncover any matter reasonably believed to be a threat to the student's learning and/or the maintenance of a safe educational environment.

#### **A8. ACCESS TO STUDENTS**

8.1. The provision of information about a student is subject to the need to preserve the student's privacy in terms of the Privacy Act 1993.

8.2. The school endeavours to abide by any court orders relating to access of parents to their children & to information about their children. The school will be provided with a copy of any relevant court orders.

8.3. Situations where there is no formal access arrangement will be dealt with on a case by case basis.

#### **A9. ATTENDANCE AND TRUANCY**

9.1. All students are expected to attend school during normal school hours.

#### **A10. INTERNATIONAL STUDENTS**

10.1. The school values the contribution international students make to the learning community.

10.2. The school abides by the conditions laid down in the Code of Practice for the Pastoral Care of International Students including short term, i.e. Group Study Tour, students.

10.3. The school will request fees from parents or legal guardians of international students to cover the costs incurred in providing tuition. The recommended amount for international students tuition fees will be reviewed regularly and must be approved by the Board.

10.4. In case of request for refund for international students' tuition fees, the Principal has discretion to override the conditions for refund agreed upon enrolment of the student.

#### **A11. CONCERNS AND COMPLAINTS (STUDENTS)**

- 11.1. If the parent, guardian or caregiver wishes to speak to someone about their student's general well-being or progress or has a complaint; contact will initially be made with the class teacher.
- 11.2. If the matter is regarded as serious or has not resulted in a satisfactory outcome, contact will be made with the Team Leader of the student's year level.
- 11.3. If the complaint, has not resulted in a satisfactory outcome then the Deputy Principal, Associate Principal or Principal (Senior Leadership Team) will be contacted.
- 11.4. The school will endeavour to contact the parent, guardian or caregiver as soon as possible after the complaint is made.
- 11.5. If contact with the SLT does not resolve an issue to the satisfaction of the parent, guardian or caregiver then the matter may be raised, in writing, with the Board of Trustees, through the Chairperson of the Board.
- 11.6. The Chairperson endeavours to acknowledge any complaint as soon as possible after being received.
- 11.7. When a complaint is received, it is appropriately investigated, and decision made as to any action which may be necessary. The result of any investigation and subsequent action is communicated to the parties involved.
- 11.8. If a complaint is received by the Board of Trustees from a staff member related to an employment issue or staff matter, 11.6 and 11.7 will apply.
- 11.9. The school maintains a complaints file.

#### **A12. REPORTING TO PARENTS**

- 12.1. PMPS is committed to providing quality information to parents, guardians or caregivers in relation to the progress, achievement, effort and engagement of their children.

#### **A13. ENGLISH LANGUAGE LEARNERS ( ELL'S )**

- 13.1 PMPS is committed to our large number of students, who do not have English as their first language. We recognise how important it is that these students, who need extra support to become proficient speakers and users of the English language, are identified so that they will be able to access the New Zealand Curriculum

#### **A14. INCLUSION**

- 14.1 PMPS will remain committed to the inclusion and success of all students including those identified as having special needs. We will continue to present as an inclusive and tolerant school community where all cultures, ethnicities and religions feel a sense of belonging.

## SECTION B: RESOURCES

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### **B1 FINANCE**

#### **1. Education Act 1989 – S82**

- 1.1.1 The finance policies of the school are governed by the Education Act, and in the event of conflicting requirements the Act takes priority over local policies.

#### **2. Funding**

- 1.2.1 The Board will account for all funds received from any source as required by statute and regulation.
- 1.2.2 Approval for school-based fundraising is delegated to the Principal, in conjunction with the Board of Trustees.

#### **3. Budgets**

- 1.3.1 Annual budgets will be prepared for all known financial activities of the school, both curricular and non-curricular, reflecting sources of finance and planned expenditure. These budgets and any subsequent amendments require the approval of the full Board.
- 1.3.2 The Executive Officer will keep staff informed of progress of expenditure under their control compared to budget.

#### **4. Audit**

- 1.4.1 The Board will meet the requirements of the school's auditors as a minimum standard of financial control and reporting.

#### **5. Financial Reporting**

- 1.5.1 Monthly financial reports to the Board will be available to enable the Board to adequately monitor the financial affairs of the school.
- 1.5.2 Regular liaison with the school's PTA will be maintained to ensure financial planning is co-ordinated.
- 1.5.3 Annual accounts will comply with the minimum standards set by the appropriate authorities.

#### **6. Bank Accounts**

- 1.6.1 All bank accounts operated in the name of the school must be approved by the Board. School funds must be banked intact to these accounts, and all expenditure authorised in accordance with written procedures.
- 1.6.2 Two authorised signatures are required on all cheques or other bank payments. The signatories will be the Principal, Senior Leadership Team member and / or Chair of BOT
- 1.6.3 A register is to be kept of all school accounts, trusts, investments and overdraft facilities.

#### **7. Cash Management**

- 1.7.1 Cash surpluses or deficits will be managed to optimise the financial benefit to the school. Surplus funds will be invested in interest bearing bank deposit and / or in accordance with the Ministry of Education guidelines. Cash deficits may be funded from bank overdraft facilities, but it is the Board's policy to only use such finance as a last resort.
- 1.7.2 All approved accounts will be paid and receivables when due, with a view to minimising outstanding accounts receivable.

## **8. Internal Control**

- 1.8.1 Internal controls will be maintained to provide proper safeguards for school funds and assets. Responsibilities and functions of employees will be documented to provide a clear record for control purposes.

## **9. Donations**

- 1.9.1 The school may request donations from parents, guardians and caregivers to fund the achievement of educational and other goals of the school. The recommended amount for donation will be reviewed annually and must be approved by the Board. Fees for children commencing at the school during the year will be levied on a pro-rata basis.

## **10. Purchasing of Services and Supplies**

- 1.10.1 All purchases of services and supplies must be authorised in accordance with written procedures. Board policy requires regular review of purchases by school management to ensure competitive pricing and value for money expended.
- 1.10.2 Three quotes will be sought for supplies/services in excess of \$5,000.

## **11. Fixed Assets**

- 1.11.1. The school will maintain an up to date asset register.
- 1.11.2. All purchases of fixed assets outside of the approved budget & delegated financial authority must be approved by the Board .
- 1.11.3. The Finance Committee will advise the Board on financial policy and variance and will provide recommendations based on detailed reviews of Board financial matters.

## **12. Reimbursement of Authorised Expenditure**

- 1.12.1 Authorised expenditure incurred by staff and other persons on behalf of the school will be reimbursed on presentation of appropriate supporting documentation.

## **13. Insurance**

- 1.13.1 The school will keep in place current insurance as required to ensure insurable risks are covered in accordance with common practice. Replacement cover will be maintained where this is deemed financially justified & reviewed annually.

## **14. Theft & Fraud**

- 1.14.1 There will be preventative systems and procedures in place to protect the school against theft and fraud.

## **15. Delegation**

- 1.15.1 The Board will confirm a Schedule of Delegations related to finance on an annual basis.

## **16. Gift**

- 1.16.1 If the Board has any doubt about the appropriateness of a gift they should seek independent advice (eg, from a lawyer, NZ School Trustees Association or their regional Financial Advisor in the Ministry of Education).
- 1.16.2 A formal register of gifts must be kept of



- a. All gifts given
- b. Gifts received where the gift is obviously in excess of \$50 in value
- c. Gifts received where the gift is attractive in nature, i.e. include jewellery, watches and electronic items.

#### **Giving Gifts**

- 1.16.3 The cost of a gift should be reasonable, appropriately reflect the benefit received and be justifiable to the Board as clearly linked to the business of the School.
- 1.16.4 All gifts should be purchased through the School's normal purchase procedures. Gift purchases are not to be made using manual cheques or credit cards.

#### **Receiving Gifts**

- 1.16.5 Gifts should not be accepted if there is concern that their acceptance could be seen by others as an inducement or a reward that might place the staff member under an obligation.
- 1.16.6 If gifts received are small and of little value (under \$50), then the recipient may keep the gift.
- 1.16.7 If the gift is larger and more valuable, then the recipients (including staff, principal or trustee) must advise the Board of the gift. The gift will be given to the school to use unless the Board agrees to an exception to this policy.

#### **Sensitive expenditure or gifts**

- 1.16.8 All proposals for sensitive expenditure or gifts will be carefully scrutinised before offer/ arrangement and are subject to concurrence from MoE.
- 1.16.9 The sensitive gift/s and or expenditure is subject to the sections above especially regarding: must be appropriate, not excessive, the Board has the financial capacity for the offer and the gift/expenditure is justifiable to the community with regards to expectations for the responsible use of funds received by the school, whether locally raised or from the public purse.

### **17. Entertainment**

- 1.17.1 The amount expended on entertainment able to be demonstrated as reasonable, appropriate and be justifiable to the Board as clearly linked to the business of the School.
- 1.17.2 The purpose of all expenditure on entertainment should be transparent, and will generally relate to one or more of:
  - a. Building relationships and goodwill
  - b. Representation of the school in a social situation
  - c. Hospitality provided in the course of school business to external parties
  - d. Internal social functions

#### **Alcohol**

- 1.17.3 The school should only purchase alcohol for entertainment purposes, usually for the consumption by staff and guests at school hosted events
- 1.17.4 The amount expended on alcohol needs to be demonstrably reasonable and appropriate for the event and should be sufficient for moderate consumption only.

### **18. Credit Card**

- 1.18.1 The credit card procedures dated August 2013 will be followed at all times.

## **B2 PROPERTY MANAGEMENT**

- 2.1. The Board of Trustees are ensuring the provision of a safe physical environment for students and employees.
- 2.2. PMPS will comply with all legal requirements pertaining to the maintenance of property in the school.
- 2.3. The Board of Trustees will take responsibility for:
  - 2.3.1 The development and maintenance of the school property, including structures, furniture and fixtures, grounds, property services and capital assets;
  - 2.3.2 Preparing and implementing the 5YA and the 10 Year Property Maintenance Plan;
  - 2.3.3 Determining long term capital expenditure requirements;
  - 2.3.4 Ensuring appropriate asset management procedures are in place to maintain and protect the resources of the school; and
  - 2.3.5 Linking property expenditure for maintenance and capital works with the strategic and annual plans.

## **B3 SPONSORSHIP / FUNDRAISING**

- 3.1. All sponsorship and fundraising will be aligned to the school's values and support the achievement of its goals.
- 3.2. The Board of Trustees are working with representatives of the Pigeon Mountain Primary School Parent Teachers Association (PTA) at the beginning of each year to develop and coordinate a fund-raising programme for the year.
- 3.3. The PTA will raise money in the name of the 'Pigeon Mountain Primary School PTA' and not in the name of the school.
- 3.4. Individual classes and school groups may undertake minor fund-raising activities, subject to the Principal's approval. All income and expenditure for such activities must be accounted for through the school accounts.
- 3.5. Fund-Raising projects by the school or PTA involving sponsorship or direct selling should be limited to approaching parents, friends, relatives and neighbours. Pupils are to be discouraged from fund-raising through 'door knocking' activities.
- 3.6. Sponsorship will be for the purpose of enhancing teaching and learning programmes at the school.

## **B4 CIVIL EMERGENCY**

- 4.1. PMPS will respond, as directed by the Ministry of Education, to emergencies of local or national basis in order to maximise the safety of students, staff and other occupants and to limit damage to property

## SECTION C: PERSONNEL

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### **C1 STAFF APPOINTMENTS**

- 1.1 The Board is committed to employing the best person suited to the position according to their skills, qualifications, abilities and aptitudes
- 1.2 The Board will abide by 'good employer principles' when making an appointment according to:
  - 1.2.1 State Sector Amendment Act 1989 s77A 2© - 2 (h)
  - 1.2.2 Human Rights Act 1993
  - 1.2.3 Privacy Act 1993
  - 1.2.4 The school's EEO Policy
  - 1.2.5 Employment Relations Act 2000
  - 1.2.6 The current collective agreements covering staff at the school
- 1.3 The full Board (minus the incumbent Principal) will be involved in the process of appointing a new Principal; a suitably qualified person may assist with the selection process
- 1.4 The Board delegates its authority to appoint Senior Leadership Team members (DP & AP) and Team Leaders to the Personnel Committee of the Board; a suitably qualified person may assist with the selection process
- 1.5 The Board delegates its authority to appoint all other staff to the Principal.
- 1.6 It is the policy of the BOT to take all reasonable steps with regard to the safety and security of all children and staff attending or working at Pigeon Mountain Primary School. The BOT will comply with any guidelines, best practice or regulation which may be published by the Ministry of Education with regard to vetting of:
  - 1.6.1 Potential new employees at the school. This would include teaching staff, teacher aids, repair & maintenance personnel.
  - 1.6.2 Parents, guardians or carers who may assist with EOTC events such as school camp will be police vetted and in the case of all teaching staff, checking that teacher registrations are current.

### **C2 EQUAL EMPLOYMENT OPPORTUNITY**

- 2.1 The Board is committed to the equality of employment opportunities, as specified in S.77D of the State Sector Act 1988, the Human Rights Act 1993 and NAG 3 so that all personnel activities are conducted in a manner whereby all people are treated fairly and have equal prospects for appointment, job satisfaction and success.
- 2.2 All permanent full time positions at the school will be advertised nationally.

### **C3 DISCRETIONARY LEAVE OF ABSENCE**

- 3.1 Applications for leave will be considered subject to the conditions set out in the relevant employment contract(s) and the procedural criteria.
- 3.2 Short term leave, up to and including five school days, may be granted at the discretion of the Principal.
- 3.3 Leave for more than 5 days can only be granted by the Board.

## **C4 ABUSE AND HARRASSMENT**

- 4.1 Verbal and physical abuse of others is forbidden.
- 4.2 The school is committed to ensuring that all staff members are able to work and learn in an environment free from harassment.

## **C5 STAFF DISCIPLINE**

- 5.1 Disciplinary procedures will be carried out with regard to the relevant employment agreement.
- 5.2 Where the Principal determines disciplinary procedures are warranted the Principal shall promptly advise the Board Chairman.
- 5.3 NZEI & Teachers Council procedures are to be followed.

## **C6 PERFORMANCE REVIEW & APPRAISAL**

### **1. Staff Appraisals**

- 6.1.1 The Board of Trustees requires the performance of all staff to be appraised annually. The process ensure ongoing improvement to performance in order to provide the best possible opportunity for student success.

### **2. Principal's Appraisal**

- 6.2.1 The Principal will be appraised to ensure;
  - 6.2.1.1 Accountability for effective leadership and management and the delivery of quality teaching and learning in the school.
  - 6.2.1.2 The ongoing personal and professional growth and development of the Principal.
- 6.2.2 The Principal's appraisal will be conducted annually
- 6.2.3 The Principal's appraisal may be conducted by an external appraiser, mutually acceptable to the Principal and the Board.

## **C7 PROFESSIONAL DEVELOPMENT**

- 7.1 The Board of Trustees support a quality professional development programme that links to the Charter, and supports the achievement of the school's strategic, annual goals and student achievement targets.

## **C8 CLASSROOM RELEASE TIME**

- 8.1 The school will provide appropriate CRT as prescribed in the Primary Teachers' Collective Agreement.

## **C9 ALLOCATION OF UNITS**

- 9.1 The school will comply with the unit allocation requirements outlined in the Primary Teachers' Collective Agreement 3.12, P22 and taking into account the 'Unit Allocation Guidelines' document (2010) published by NZEI, STA and the MOE.
- 9.2 The management and leadership needs of the school will be enhanced by effective allocation of units for reward, retention and responsibility.

9.3 Agreement on the allocation of units will be reached by a clear, transparent and fair process.

9.4 Unit allocation decision making is delegated to the Principal.

**C10 PARENT TEACHER ASSOCIATION (PTA)**

10.1 The Board of Trustees recognises the role an active and supportive PTA can play in engaging parents and the wider school community in the life of the school and in enhancing opportunities for students. The Board of Trustees will offer appropriate support and resources to ensure the two groups work together for the good of the school and the students. The PTA is governed by its own constitution.

**C11 EMPLOYEE DRESS CODE**

11.1 All staff are required to be dressed in an appropriate manner

## SECTION D: TEACHING AND LEARNING

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### **D1 TEACHING AND LEARNING**

- 1.1 PMPS is committed to delivering programmes that fulfil the aims of the NZ Curriculum and enable all students to become caring, confident, lifelong learners.
- 1.2 Teaching and learning focuses on student progress and raising achievement.
- 1.3 Programmes are challenging, ensure breadth and depth of learning and enable success in all the essential learning areas and the key competencies.
- 1.4 Priority is given to literacy and numeracy.
- 1.5 Programmes meet the needs, abilities and interests of the students.
- 1.6 PMPS identifies and offers a range of different forms of support to students with special needs and special abilities.
- 1.7 Students are encouraged to be actively involved in co-curricular activities.
- 1.8 The primary purpose of assessment is to improve student learning and the quality of teaching and learning programmes.
- 1.9 All teachers and students actively engage in learning through the use of up to date digital technologies ensuring that rigorous cyber safety practices are implemented.

### **D2 TREATY OF WAITANGI**

- 2.1 PMPS will fulfil the aims of Te Tiriti o Waitangi by:
  - 2.1.1 Encouraging pride in and respect for the unique bi-cultural heritage of NZ; and
  - 2.1.2 Integrating knowledge and understanding of the Treaty of Waitangi and te reo me ona tikanga (Maori language and customs) into classroom practices and special programmes.

### **D3 ADULT SUPPORT FOR TEACHING & LEARNING PROGRAMMES e.g. Teacher Aides, volunteers assisting in classrooms and EOTC activities**

- 3.1 All adults are made aware of and will comply with the school's expectations, policies and procedures in relation to the supervision of students and act in a professional and socially responsible way when supervising and interacting with students.

### **D4 EDUCATION OUTSIDE THE CLASSROOM ( EOTC )**

- 4.1 The Board recognises the value to the intellectual, social, emotional and physical development of students by providing curriculum-based learning experiences beyond the environments of the school. All EOTC will be planned and undertaken in compliance with legislation and with the safety of students paramount at all times.

### **D5 RELIGIOUS EDUCATION**

- 5.1 The Board of Trustees recognises that religious education can play a part in the education of students.
- 5.2 The Bible in Schools sessions are delivered by The Churches Education Commission, a non-denominational organisation.
- 5.3 Participation by students in the programme is voluntary; parents shall request in writing that their Child/children be excused from religious instruction.
- 5.4 The programme consists of a four week module per term comprising four half hour sessions. The instruction will only proceed if sufficient instructors are available to teach all classes simultaneously.

- 5.5 During the period of instruction the school is deemed to be closed and excused students are supervised in other activities by staff.
- 5.6 Instruction is in accordance with the 'Religion in Life' syllabus as prescribed by the Churches' Education Commission, Wellington.
- 5.7 Instructors are accredited by the Churches Education Commission or the Howick Ministers' Association to whom they are accountable.
- 5.8 PMPS teachers support the delivery of the programme by monitoring classrooms during the instruction period.
- 5.9 Instructors are not promote their own religious beliefs or ideas.

**D6 SCHOOL SELF REVIEW**

- 6.1 The Board is committed to continuous improvement through an on-going process of self review.
- 6.2 Self review covers all aspects of the school's performance, including that of the Board and especially to improve student progress and raise student achievement.
- 6.3 The school's self review model, guidelines and schedule guide all self reviews undertaken.