

Tokomaru School Policies and Procedures



Policies	Last Reviewed	Next Review	Procedures	Last Reviewed	Next Review
Nag 1 Curriculum					
1.1 Curriculum Delivery	Oct 17	Oct 20	1.1.1 Home learning	Feb 18	Feb 21
			1.1.2 Preparing for school	April 18	April 21
			1.1.3 Reporting to Parents	April 18	April 21
			1.1.6 Agricultural Day	May 18	May 21
			1.1.7 Library	May 18	May 21
			1.1.8 Education Outside the Classroom	June 18	June 21
			1.1.9 Learning Support	June 18	June 21
			1.1.10 Gifted and Talented	April 18	April 21
			1.1.12 Christian Religious Education	June 18	June 21
1.2 Equity/Equal Educational Opportunities	Oct 18	Oct 21			
Nag 2 Self Review					
2.1 Planning, Self-Review and Reporting Policy	Oct 18	Oct 21			
Nag 3 Personnel					
3.1 Personnel	Feb 20	Feb 23	3.1.1 Staff Appraisal Procedure	Sept 19	Sept 22
			3.1.3 Staff Appointment Procedure	Aug 17	Aug 20
			3.1.4 Staff Disciplinary Procedure	Aug 17	Aug 20
			3.1.5 Allocation of Units	Jan 20	Jan 23
			3.1.6 Complaints Procedure	May 20	May 23
			3.1.7 Classroom release time	May 20	May 23
			3.1.8 Discretionary Leave	May 20	May 23
			3.1.9 Protected Disclosure	Sep 17	Sep 20
			3.1.10 Theft & Fraud Prevention	Aug 17	Aug 20
			3.1.11. Child Abuse Allegations Against an Employee	Oct 17	Oct 20
			3.1.12 Principal Appraisal	May 20	May 23
			3.1.13 Performance Management	Oct 17	Oct 20
Nag 4a Finance					
4.1 Financial & Property Asset Management	Mar 19	May 22	4.1.1 Staff Reimbursement	May 20	May 23
4.2 Sensitive Expenditure	Mar 19	May 22	Fixed Asset Policy (Ed Services)	Dec 19	Annually
Nag 4b Property					
4.3 Property management & Use of School Buildings	June 17	June 20	4.3.1 Minor Capital Works	June 17	June 20
			4.3.2 Use of the swimming pool	June 17	June 20
			Property Occupancy Document	N/A MOE	N/A MOE

Nag 5 Health and Safety					
5.1 Health and Safety	Dec 19	Dec 22	5.1.1 Administering Oral Medication	May 19	May 22
			5.1.2 Sun Smart POLICY	Sep 19	Mar 22
			5.1.3 Cycle Safety	May 19	May 22
			5.1.4 Accidents	Sept 18	Sept 21
			5.1.5 Child Protection POLICY (was Child Abuse and Neglect Procedure)	May 19	May 22
5.2 Emergency & Crisis Management Policy	Sept 19	Sept 22	5.2.1 Emergency Management Plan	Sept 19	Sept 22
			Record of Emergency Drills	Ongoing	Ongoing
5.3 Cyber-safety	May 20	May 23	5.3.1 Student Procedure	May 20	May 23
			5.3.1a Student ICT User Agreement	May 20	May 23
			5.3.2 Staff Procedure	May 20	May 23
			5.3.2a Staff ICT User Agreement	May 20	May 23
			5.3.2b BOT ICT User Agreement	May 20	May 23
			5.3.3 BYOD Guidelines	May 20	May 23
			5.3.4 Digital Resp Contract (GC)	May 20	May 23
			5.3.5 GC Parent Permission Letter	May 20	May 23
			5.3.6 ICT User Breach	May 20	May 23
5.4 Positive Behaviour Policy	Oct 18	Oct 21	5.4.1 Restricted Playground Procedure	Oct 18	Oct 21
			5.4.2 Behaviour Flowchart	Oct 18	Oct 21
			5.4.3 Tokomaru Treaty	Oct 18	Oct 21
			5.4.4 TTT Explanation	Oct 18	Oct 21
5.5 Media Policy (est 2019)	Dec 19/Jan 20	Jan 23			
Nag 6 Legislation and Regulations					
6.1 Legislation and Regulations	Aug 18	Oct 21	6.1.1 Student Attendance using eAR	July 19	July 22
7.1 Community Partnership	Sep 17	Sep 20	7.1.1 Consultation Procedure	Sep 17	Sep 20
7.2 Treaty of Waitangi	May 17	May 20			
7.3 Uniforms	Mar 19	Mar 22			

KEY: =being reviewed and ratified at present