



MANUREWA INTERMEDIATE SCHOOL

'Adventurous Risk Takers: Persistent, Focussed Achievement!'

**POLICY
MASTER
FOLDER and
PROCEDURAL
and
ADMINISTRATIVE
GUIDELINES**



Winner: Supreme Award - Takiri Ko Te Ata
Winner: Excellence in Engaging - Atahāpara Award

P 09 266 8268
E office@manurewaint.school.nz
76 Russell Road, Manurewa, Manukau 2102
www.manurewaint.school.nz

Introduction

This folder covers the policies of Manurewa Intermediate School. Behind the policies sit the more detailed “Procedural and Administrative Guidelines” which state *‘the how, what and why details’* for each policy. All staff members are expected to familiarise themselves with the folio and know how to access it. It is also available on-line.

In order for the school to function effectively and provide quality learning opportunities for children we need to have well-articulated user-friendly policies which, in turn, need to be supported by workable readily understandable procedures and administrative guidelines. The on-going review of School Policy is a very important and vital facet of school management and administration.

It is the responsibility of the Board of Trustees to review and/or ratify policy with the Principal and management responsible for the procedures and administrative guidelines that implement the policy. The ratification of policies is done annually by the Board in May; with the procedures and administrative guidelines being reviewed as and when necessary.

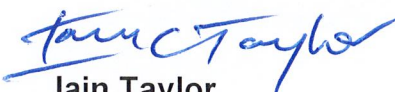
The policies within this folder dovetail with what was called the school Charter, which is the overriding, or “Grand Master”, of all documents. Our School Charter has undergone review and a total revamp was completed in 2009, and we have adapted and reviewed it as each year goes on, with two major community reviews within the past 14 years. Although with the introduction of the NELPs (National Education and Learning Priorities) charters as we know it cease to exist, we have made the decision to maintain a charter as such, called ‘MI Whakaruruhau’ with the various underlying documents underneath it. Whakaruruhau signifies a shelter, or shield, like an umbrella, representing an overarching document with all the relevant parts within it, as we believe it places everything that is important in one place as such and focusses our efforts and time in order that we can achieve the various goals within the NELPs and make a positive difference for our children.

It is imperative that staff read MI Whakaruruhau in conjunction with this Policy Folder.

Following, then, are the current Manurewa Intermediate School Policies. Where the word ‘parent’ is used, this refers to parent, caregiver or guardian.

In late 2022 we redeveloped our policy structure, still using the Carver Model, but placing the policies, in as best a fit as possible, but recognising there is no right or wrong or perfect way to do so, under the NELP headings, instead of the NAGs, with the various procedural and administrative guidelines sitting within the relevant policy NELP. These are also reflected in our strategic plan and various operational plans situated within MI Whakaruruhau. The areas are:

- NELP 1 - Learners at the Centre
- NELP 2 - Barrier Free Access
- NELP 3 - Quality Teaching and Leadership
- NELP 4 - Future of Learning and Work
- NELP 5 - World Class Public Education



Iain Taylor
PRINCIPAL

24th May 2024.

POLICIES 'PROCEDURAL AND ADMINISTRATIVE GUIDELINES'

OBJECTIVE 1: LEARNERS AT THE CENTRE <i>'Learners with their whānau are at the centre of education'</i>	OBJECTIVE 2: BARRIER FREE ACCESS <i>'Great education opportunities and outcomes are within reach for every learner'</i>	OBJECTIVE 3: QUALITY TEACHING AND LEADERSHIP <i>'Quality teaching and leadership make the difference for learners and their whānau'</i>	OBJECTIVE 4: FUTURE OF LEARNING AND WORK <i>'Learning that is relevant to the lives of New Zealanders today and throughout their lives'</i>
<ul style="list-style-type: none"> Anti-Bullying Behaviour Management Board of Trustees Chemical Spillage Child Abuse Child Protection Guidelines Curriculum Delivery Drug Education Emergency Management EOTC EOTC Emergency Procedures ESOL Health and Safety Healthy Food, Nutrition and Canteen Foods Home Study Online Publication of Student Images and Work Parent - School Communications and Consultation Parent Concerns/ Complaints Physical Restraint Police Vet for Employees Protected Disclosure Reporting to Parents/ Caregivers Road Safety Schedule of Delegations Sexuality Education Smoke/Vape Free Environment Stand Down and Suspensions Student Placement and Enrichment Class Procedures Sun Safe Values and Social Education Water Safe 	<ul style="list-style-type: none"> Attendance Support Copyright and Licenses Enrolment Equity Finance Fixed Assets Gifted and Talented Guidance and Support Medical Issues Privacy Property Management Sport and Recreation Self-Review Surrender and Retention of Property and Searches Use of Cellphone in Schools 	<ul style="list-style-type: none"> Animal Code of Ethics Assessment & Evaluation Planning and Preparation Curriculum Review Classroom Release Time Documentation Equal Employment Opportunities Exit Interviews Leave Performance Management and Appraisals Professional Conduct and Teaching Practices Professional Learning School Timetable Staffing Staff Competency Staff Induction Te Tiriti O Waitangi Unit Management Workplace Harassment 	<ul style="list-style-type: none"> Facility Hire Fitness Information and Communication Technologies Internet and Cyber Safety