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POLICY INTRODUCTION

The policies of Rosehill College will comply with:

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

The policies are used by the College'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 the Senior Leadership Team in conjunction with the Board of Trustees policy review cycle.

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

SECTION A: SAFE SCHOOL

A1 HEALTH AND SAFETY

A1.1 The Board and Senior Leadership Team 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.

This policy should be read in conjunction with the Health and Safety at Work Act 2015.

A1.2 Rosehill College has community behaviour procedures as a reminder to all parents, caregivers and school visitors that their conduct must support everyone's emotional and physical wellbeing and that behaviours that will cause harassment, alarm or distress to the users of the premises is contrary to the values of the school.

A2 CRISES, SUDDEN DEATH AND TRAUMATIC EVENTS

A2.1 The school will manage any crisis, sudden death or traumatic incident in a comprehensive and sensitive manner.

A3 CHILD PROTECTION

A3.1 The safety and wellbeing of the child is our top priority. Advice will be sought through appropriate agencies in all cases of suspected or alleged abuse. In line with [Vulnerable Children's Act 2017](#), any person in our school/kura who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually) ill-treated, abused, neglected, or deprived must follow school procedures and may also report the matter to Oranga Tamariki and/or the local police.

A3.2 The provision of information about a student is subject to the need to preserve the student's privacy in terms of the [Privacy Act 2020](#).

A3.3 Contact with a student at school will be subject to any relevant court orders and instructions from legal guardians.

A3.4 Any use of force, other than in an emergency, is prohibited.

A4 ABUSE, BULLYING AND HARASSMENT

A4.1 The abuse, bullying or harassment of others is unacceptable at Rosehill College.

A5 STUDENT HEALTH AND WELLBEING

A5.1 Rosehill College supports the health and wellbeing of its students through Te Whare Kimiora.

A5.2 Rosehill College acknowledges the legal right of students to have access to confidential Sexual Health Care.

A5.3 Rosehill College has a responsibility to help students and staff establish and maintain healthy eating patterns.

A6 DISCIPLINE

A6.1 Rosehill College aims to minimise or remove physical, verbal and emotional conflict between members of the entire school community.

A6.2 The school will protect the education needs, welfare and security of students. Search, surrender and retention of property may be carried out to recover stolen property, to detect illegal substances or weapons or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment in accordance with the law.

A7 ALCOHOL/DRUGS AND OTHER HARMFUL SUBSTANCES

A7.1 Controlled Drugs

No person shall while under the jurisdiction of the school:

- a) be under the influence of;
- b) have in their possession;
- c) use;
- d) sell or supply; or
- e) purchase or receive

any controlled drug as the term defined in section 2 of the [Misuse of Drugs Act 1975](#) or any amendment thereto, or conspire to do any of (a) to (e) as listed above.

A7.2 Other Substances

No person shall while under the jurisdiction of the school:

- a) be under the influence of;
- b) have in their possession;
- c) use
- d) sell or supply; or
- e) purchase or receive

otherwise than for the purpose intended by the manufacturer, any substance or thing which when inhaled, imbibed or taken in any other way has the effect or is capable of having the effect of modifying the taker's behaviour or to conspire to do any of (a) to (e) above.

A7.3 Alcohol

No person (including those students aged 18 years and over) shall while under the jurisdiction of the school:

- a) be under the influence of;
 - b) have in their possession;
 - c) use;
 - d) sell or supply; or
 - e) purchase or receive
- or conspire to do any of (a) to (e) above with regard to alcohol..

A7.4 Tobacco or substitute eg Vaping

Rosehill College is a Smokefree school and complies with the [Smoke-free Environments and Regulated Products Act 1990](#) (and subsequent amendments) which directs that all buildings and grounds are smokefree 24 hours a day 7 days a week and no smoking or vaping shall take place on the school grounds.

No person (including those students aged 18 years and over) shall while under the jurisdiction of the school:

- a) have in their possession;
 - b) use
 - c) sell or supply; or
 - d) purchase or receive
- or conspire to do (a) to (d) above with regard to tobacco or substitute eg vaping substances and equipment..

For the purposes of this policy, the things which a person has in their possession includes anything subject to their control which is in the custody of another.

A8 DIGITAL DEVICES AND THE ONLINE ENVIRONMENT

A8.1 Rosehill College is committed to creating a safe online learning and digital environment for students and staff, and to the development of our students into capable digital citizens. The Board recognises that its obligations under the National Administration Guidelines (NAG 5) extend to use of the internet and related technologies.

A9 ATTENDANCE AND TRUANCY

A9.1 In accordance with the [Education and Training Act 2020](#), all students are expected to attend school during normal school hours.

A10 MULTICULTURAL SCHOOL

A10.1 The school values the contribution that the many cultures of our school make to the learning community.

A10.2 The school will abide by the conditions laid down in the Code of Practice for the Pastoral Care of International Students.

A11 UNIFORM

A11.1 Students attending the school, travelling to and from school and attending school functions away from school must, where specified, wear the uniform and maintain a high standard of grooming as prescribed by the Board of Trustees in the Rosehill College uniform code.

A11.2 Students may wear taonga of cultural significance with the school uniform.

A12 STAFF HEALTH AND WELLBEING

A12.1 Rosehill College is committed to the health and wellbeing of its staff through, among other supports Te Whare Kimiora, external agencies and the provisions of the relevant employment contracts.

SECTION B: TEACHING, LEARNING AND CURRICULUM

B1 TEACHING, LEARNING AND CURRICULUM

Rosehill College will foster a setting where together we create an environment for personal excellence through the learning strategies that reflect our school values.

1.1 Teaching and learning programmes will incorporate the NZ Curriculum.

1.2 Programmes will be challenging, will ensure breadth and depth of learning.

1.3 Teaching will be adapted to meet the needs, abilities and interests of the diversity of students.

1.4 Students will be encouraged to be actively involved in a wide range of co-curricular activities.

B2 ASSESSMENT

The primary purpose of assessment is to improve students' learning and teachers' teaching as both student and teacher respond to the information that it provides.

2.1 All non NZQA assessments will be used as part of the learning process to enable students to improve in their achievement. Assessment information will provide students and parents with guidance about learning and achievement progress.

2.2 Rosehill College will ensure that NZQA assessments are valid, fair, consistent, reliable, accurate, to the national standard and in accordance with the NZQA rules for schools with consent to assess.

2.3 Rosehill College will maintain the NZQA requirements for the consent to assess.

B3 TREATY OF WAITANGI

Rosehill College will seek to honour the aims of Te Tiriti o Waitangi through provision of a range of Te Reo Māori, Māori cultural programmes to embrace the unique position for Māori and the goal of Ka Hikitia - achieving success as Māori.

B4 STUDENTS WITH DIVERSE LEARNING NEEDS

Rosehill College will identify students with learning needs and offer support through the Learner Support Department and Gifted and Talented Coordinator..

B5 EDUCATION OUTSIDE THE CLASSROOM

The Board recognises the value to the intellectual, social, emotional and physical development of students of providing curriculum based learning experiences beyond the environments of the school. All Education Outside the Classroom (EOTC) will comply with all legislative and regulatory requirements, including the [Health and Safety at Work Act 2015](#) and the [guidelines provided by the Ministry of Education](#) to ensure student safety.

B6 TIMETABLE POLICY

A school timetable is developed annually to reflect how the school offers the curriculum to meet the learning needs and academic pathways of students and available staffing resources. The Secondary Teachers Collective Agreement sets out particular requirements for non-contact hours and average class sizes that are to be incorporated into the timetabling process.

On this basis the school will:

- a. ensure the needs of students is the first and key priority in the timetable development.
- b. ensure fairness and transparency in the timetabling process.
- c. comply with the conditions of the current STCA.

The Principal will determine the allocation of staffing for the school annually using the GMFS and any Board of Trustee staffing contribution as a basis.

SECTION C: PERSONNEL

C1 STAFFING

1.1 The most important single factor that is likely to contribute to student learning is the quality and motivation of the teaching and support staff in the College, thus the Board will make the highest quality appointments possible.

C2 EQUAL EMPLOYMENT OPPORTUNITY

2.1 In accordance with the requirements of the relevant legislation, Rosehill College supports the implementation of an equal employment opportunities programme.

C3 STAFF CONDUCT AND PERFORMANCE

3.1 Rosehill College recognises the need to evaluate annually the quality of management, teaching and learning at all levels. Performance appraisal will meet the requirements of the Ministry of Education regarding performance management. Professional development will be provided to help staff reach their goals.

3.2 All support staff have a job description pertaining to each of their responsibilities that lists Key Tasks and the Expected Results. Their appraisal will be based on their job description.

3.3 The Board of Trustees delegates the attestation and endorsement processes to the Principal.

3.4 Provisionally registered teachers have a right to expect a supportive environment and to undertake a planned programme of professional learning.

3.5 The Principal is the chief executive of the school and is consequently responsible for overall leadership and management. In turn, the Board of Trustees as employer, has an obligation to conduct an appraisal programme for the Principal.

3.6 Rosehill College is committed to zero tolerance of all forms of harassment and the promotion of a harassment-free workplace

C4 STAFF LEAVE

4.1 The Board is obliged to grant the various types of leave as specified in Collective Agreements e.g. sick leave, capping leave, bereavement leave. It also has discretion over the granting of special leave without pay.

C5 STAFF REIMBURSEMENTS AND GIFTS

5.1 As a good employer the Board wishes to ensure that staff will not be financially disadvantaged by attendance at any approved professional development courses, conferences, field trips, camps or other expenses incurred in carrying out tasks on behalf of the Board.

5.2 Effective financial management of the school means that management decisions affecting the school will not be influenced by those providing or wishing to provide services to the school offering gifts to staff or board members.

SECTION D: RESOURCES

D1 FINANCE

The Board accepts the responsibility for the financial management of the school. The finance policies and procedures are governed by:

- [Education and Training Act 2020](#)
- [Public Finance Act 1989](#)
- The [New Zealand International Reporting Standards](#).

1.1 The Board of Trustees has procedures in place

- To effectively manage the school's assets and finances, using them to achieve the goals set within the Charter and Strategic Plan.
- To maintain accountability for and control of the School's resources
- To have clear delegations and Separation of Duties.

1.2 The School welcomes the support of sponsors and donors who provide goods, services or funds to support students (individually or groups) and school activities. Sponsorship can include donations to the school of cash, equipment, clothing or services which are sought or offered.

The School also recognises the need for procedures to ensure that such sponsorship and donations do not have the potential to cause conflict in the wider community or within the school.

1.3 Fundraising should be related to the core function of the school, being either educational, sporting or cultural and should be consistent with the School's Strategic Plan. The School needs to have oversight of all fundraising activities to ensure that the activity is appropriate and that our community are not over canvassed. All funds raised belong to the School.

1.4 The Board has a responsibility to ensure that expenditure on entertainment and gifts incurred by the School must clearly be linked to the business of the School.

D2 INTERNATIONAL STUDENTS

2.1 Rosehill College enrolls International Students to:

- provide overseas students with the opportunity of receiving education in a New Zealand school.
- allow students from non-English speaking cultures, the opportunity to improve their ability to communicate in English.
- prepare students, where appropriate, for entry into New Zealand tertiary institutions by gaining NCEA qualifications and University Entrance.
- give our New Zealand students the opportunity of learning about other cultures and enhancing the multi-cultural aspect of Rosehill College.
- create income for the school.

2.2 All International Students' Refunds are at the discretion of the Board of Trustees. If students withdraw from a course of study **before the course completion date** they may **NOT** be eligible for a refund of school fees. The student's parents or legal guardian for the refund of the fees must apply in writing to the Board of Trustees, explaining why the student has withdrawn from the course of study and the reasons for seeking a refund. Thereafter the school's decision is final.

D3 ASSET MANAGEMENT

3.1 The Board accepts that it has a responsibility to protect the assets of the School.

3.2 The Board accepts that it has a responsibility to have procedures in place to protect against theft and fraud.

SECTION E: THE BOARD OF TRUSTEES

E1 BOARD OF TRUSTEES FRAMEWORK

1.1 The Board is committed to effective and efficient meetings.

1.2 The Board is committed to provide a balance of experience and attributes in its trustees.

1.3 Members of the public are welcome to observe at our meetings.

E2 SELF REVIEW

2.1 Self review is central to school improvement and the various forms of it need to be embedded in the culture of the college.

E3 ENROLMENT

3.1 Rosehill College has a home zone. All students who live within the home zone shall be entitled to enrol at the school.

3.2 The Board will determine the number of places which are likely to be available in the following year for the enrolment of students who live outside the home zone.

E4 TE TIRITI O WAITANGI

4.1 The Board is committed to honouring Te Tiriti o Waitangi and understands this underpins and has implications in all of our practice.

E5 COMPLAINTS

5.1 All complaints, whether verbal or written, will be dealt with justly and efficiently, to ensure that the rights of all parties are respected.

5.2 The Board has an internal procedure to meet the requirements of the [Protected Disclosure Act 2000](#).