

# **NEWLANDS SCHOOL**

## **1.7 NAG 1: TEACHING AND LEARNING: EDUCATIONAL TRIPS AND VISITS**

### **MANAGEMENT STATEMENT**

Trips and visits are:

- a) To provide opportunities for the community to participate in the education of the children through sharing knowledge and experience.
- b) To assist the children to understand and appreciate other cultures, both past and present.

### **PROCEDURES**

1. An adequate adult/child ratio will be maintained throughout the trip. All ratios will be at the Principal's discretion.
2. Parents transporting children on School trips must provide a seat belt for each passenger.
3. The principal has responsibility for the overall conduct of all class trips.

# **NEWLANDS SCHOOL**

## **2.1 NAG 2: DOCUMENTATION AND SELF REVIEW: COMPLAINTS**

### **MANAGEMENT STATEMENT**

To provide clear procedures for the handling of complaints and to resolve complaints.

### **PROCEDURES**

1. Complaints can be discussed with:
  - a) The Class teacher;
  - b) The Principal, Deputy Principal or Assistant Principal;
  - c) The Chairperson of the Board of Trustees or a Board of Trustees member.
  
2. The following steps will apply to resolve an issue where necessary.
  - a) Concerns re children's progress
    - The complaint shall be discussed with the classroom teacher.
    - The complaint shall be put in writing to the classroom teacher;
    - The complaint shall be discussed with the Principal;
    - The complaint shall be put in writing to the Principal;
    - If no progress the complaint shall be put in writing to the Board of Trustees;
    - Any written complaints will be acknowledged in writing.
  - b) Concerns re the Principal
    - The complaint shall be put in writing to the Chairperson of the Board of Trustees;
    - The Principals shall be told of the complaint and given a copy of the letter;
    - The Principal shall be given the opportunity to reply;
    - The Chairperson shall report to a full Board of Trustees meeting on the complaint and investigation, if any;
    - The Board of Trustees shall report in writing to the complainant on the action taken and subsequent outcomes.
  - c) Concerns re Staff
    - The complaint shall be put in writing to the Principal;
    - The Principal shall investigate, and the teacher or staff member shall be told of the complaint and given a copy of the letter;
    - The staff members shall be given the opportunity to reply;

- The Principal shall report to the Board of Trustees;
- The Principal shall report in writing to the complainant.

All communications under this procedure will be treated as confidential to the parties concerned.

# **NEWLANDS SCHOOL**

## **2.2 NAG 2: DOCUMENTATION AND SELF REVIEW: ETHICAL CONDUCT IN THE CARE OF LIVING THINGS**

### **MANAGEMENT STATEMENT**

Children will:

- a) Accept responsibility for, and faithfully carry out the tasks associated with the care of plants and animals.
- b) Modify their actions to prevent damage or injury to them.
- c) Keep specimens of living things for short periods of time and return them to the natural environment.
- d) Handle them with care.

Where possible, the child should prepare an appropriate environment in advance for the living thing, considering such factors as the size of the living thing, the way it catches food, and so forth.

Animals should never be housed in cardboard boxes.

Animals should be fed regularly.

The child should ensure that the animal is released or has adequate care over weekends and holidays.

# **NEWLANDS SCHOOL**

## **5.1 NAG 5: SAFETY: ADMINISTERING EMERGENCY /LONG-TERM MEDICATION**

### **MANAGEMENT STATEMENT**

To have informed employees who are able to correctly administer emergency or long-term medication that is required by identified children.

- a) To have parents/caregivers identify children who may require emergency / long-term medication to be administered during School hours.
- b) To ensure these children have medication administered by informed employees. Information will be shared regularly.

### **PROCEDURES**

1. Relevant information is collated on enrolment and information is maintained and updated as needed.
2. The Parent/Caregiver will complete a Disclaimer Form for the administration of medication. It must be written and signed by parent/caregiver and filed in Special Needs Register.
3. Medication should always be stored safely and according to instructions. Medication required at school is stored in the blue back pack hanging under the term planner in the staff room.
4. Medication should always be given as per instruction.
5. The person administering the medication will record all medicines given.
6. Parents will be notified if emergency medication has been administered.
7. Parents/caregivers will be expected to ensure there is an adequate supply of required medicines available for their child at School.
8. A register of children requiring medication will be kept on Special Needs Register.
9. Any employee has the right to refuse to take responsibility for the administration of medication.
10. All medication returned to parents at end of School year.

Public Health Nurse consulted June 2003

# NEWLANDS SCHOOL

## DISCLAIMER

This disclaimer is to be completed by the parent or caregiver of the child who will be administered medication. A copy of the "Administering Emergency/Long Term Medication" Policy is to be given to the parent or caregivers for their reference.

When completed and signed this disclaimer will be filed in the "Special Needs Register".

Name of child: \_\_\_\_\_

Medical issue/s and /or symptoms they will show are:

\*

\*

\*

I, \_\_\_\_\_ (name of parent/ caregiver) wish the Staff of Newlands School to administer the following medication to my child.

Name of the medication to be given and instructions for the administering of the medication are as follows –

\*

\*

\*

I have read the Newlands School Policy “Administering Emergency/Long Term Medication” and agree with its provisions. In particular I acknowledge that the School and Employees will accept no responsibility for any short or long term effects that the intake of any medication may have and that while the School will endeavour to satisfy the request in the best way possible, it will not be held responsible or liable for the administration of medication.

Tick if you have sent up to date medication to school, labelled with instructions for its use. Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Caregiver)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(School/ Principal)

**Emergency Contact Numbers**

Parent: \_\_\_\_\_ Ph \_\_\_\_\_

Parent: \_\_\_\_\_ Ph \_\_\_\_\_

Caregiver \_\_\_\_\_ Ph \_\_\_\_\_

Childs Doctor / Medical Centre \_\_\_\_\_

Ph \_\_\_\_\_

# **NEWLANDS SCHOOL**

## **5.2 NAG 5: SAFETY: COMMUNICABLE DISEASE**

### **MANAGEMENT STATEMENT**

To enable the School community to reduce the spread of Communicable Diseases and to respond in a positive and informed manner to Communicable Diseases issues.

To enhance awareness of immunisation as a means of reducing the spread of vaccine preventable diseases.

- a) On enrolment of their child at School, parents are required to provide confirmation of their child's immunisation status. This will be recorded on the Schools immunisation register.
- b) The School will support the Public Health Service with any required immunisations programmes.
- c) In the event of a vaccine preventable disease outbreak, parents of children not immunised, or whose immunisation status is unclear, may be requested to keep their children at home, for their own protection, until cleared by the health authorities.
- d) Hepatitis B immunisation for employees and an annual flu injection will be encouraged.

To raise awareness among parents/whanau/caregivers, employees and children, of Communicable Disease and health issues.

- a) Public Health Service staff will be available to answer questions and to advise the School community on any communicable disease issue.
- b) Educational sessions for employees on current practices concerning communicable disease prevention in the School community will be held as requested.
- c) Educate children about health issues. Employees will be adequately trained and resourced to provide health education.
- d) The Board of Trustees and the employees of the School will respond positively to any community Communicable Disease concerns.
- e) This policy will be discussed by employees and Board of Trustees biannually to ensure continued awareness.

To deal with unwell children and employees at school.

- a) Parents/guardians will be expected to keep their children at home if their child is, or appears to be, unwell.
- b) Parents/guardians will be informed of any outbreak of a Communicable Disease affecting the School community, and any recommended action/advice through the School newsletter.
- c) Staff from the Regional Public Health Service will be available to advise as needed.
- d) Parents/guardians will be expected to let the School know how to contact them in an emergency.
- e) Each family will be expected to keep the School advised of their current family doctor.
- f) The School will attempt to contact the parents/guardians or the emergency contact if their child becomes, or appears to be, sick while at School.
- g) If a child needs to be looked after at School, employees will ensure adequate care and supervision.
- h) If a child becomes very unwell and parents/guardians cannot be contacted, the Principal will arrange for the child to be seen by their family doctor, or to be taken to the local accident and emergency department. The cost of such a visit will be met by the family.
- i) School employees will be available to discuss with parents concerns about their child's health.
- j) School work will be available for children who because of sickness will be off School for more than 5 school days.
- k) The School may require a Doctor's clearance for children who have been away from School due to an illness for more than 5 days.
- l) Employees unwell at School should discuss work attendance with the Principal.
- m) Parents will be encouraged to check for head lice and treat in accordance with Public Health Service guidelines.
- n) Parents will be advised if an outbreak of head lice is suspected and guidelines for treatment sent to parents of relevant class, or whole School as appropriate.

## **PROCEDURES**

Because of the probability of unknown infections, these procedures need to be applied universally.

1. Always wash hands -
  - before preparing food;
  - before eating;
  - after using the toilet;
  - before (if possible) and after giving first aid.
2. Children and employees should wear adequate footwear to prevent puncture wounds to feet.

- always cover open cuts, sores, grazes and broken skin areas.
  - during sport, blood from any injury must be cleaned up immediately and the injury adequately covered/bandaged to stop blood flow before the player is permitted to resume play.
3. Wear disposable gloves when giving first aid or dealing with faeces or blood. Gloves should be disposed of after one use. If gloves are not available a towel or cloth will provide a barrier to blood.
  4. For blood and body fluid spills, wear disposable gloves and:
    - mop up the spills with paper towels or a disposable nappy.
    - soak the area for at least 30 minutes with a freshly prepared solution of diluted bleach (1 part bleach to 9);
    - mop up the bleach solution with paper towels and complete cleaning the surface in the normal way.
  5. For soiled instrument, wear disposable rubber gloves, and:
    - remove blood and any organic material by thorough cleaning, either under running water, or in hot soapy water.
    - soak instruments in diluted bleach solution (1 part bleach to 9 parts cold water) for at least 30 minutes.
    - rinse and dry instruments.
  6. Used gloves, paper towels, soiled dressings etc. should be wrapped in plastic bags and kept out of the reach of children until the bags can be disposed of, preferably by incineration.
  7. Blood stained or soiled clothing and linen should be placed in plastic bags until washed.
  8. Written procedures for first aid and cleaning blood spills should be displayed on all first aid cabinets.

Policy established under guidance of Public Health Nurse. Consulted June 2003

# **NEWLANDS SCHOOL**

## **5.3 NAG 5: SAFETY: POSITIVE CHOICES**

### **MANAGEMENT STATEMENT**

To have a standardised behaviour management programme, which is clearly understood and used by all the School community.

- a) To have a School-wide behaviour management programme.
- b) To have a programme involving all stakeholders.
- c) For children to take responsibility for their own behaviour.
- d) To show respect and care for people and property.

### **PROCEDURES:**

1. All employees will follow the Newlands School Positive Choices Programme.
2. The Positive Choices Programme will be reviewed annually with employees and children.

# **NEWLANDS SCHOOL**

## **5.5 NAG 5: SAFETY: EMERGENCY PREPAREDNESS**

### **MANAGEMENT STATEMENT**

Newlands School is committed to being prepared in case of an emergency or disaster.

In fulfilling this commitment Newlands School will use the emergency preparedness guidelines laid out by the Wellington Emergency Management Office documents. In particular Newlands School will put in place an emergency preparedness programme and policy that will be reviewed annually and practised on a 2 yearly cycle.

As Newlands School is a CD Emergency Base, the School is required to endeavour to have all children off-site within 6 hours of an emergency. Food and bottled water is stored on site.

### **IDENTIFIED HAZARDS**

Earthquake/ground shaking  
Isolation  
Broken glass  
Fire  
Gas rupture  
Furniture  
Fire  
Strong Winds/Storm  
Debris  
Removal of roofing  
Broken glass

The School supplies:

- a) One Civil Defence emergency bucket per 2 classrooms.
- b) Each class will have an emergency bag on the door containing –
  - Class list
  - Pen
  - latex gloves
  - 1 bag lollies
  - 1 box of tissues
  - High visibility jacket

## **PROCEDURES FOR EARTHQUAKE**

1. Use predetermined signal "Drop" from the teacher and take cover.
2. All persons to take cover in suitable protective places.
3. Stay inside and wait for evacuation signal that is the siren or hand bell.
4. Follow evacuation procedure.

## **PROCEDURES FOR FIRE**

Follow the evacuation procedures.

## **PROCEDURES FOR WIND/STORM**

1. Take cover in a suitable safe place within the room to avoid debris and breaking windows.
2. When safe evacuate the buildings and follow the evacuation procedures.

## **EVACUATION PROCEDURES**

1. Evacuation signal – The evacuation signal is the continuous ringing of the alarm siren or the hand bell.
2. Each teacher must:
  - a) Move children in an orderly manner to the top field beside Robert Street by the safest and most direct route.
  - b) Bring emergency bag from classroom to assembly area, where a full roll check is carried out. Send report to Principal. Office manager is to bring the master list of Emergency caregivers.
  - c) Toilet and room checks as follows
    - Room 2 teacher – Room 1 & 2 toilets, Room 1
    - Room 4 teacher – Room 3 & 4 toilets, Room 3
    - Room 5 to 8 – Check own toilets
    - Room 9 teacher – Room 9 & 10 toilets, library
    - Room 12 teacher – Room 11, 12 & hall
    - Principal/secretary – Staff toilets, admin block.

If a teacher is absent from their area/class room, it is the responsibility of other teachers to check these areas.

3. Assembly point:

The assembly point is the top field of Newlands School adjacent to Robert Street. Employees are required to report to the Principal when they have accounted for all children and employees under their responsibility. If the weather is bad, everyone is required to assemble at the top field and then move into hall.

4. Evacuation routes:

By the safest and most direct route.

5. Dispersal of pupils:

Children will be released from the assembly area after they have been signed for by one of the designated Emergency care givers.

6. Pupils in transit:

Attach themselves to the nearest class.

7. Visitors to the School:

Proceed to assembly area on top field by Robert Street

# NEWLANDS SCHOOL

## **5.7 NAG 5: MANAGING AN INFLUENZA PANDEMIC**

### **MANAGEMENT STATEMENT**

The World Health Organisation (WHO) has warned that there is a high risk of the avian influenza (“bird flu”) becoming the next human influenza pandemic. Schools are sites with significant sized collective populations of adults and young people. As such, planning to manage an influenza pandemic is a wise and prudent precautionary action to have prepared.

### **PROCEDURES:**

Past pandemics over the centuries have swept quickly through populations, and left considerable damage in their wake. In the light of the warning from WHO schools need to take proactive action and prepare clear policy to be able to respond to national planning requirements

- The school will provide information and training for all staff to be able to recognize the characteristics of pandemics, the symptoms of an influenza pandemic, particularly avian influenza, how the infection spreads, and how long a virus remains infectious.
- The school will respond to any advice or requirements asked of it by the local Medical Officer of Health who will be responding to any activation of the Ministry of Health’s National Health Emergency Plan.
- The school will be responsive to the appropriate parts of the Education Act 1989 relating to:  
Emergency school closure – Section 65e;  
Excluding a student who may have a communicable disease – Section 19. Note also Regulation 14 of the Health Regulations.
- The school will be responsive to the impact an influenza pandemic will have on staff:  
Complying with the Health and Safety in Employment Act 1992;  
Complying with other employment legislation;  
The need for contingency planning;  
Obligations to maintain essential services.
- Appropriate protective measures will be implemented:  
The appointment of an Influenza Manager;  
Implementation of essential hygiene practices;  
Organisational policies awareness;  
Social distancing practices;  
Availability of supplies of appropriate protective equipment;  
Appropriate workplace cleaning practices.
- A communication strategy addressing all school stakeholders will be in place.
- The school will have practices in place to cover:  
Managing students and staff who become ill;  
Parent notification strategies;  
Screening of students and staff.

### **CONCLUSION**

Good practices carried out within the school will enable it to continue as an essential provider should an influenza pandemic take place.

# **NEWLANDS SCHOOL**

## **5.8 NAG 5: SAFETY: UNIFORM**

### **MANAGEMENT STATEMENT**

It was decided by the Board of Trustees of Newlands Primary School in September 2009, that Newlands Primary School would become a full uniform school. This is to become compulsory for those in Years 0-5 from the beginning of T2, 2010.

### **PURPOSE**

- To promote a positive school image.
- To eliminate problems of clothing competitiveness.
- To ensure that children have clothing appropriate for school activities.

### **PROCEDURES**

- Upon enrolment all parents will be made aware of the uniform requirements.
- All children are required to wear the correct uniform
- The uniform will be in the colours of green and navy blue.
- The uniform will be made up of the following list of approved items, all of which are to be purchased through the school uniform shop, and will have on them the school name and logo. Substitutions will not be acceptable.
- The only variations acceptable for seasonal requirements will be as listed below. All children must wear a school bucket hat all year round.
- The school uniform shop will operate out of the old dental clinic building. Opening hours will be advised through the school newsletter and on the window.

### **UNIFORM ITEMS**

#### **GIRLS**

- Green polo shirt
- Navy blue drill skirt/shorts/trousers
- Green polar fleece jacket
- Green bucket hat

## **BOYS**

- Green polo shirt
- Navy blue drill shorts or trousers
- Green polar fleece jacket
- Green bucket hat

### **Acceptable additional items;**

- For extra warmth students may wear long or short sleeved plain tops underneath their polo shirts in either black, navy or white.
- Girls may wear either black, white or navy footed tights under their skirt.

At this point in time we have no regulations in regard to footwear, other than it must be suitable for playing and taking part in physical activities, jandals and high heeled sandals are unacceptable.

There are also no regulations regarding jackets. Please ensure that your child has a suitable item to deal with the Wellington weather.

Other uniform items may be added at a future time, we will endeavour to keep parents informed as much as possible in this regard.

## **UNIFORM IMPLEMENTATION**

- The uniform will be phased in over a period of two terms, and become compulsory for all students Year 0-5 beginning Term 2 2010. Year 6 students will be compulsory from beginning of T1 2011.
- We understand that occasional one off situations may occur when a student may be unable to wear their uniform, please provide the classroom teacher with a note in this instance.
- Consistent non compliance with the uniform will at first be addressed by the classroom teacher, and then if the situation persists will be referred to the principal and Board of Trustees.
- If your family has concerns about financial hardship due to purchase of the school uniform, we encourage you to contact Work and Income (WINZ) or contact the Principal in confidence.

# NEWLANDS SCHOOL

## **5.9 NAG 5: SAFETY: PHYSICAL SAFETY**

### **MANAGEMENT STATEMENT**

It is our duty to consider at all times the physical well-being of each child at Newlands School.

### **PURPOSE**

- To ensure the physical safety of children at our school.
- To demonstrate to all children that rules are made for their own safety by people who care.
- To encourage independence in children so they take some responsibility for their own safety.

### **PROCEDURES**

1. The children and adults who enter the school via Newlands Road are encouraged to use the manned school patrol crossing during the duty times of 8.30 am to 8.50 am and 3.00 pm to 3.15 pm.
2. An adult supervisor will be on duty with the road patrollers.
3. Children at Newlands School are given regular training on the correct ways to walk safely.
4. The school gate is closed from 8.30 am to 3.15 pm. Vehicles are not expected to enter the school grounds during these times except on limited business.
5. Parents are asked to notify the school by 9.15 am if their child will be absent or delayed from school. The school will follow up any unexplained absences as soon as possible.
6. No child will be permitted to leave the school grounds during the school day unless they have the permission of their parent or a staff member. Parents must report to the office and sign them in or out when they are removing their child during the school day.
7. The staff will be rostered on playground duty to supervise the school buildings and playground during intervals and lunchtimes.
8. Newlands School provides a set of rules for commonsense behaviour, safety and courtesy through the Positive Choices Plan.
9. Newlands School has an Emergency Preparedness Plan.
10. Newlands School has an evacuation plan in the event of an emergency and the school undertakes a drill at least once a term.
11. Newlands School undertakes to minimise the children's exposure to ultra-violet rays during the day through the Sun Smart policy which encourages the wearing of sunhats and sunblock for all outdoor activities at school.
12. No bikes are to be ridden to Newlands School. Bike days will be held at school. Parents will be notified of these events. Students in Year 6 (10 years) may ride to and from school under the supervision of an adult after discussion with the school principal.

13. On Tuesday Wheel Day, the children who bring skates or skateboards to school must only use them in the designated areas at the designated times and wear suitable safety gear.
14. Risk Analysis and Management procedures will be completed before taking children out of the school on school trips.
15. On all school trips the appropriate ratio of adults to children will be used.
16. When private cars are used for school trips, the drivers are expected to comply with the following legal requirements – current registration and warrant of fitness; individual fitted seatbelt for each passenger; the driver holds a current full licence.
17. Before setting out on a school trip all drivers are briefed on the route to be taken and they all know the final destination.
18. Buses hired for school trips must allow adequate seating for the number of children and adults when travelling.
19. When buses are used for school trips, a responsible teacher or parent accompanies each bus and ensures that all children are accounted for.

## **CONCLUSION**

The school has an important role in sharing with parents in the care and well-being of all children who are enrolled at Newlands School.

# **NEWLANDS SCHOOL**

## **6.1 NAG 6: LEGISLATION AND REQUIREMENTS: ATTENDANCE**

### **MANAGEMENT STATEMENT**

The Board of Trustees, under Section 31 of the Education Act, is responsible for “taking all reasonable steps to ensure the attendance of children enrolled at its School.

- a) To ensure that School attendance is effectively monitored.
- b) To respond appropriately to attendance problems.

### **PROCEDURES**

1. It is the responsibility of parents to ensure that their children attend School regularly and arrive on time.
2. Parents/Caregivers are to contact the School to explain absences of their children as soon as practicable in writing.
3. The School will contact parents/caregivers to follow up any absences the School has not been informed of on a daily basis.
4. Attendance at School must be monitored daily. Teachers will meet all legislative requirements with regard to monitoring child attendance.
5. The Principal, as attendance officer, will ensure that action is taken in the case of inappropriate absences or truancy. The action could be verbal or written communication with families as appropriate, reminding families of the legislation requirements that children attend School regularly.
6. The Principal will provide a truancy status report to the Board on any current or possible cases of truancy and the action taken by employees.
7. The School will liaise with other agencies to follow up consistent unexplained absences.
8. It is a requirement under Regulation 11 of the Education (School Attendance) Regulations 1951 that on the day on which a principal first knows that a student has left the school, the principal shall record that the student has left, noting the student’s last day of attendance for tuition.