

Curriculum

Overall policy/goal: To deliver the New Zealand curriculum in a manner that results in the best possible educational outcomes for students and develops confident, life-long learners.

To enable this to be achieved the Board will ensure:

- an inclusive environment is provided which allows individual learners to achieve their potential;
- appropriate resources are made available to ensure the achievement of Charter aims and objectives;
- reporting is provided against the progress and achievement of all students, as groups and individuals, against New Zealand curriculum and in relation to National Standards;
- monitoring of academic achievement across the school through receiving regular data; and
- all legislative requirements and Ministry expectations are met.

*This policy is supported by the following procedures (those marked * require approval by the Board):*

1. [Gifted and Talented Students](#)
2. [Students with Special Needs](#)
3. [Recognising Cultural Differences](#)
4. [Assessment](#)
5. [Online Safety Policy](#) - [Guidelines](#) - [Responsible Use](#) - [Staff Agreement](#) - [Student Agreement](#)
6. [Reporting](#)
7. [Curriculum Review](#)

Governance

Overall policy/goal: To exercise stewardship, emphasising strategic leadership, setting the vision for the school through the Charter, being accountable for the school's performance and protecting the school's character.

To enable this to be achieved the Board will ensure:

- it works in partnership with the Principal and senior teachers, based on mutual respect, trust and integrity, while maintaining a healthy independence;
- disputes and complaints are dealt with in accordance with the appropriate (Board approved) procedure, and in a timely manner;
- it demonstrates commitment to ethical conduct in all areas of its responsibility and authority;
- effective risk management through the early reporting of all potential and real risks, and by taking appropriate action;

- it undertakes a self-review programme;
- the school honours Te Tiriti o Waitangi and its principles of partnership, co-operation, inclusion, protection, integrity, justice and fairness; and
- compliance with National Administration Guidelines, reporting and legislative requirements.

*This policy is supported by the following procedures, (those marked * require approval by the Board):*

1. [Complaints](#)*
2. [Board Code of Conduct](#)*
3. [Meeting Guidelines/Procedures](#)*
4. [Conflict of Interest](#)*
5. [Chairperson's Responsibilities](#)*
6. [Board Self-review](#)*
7. [Zone Procedure for CDPS](#)

Personnel

Overall policy/goal: To be a good employer, promoting a high level of staff performance for the purpose of delivering the best possible educational outcomes.

To enable this to be achieved the Board will ensure:

- it supports, develops and maintains a motivated and capable team of teachers and support staff;
- it provides a working environment that is free from discriminatory practices;
- it appoints the Principal;
- it delegates to the Principal responsibility for all matters relating to the appointment and management of staff, where such matters are completed using equitable, transparent and Board approved processes;
- all staff can expect to be managed in a sound, fair and respectful manner;
- the Principal has an annual, and fairly conducted, appraisal;
- all staff have an annual, and fairly conducted, appraisal; and
- compliance with all conditions, legislation and contractual obligations.

*This policy is supported by the following procedures (those marked * require approval by the Board):*

1. *Allocation of Units*
2. *Equal Employment Opportunities*
3. *Privacy*
4. *Sexual Harassment**
5. *Staff Gifts**
6. *Principal Appraisal**
7. *Staff Appraisal and Professional Development*
8. *Tutor Teacher and Provisionally Registered Teachers*
9. *Staff Appointment Procedure**

10. Leave Requests*

Financial

Overall policy/goal: *To use financial resources in an effective, efficient and responsible manner to achieve desired outcomes.*

To enable this to be achieved the Board will ensure:

- the school's annual budget reflects its priorities and obligations;
- it has overall responsibility for the financial management of the school, but delegates the day-to-day management of the school's finance and budget to the Principal;
- the Principal is responsible for financial reporting including demonstrating budget compliance, explaining budget variances, and providing recommendations on actions required to meet compliance;
- appropriate financial delegations are issued and managed to ensure effective operation and maintenance of the school's day-to-day financial management; and
- documented financial management procedures and associated legislation are actively followed and monitored for compliance.

*This policy is supported by the following procedures (those marked * require approval by the Board):*

1. *Cash Management**
2. *Schedule of Delegations**
3. *Supplementary Schedule of Responsibilities**
4. *Theft and Fraud**
5. *Protected Disclosure**
6. *Credit Card**

Health and safety

Overall policy/goal: *To promote and maintain a safe and healthy environment for all staff, students and visitors through commitment to the CDPS Values and Big Ideas.*

To enable this to be achieved the Board will ensure:

- a safe physical and emotional environment is provided;
- the school encourages and maintains behaviour that facilitates students' own safety and learning, including not harming other students or acting as a barrier to their learning;
- there is zero tolerance of bullying;
- it promotes healthy food and nutrition for all students;
- all significant health and safety incidents are investigated and responded to, in order to mitigate their effects and reduce the risk of re-occurrence; and
- compliance with all health and safety legislation, standards and codes of practice.

*This policy is supported by the following procedures (those marked * require approval by the Board):*

1. [Administration of Out of School Sports Teams](#)
2. [Anti-Bullying](#)*
3. [School-wide Behaviour Plan](#)
4. [4 Point Behaviour Scale](#)
5. [Accident](#)
6. [Animal Code of Ethical Conduct](#)
7. [Drugs](#)*
8. [Education Outside the Classroom](#)
9. [Child Abuse](#)*
10. [Code of Conduct for Sport/Cultural Providers](#)
11. [Evacuation Earthquake and Fire Evacuation Plans](#)
12. [Interviews by External Agencies](#)*
13. [Road Safety](#)
14. [School Safety and Hygiene](#)
15. [Shady School](#)
16. [Supervision of Medication](#)
17. [School Alcohol Policy](#)

Legal responsibilities

Overall policy/goal: To ensure that school procedures meet the legislative statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and the Education Gazette.

To enable this to be achieved the Board will ensure:

- a watching brief is maintained over the appropriate Acts, Ministry of Education circulars and the Education Gazette;
- policies and procedures are reviewed and updated regularly to ensure compliance; and
- the Principal has appropriate authority to adhere to legislation and regulations.

*This policy is supported by the following procedures (those marked * require approval by the Board):*

1. [Attendance and Release](#)
2. [Civil Emergency](#)
3. [School Hours](#)
4. [Vulnerable Children Act](#) 2015