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# Christchurch Adventist School

## Policies

### **Student enrolment and attendance (NAG 6)**

Under the sixth National Administration Guideline, each board of trustees is expected to comply with all general legislation concerning requirements such as attendance, the length of the school day, and the length of the school year.

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# Animal Welfare Policy

## Rationale

The school recognizes that under the Animal Protection Act, 1987 it is required to have a code of ethical conduct relating to the welfare and treatment of any animals under **its** care.

1. To encourage through example the proper care of living things within the school
2. To provide experience for children to observe, handle and care for a range of animals in a humane way.
3. To ensure that the care and welfare of animals must have the highest priority in any activity involving the keeping of an animal or its study on a field trip.
4. To educate children through example and discussion on the importance of animal care and welfare and the responsibilities involved.

## Guidelines

1. 'Animal' is defined as any living creature with a backbone, including kind-based and aquatic mammals, birds, fish and reptiles.
2. It is generally accepted that other living creatures such as snails, worms, and insects must be treated with care and kindness.
3. If the appropriate care cannot be provided, the animals should not be kept in school. Creatures kept in classrooms for observation must be housed and fed properly, and returned to their natural habitat on completion of the study.
4. Creatures captured on field trips must be returned to their habitat prior to leaving the area unless their proper care in school can be guaranteed.

Responsibility for the welfare of animals rests with the teacher/staff member involved, but ultimately with the Principal and Board of Trustees.

The following freedoms apply

- Animals must have appropriate diet, including access to water. Provision must be made for care at weekends and holidays.
- Animals must have cages/containers of an appropriate size, be ventilated and hygienic. Animals must not be subjected to extremes of noise, drought or sunlight.
- Animals should be free from injury or disease. Diseased or injured animals should be treated and should not be kept at school.
- Animals must be handled/kept in such a way that they are not subjected to stress or fear.
- Animals should be able to express normal behavior.
- Final decisions for the care of animals under this policy rests with the HOD Science.

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Principal

Chairperson

Date

# Policy On Board Of Trustees Sub-Committees

## **Rationale**

Sub-committees with clearly defined terms of reference can be a means of expediting the work of the Board of Trustees.

## **Purpose**

To assist the Board of Trustees in carrying out its Charter obligations in an efficient way.

## **Guidelines**

1. Appointments to Sub-Committees will be approved by the Board.
2. The work of Sub-Committees is to be regarded as confidential as required in the Privacy Act.
3. All Sub-Committees are required to keep full minutes of all meetings.
4. Sub-Committee Convenors will report (preferably in writing) with recommendations to each Board meeting.
5. Some information used by sub-committees in arriving at decisions, may, at the discretion of the committee be held as confidential, eg: specific details of quotations received, personal material on staff. **Note:** The Chairperson may at any time request access to all information.
6. Sub-Committees may act on their recommendations only when empowered by the Board's decision. Necessary and urgent work may be undertaken if circumstances are such that delay would endanger the safety of people or property or result in unnecessary additional expenditure. In such cases the Convenor should contact the Board Chair or Principal as soon as possible, and make a full report to the Board at its next meeting for its approval.
7. A schedule of duties for each sub-committee will outline areas of responsibility.

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Principal

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Chairperson

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Date

# Policy On Child Abuse Disclosure

## **Rationale**

Child Abuse may be encountered when a child discloses abuse to a friend or teacher, or when there are signs of injury, neglect, distress, or sudden and inexplicable changes in a child's general attitude and behaviour.

## **Purpose**

The purpose of this policy is to ensure the safety and well-being of all students. If staff have cause to believe that a student is the subject of abuse they need to follow the procedures outlined below.

## **Guidelines**

1. Procedures to be followed in cases of suspected child abuse, will differ in cases where there is :
  2. an urgent safety need to such an extent that the child cannot return home that day; or
  3. the need for a thorough, planned investigation when the child is not at immediate risk of further abuse.
4. Staff are to bring all cases of suspected abuse of students to the attention of the Principal, or any appropriate person or agency. This includes cases of suspected physical (including neglect), and emotional and sexual abuse.
5. Teachers who have a disclosure made to them in class will accept the disclosure with little or no comment but will follow up with the Principal without delay.
6. The Principal, after careful discussion with the reporting teacher, will gather all information the school has about the child.
7. If urgent, as in (a) above, the Principal will make an immediate referral to the police or social workers of the Children and Young Persons Service, Department of Social Welfare. The child's caregivers will be advised of any action taken, by the statutory agencies involved as required under the 'Children, Young Persons and their Families Act'.
8. If (b), then the Principal will refer to statutory agencies after full consultation with staff and other professionals involved. The caregivers will be advised if any action is planned, by the agency taking the action.
9. An interview with the Principal will be offered to the caregivers to discuss the situation.
10. If a staff member is implicated as being responsible for the abuse, the Principal or Deputy shall contact the Board of Trustees' Chairman immediately. The Board shall ensure that the interests of the staff member and those of the child are met.

## **Conclusion**

Any reporter of suspected child abuse is protected from any criminal, civil or disciplinary action by Section 16 'Children, Young Persons and their Families Act'. The prime concern of the school will be to refer to persons with the statutory obligation to investigate, and if necessary act to protect the child. The teacher's primary concern then, is to support the student in any subsequent action.

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Principal

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Chairperson

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Date

# Policy On Enrolment

## **Rationale**

This policy will replace the enrolment policy stated in the SPD Education Handbook (4.120); will seek to meet contractual arrangements under the respective integration agreements; and will protect and preserve the special character of Adventist schools.

## **Purposes**

1. To inform the principal, proprietor, parents and staff of roles and processes in the enrolment of students.
2. To provide a basis upon which the Board of Trustees will accept or reject the application by a student.
3. To acquaint parents and school community with the process whereby student applications are received, considered and accepted.

## **Guidelines**

The following guidelines should be followed in the enrolment of every student in Christchurch Adventist School. The Board of Trustees through its agents should:

1. Require each applicant to lodge completed application forms together with the most recent school reports.
2. Ensure the parents/guardians of each applicant are interviewed by the principal and that:
  - a. parents signify support of the school programme
  - b. parents signify willingness to pay attendance dues.
  - c. preference determination is made by Proprietor's delegate.
  - d. completed application is considered by principal and recommendation made to Enrolment Committee after all other relevant factors have been taken into consideration where necessary.
3. Determine whether the applicant is a preferential or non-preferential student within the meaning of the Private Schools Conditional Integration Act 1975.
  - a. A preferred student is one whose parents or guardians "have established a particular or general relationship with the special character of the school."
  - b. All parents/guardians applying for enrolment for their child will need to have had their preference status determined by the Proprietor's delegate.
  - c. The percentage (10%) of non-preference students for this school is set within the school's Integration Agreement.
4. Establish that the child has reached 5 years of age.
5. Establish whether the applicant has special needs and determine whether the school has the resources and teachers the expertise, to meet those needs, both academic and behavioural.
6. Provide each applicant with written notification as to whether the application is accepted or rejected.
7. Recommend where appropriate, and following consultation with pre-school administrators, parents and school staff, specific intake dates during the school year.

8. Negotiate with the church pastors a schedule whereby there is regular visitation of the home by the pastors, principal or staff member.
9. Ensure the admissions register records the preference or non-preference status of the student.
10. Adhere to the maximum roll as specified in the integration agreement for the school.

### **Implementation Procedures**

The following procedures should be used to implement the above guidelines.

1. (G 1) The enrolment pack must be completed before enrolment can proceed (see attached)
2. (G 3) (Attached preferential determination pack)
3. (G 4) Each new entrant will supply a copy of the child's birth certificate.
4. (G 5) PAT scores must be provided with each enrolment. Where PAT scores are not available, then either
  - (a) For enrolments Y10 and lower, a subset of PAT (inc. Maths, Language, essential skills) will be administered.
  - or
  - (b) A TOSCA may be administered.
5. (G 6) Proforma acceptance / non-acceptance letter as attached.

Also,

The Board empowers an Enrolment Committee to consider and accept all enrolment applications.

This committee shall consist of:

- The Principal
- The relevant Deputy Principal
- The school Chaplain
- 
- Should the enrolment committee not be unanimous in its acceptance or rejection of an application, then the application is to be referred to the next regular Board meeting.

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Principal

Chairperson

Date

# Policy On Parents & Friends Association

## **Rationale**

The Parents & Friends Association with clearly defined terms of reference, exists to be a means of expediting the relationship between the school and the home.

## **Purpose**

1. To promote the welfare and education of school students through nurturing co-operative relationships between parents, teachers and the wider school community.
2. To support the Board of Trustees and to work co-operatively with them.
3. To promote the cause of Christian Education in the home, school and community, and to encourage the process of developing Christian character in all people associated with the school.
4. To facilitate improvements to resources for school students and assist where possible in the provision of these improvements by fundraising.
5. To promote, initiate and organise social and fundraising gatherings.
6. To run the School Tuckshop.

## **Guidelines**

The Board of Trustees appoints the members of the Parents & Friends Association. Recommendations to the Board of Trustees may come from the Parents & Friends Chairperson, the Board of Trustees members or the Principal. The Board of Trustees will appoint one of its members to the Parents & Friends Association on an annual basis in April of each year. Any resignations from the Parents & Friends Association are to be in writing and forwarded to the next Parents & Friends meeting.

The Principal (or his/her representative) is an ex officio member of the Parents & Friends Association. It is recommended that a staff member be appointed annually.

Full minutes of all meetings are to be kept by the Secretary, who is to be appointed on an annual basis in April of each year.

A full record of the financial transactions of the Parents & Friends Association is to be kept by the Treasurer, who is to be appointed on an annual basis in April of each year. The financial transactions are to be separate from the School's financial transactions through the operation of a separate bank account, and they are to be a true and fair record of all monies received and expended. Annual accounts are to be prepared at year end, 31 December.

A Chairperson is to be appointed on an annual basis in April of each year. The Chairperson is to report (preferably in writing) to each Board of Trustees Meeting.

A Deputy Chairperson is to be appointed on an annual basis in April of each year. The Deputy Chairperson is to assist the Chairperson and to substitute for the Chairperson in their absence.

A Communications Officer may be appointed on an annual basis in April of each year. The Communications Officer would be charged with the production and issue of regular newsletters to parents outlining the Parents & Friends Association's planned activities throughout the year. The purpose of a newsletter is to nurture co-operative relationships between parents, teachers and the school community.

Meetings are to be held on a regular basis throughout the school year. The quorum for all meetings is at least 50% of the membership of the committee.

All endeavours coming from the Parents & Friends Association should adhere to the principles of the Seventh-day Adventist beliefs and practices.

With regard to the role of fundraising, the Parents & Friends Association will adhere to the School's "Policy on Fundraising".

With regard to the role of the School Tuckshop, the Parents & Friends Association will adhere to the School's "Policy on School Tuckshop".

The Parents & Friends Association is empowered to use its funds as it thinks necessary or proper in payment of the costs and expenses of the Association. It is further empowered to carry on any business to further the objects of the Association, and to do all things as may from time to time appear necessary or desirable to enable the Association to give effect to and attain its purposes.

Any income, benefit or advantage the Parents & Friends Association accrues must be applied to the purposes of the Association.

As a team, the Parents & Friends Association is empowered to make decisions and may act on their own recommendations within their terms of reference outlined in this policy. These decisions and recommendations therefore can only be changed by the Parents & Friends Association as such, or the Chairperson in consultation with the Principal (if necessary) in times where a quick decision is needed.

Where issues on policy arise, these must be referred to the Board of Trustees.

Because the Parents & Friends Association is made up of volunteers, continuing enthusiasm is dependent upon support from the Board of Trustees, parents, staff and the wider school community.

Should any person or group have questions regarding decisions made by the Association they should work through the appropriate channels:

- Take the matter to a Parents & Friends committee member who will raise the concern at the next Parents & Friends Association meeting.
- Take the matter to the Parents & Friends Chairperson, or the Deputy Chairperson.

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Principal

Chairperson

Date

# Policy On Complaints From Parents

## **Rationale**

Given that a school is an extremely complex organisation it is to be expected that from time to time circumstances will arise that will move parents to complain, or at least question what is happening.

## **Purposes**

To ensure that:

1. All parents have access to clearly defined procedures and channels when complaining about or questioning anything that happens in the school.
2. When a complaint is made specifically against a member of the school staff, the member's privacy should be preserved.
3. As far as possible all parties involved should feel that a satisfactory solution has been reached.

## **Guidelines**

1. Where relevant, the complainant will be encouraged to discuss the matter with the appropriate classroom teacher. At no stage is a parent permitted to approach a student directly.
2. All complaints or questions of a contentious nature should be made in private to the Principal of the school, or to a Board of Trustees member who will take it to the Principal on behalf of the parent concerned.
3. If the complaint is made to the Principal it will be investigated and dealt with and he/she will report back to the parent concerned.
4. If the parent concerned is not satisfied he/she should approach one of the members of the School's Board of Trustees who will raise the matter at a Board of Trustees meeting, or in committee, as circumstances warrant.
5. The Board of Trustees will consider the matter, which will include receiving an explanation from the Principal as to the steps already taken to resolve the matter, also any other steps that they consider appropriate, and will report back to the parties concerned.
6. If a parent wishes to make a formal complaint about the Principal the complaint should be made directly to the Chairperson of the Board of Trustees who will attempt to resolve the matter, report or refer it to the Board of Trustees, and report back to the parent concerned.

## **Conclusion**

Most, but not all, complaints or questions about the school are justified to some extent. These procedures should ensure that any complaints or questions are resolved expeditiously and fairly.

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Principal

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Chairperson

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Date

# Policy On Public Relations

## ***Rationale***

Effective public relations enhance the profile of the school within the school community and the community at large.

## ***Purposes***

1. To increase the awareness, in a positive manner, of the Christchurch Adventist School within the school community and the community at large.
2. To provide an effective communication line between the Board of Trustees, parents, staff and the school community.

## ***Guidelines***

1. The Board of Trustees will appoint a Public Relations committee as a subcommittee of the Board. The Board of Trustees appoints the Chairperson of the committee.
2. The Public Relations committee will actively seek opportunities to increase the profile of the school to the community.
3. The committee will submit to the Board a schedule of planned action for the ensuing year and will report on a regular basis (at least quarterly) to the Board of Trustees.

## ***Conclusion***

An effective Public Relations committee will be active in promoting the school and facilitating community awareness and involvement.

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Principal

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Chairperson

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Date

# Policy On Student Discipline

## **Rationale**

One of the central tasks of this school is to develop Christlike attitudes and behaviour in each student. We view this as a partnership, with responsibility shared between the home, school and community.

## **Purposes**

1. To provide a stable, safe and orderly environment in which effective learning can take place.
2. To educate for self-discipline and develop a sense of responsibility towards God and others.
3. To promote in students a respect for the values that underpin our society and its laws.
4. To create and maintain positive relationships in the larger community.

## **Guidelines**

1. For each child discipline is to be positive, preventative and redemptive.
2. Each disciplinary case is unique and must be dealt with on an individual basis taking into account the particular circumstances of the case and the basic principles of the school's discipline policy.
3. The school community will be involved in the formulation of the discipline policy and procedures through consultation.
4. Clear guidelines for acceptable behaviour will be published in the Student Handbook.
5. Procedures for dealing with unacceptable behaviour will be established and made known.
6. Procedures will be developed to encourage understanding and ensure support for the school's disciplinary procedures from parents, pupils and staff.
7. This policy applies to all school activities, including education outside the classroom, sporting and social activities.

## **Procedures**

### **Class Teacher**

1. Teachers are encouraged to minimise negative student behaviour by maintaining an interesting learning environment.
2. Teachers are encouraged to use a variety of positive management techniques and methods to deal with inappropriate behaviour at their individual classroom level.
3. Teachers may issue 'teacher detentions' for offences occurring within their control.
4. For recurring offences a 'school detention' may be issued, 'home detentions' may be used for primary pupils.
5. Teachers will issue 'homework letters' and 'uniform stickers' as necessary.
6. Appropriate documentation on serious incidents is to be kept by the class teacher.
7. Major offences will be referred to the Deputy or the Principal.

## **Head of Primary /Secondary :**

1. will investigate 'unexplained absences', in conjunction with the school office.
2. will be responsible for the operation of the school Detention system. Letters will be sent home to parents to inform them of school detentions. Three 'school detentions' result in an 'after-school' detention. A second 'after school-detention' will result in a parent interview to assess the situation and seek effective remedies.
3. will support teachers by assessing and taking appropriate action with students referred to them for persistent, inappropriate behaviour.
4. will investigate persistent uniform infringements for primary pupils.

## **Principal**

Students who refuse to accept the discipline of the school will be referred to the Principal. The Principal will consider the issue in consultation with the staff, the student's parents and the student. Options for action are 'after school detention', 'report system' or suspension'.

## **Examples of disciplinary actions that may be used at Christchurch Adventist School.**

1. For minor disciplinary matters the following may be used:
  - lines
  - lunchtime detentions
  - cleaning
  - isolation
  - redoing classwork/homework
  - manual labor
2. After school detentions may be issued for :
  - persistent misbehavior
  - persistent lateness
  - persistent uniform infringements
  - persistent failure to do work
  - unexplained absences
  - inappropriate language and crude gestures
  - abuse of property
  - leaving school without permission
  - uncooperative and disrespectful attitudes.
3. A student may be stood-down or suspended for actions as outlined in the MoE guidelines on Stand-downs and Suspensions.

## **Corporal Punishment**

Corporal punishment is not administered at Christchurch Adventist School.

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Principal

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Chairperson

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Date

# Policy On Treaty Of Waitangi

## **Rationale**

To make students aware of the dual cultural heritage of New Zealand by providing appropriate opportunities and experiences in the school and in the community.

## **Purposes**

1. To value and reflect New Zealand cultural heritage.
2. To increase knowledge and appreciation of Maori Culture and language

## **Guidelines**

To achieve these purposes:

1. Ensure the curriculum reflects Maori perspectives in both language and culture.
2. Make equitable provisions in the curriculum for the instructional needs of Maori children.
3. Provide a supportive and encouraging environment for those students wishing to learn the Maori language and culture.
4. Recognise Maori values in the provision of resources and facilities within the school.
5. Take advantage of opportunities available for students to visit and experience Marae life.

## **Conclusion**

This policy is associated with the national curriculum guidelines and the Charter of Christchurch Adventist School.

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Principal

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Chairperson

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Date

# Policy On School Tuckshop

## **Rationale**

The school tuckshop is part of the total school environment and should be an example of healthy nutrition so students may learn to make responsible nutritional choices for themselves recognising that their body is a temple of God.

## **Purposes**

1. To provide suitable nutritious vegetarian food for lunch on tuckshop days.
2. To encourage pupils to choose nutritious food for lunch.
3. To sell foods which are value for money.
4. To operate at a profit through good management.

## **Guidelines**

1. To increase and vary the menu options so that food choices that are vegetarian, nutritious, appetising and are in accordance with the special character of our school.
2. Food is to be prepared and served in a clean, hygienic environment.
3. To be managed and operated as negotiated by the Parents & Friends Association.
4. To operate at reasonable profit for the benefit of the school and students with profits being directed by the Parents & Friends Association as appropriate into areas of need within the school.

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Principal

Chairperson

Date