

Policy 6: Legal Responsibilities

SIGNED: \_\_\_\_\_ (BOT Chairperson) DATED: \_\_\_\_\_

*This policy will be reviewed on an annual cycle with reviews of the policy and procedures to be undertaken if required by the Board.*

School procedures will meet the legislative statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and the Education Gazette.

## Policy 6: Protected Disclosures

SIGNED:	(BOT Chairperson)	DATED:
<i>This policy will be reviewed on an annual cycle with reviews of the policy and procedures to be undertaken if required by the Board.</i>		

The purpose of this policy is to provide information and guidance to employees of the school who wish to report serious wrongdoing within the school.

This policy is issued in compliance with the Protected Disclosures Act 2000 and any amendments or revisions.

The policy consists of:

- A definition of a protected disclosure
- A definition of serious wrong doing that can be the basis for a protected disclosure by an employee
- Conditions for disclosure
- Information on who can make a disclosure
- Protections for employees making disclosures
- A procedure by which an employee can make a disclosure.

### **What is a Protected Disclosure?**

- A protected disclosure is a declaration made by an employee where they believe serious wrongdoing has occurred. Employees making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure.

### **Definition of Serious Wrongdoing**

Serious wrongdoing for the purposes of this policy includes any of the following:

- Unlawful, corrupt, or irregular use of public funds or resources
- An act or omission or course of conduct:
  - which seriously risks public health or safety or the environment; or
  - that constitutes an offence; or
  - that is oppressive, improperly discriminatory, grossly negligent or constitutes gross mismanagement; or
  - constitutes serious risk to the maintenance of law.

### **Conditions for Disclosure**

Before making a disclosure the employee should be sure the following conditions are met:

- the information is about serious wrongdoing in or by the school; and
- the employee believes on reasonable grounds the information to be true or is likely to be true; and

- the employee wishes the wrongdoing to be investigated; and
- the employee wishes the disclosure to be protected.

### **Who Can Make a Disclosure?**

Any employee of the school can make a disclosure. For the purposes of this policy, an employee includes:

- Current employees and Principal
- Former employees and principals
- Contractors supplying services to the school.

### **Protection of employees making disclosures**

An employee who makes a disclosure and who has acted in accordance with the procedure outlined in this policy:

- may bring a personal grievance in respect of retaliatory action from their employers;
- may access the anti-discrimination provisions of the Human Rights Act 1993 in respect of retaliatory action from their employers;
- are not liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made or referred to a disclosure;
- will, subject to Clause 5 of the Procedure, have their disclosure treated with the utmost confidentiality.
- The protections provided in this section will not be available to employees making allegations they know to be false or where they have acted in bad faith.

## Procedures 6.1: Protected Disclosures

Any employee of Silverdale School who wishes to make a protected disclosure should do so using the following procedure.

### **1. How to submit a disclosure**

The employee should submit the disclosure in writing

### **2. Information to be contained**

The disclosure should contain detailed information including the following:

- the nature of the serious wrong doing
- the name or names of the people involved
- surrounding facts including details relating to the time, date and/or place of the wrong doing if known or relevant.

### **3. Where to send disclosures**

A disclosure must be sent in writing to the Principal who has been delegated by the Board of Silverdale School for this purpose under the provision of Section 11 of the Protected Disclosures Act 2000.

### **OR**

If you believe that the Principal is involved in the wrongdoing or has an association with the person committing the wrongdoing that would make it inappropriate to disclose to them, then you can make the disclosure to the Chairperson of the Board.

### **4. Decision to investigate**

On receipt of a disclosure, the Principal or Chairperson must within 20 working days examine seriously the allegations of wrongdoing made and decide whether a full investigation is warranted. If warranted a full investigation will be undertaken by the Chairperson or arranged by him/her as quickly as practically possible, through an appropriate authority.

### **5. Protection of disclosing employees name**

All disclosures will be treated with the utmost confidence. When undertaking an investigation, and when writing the report, the Principal will make every endeavour possible not to reveal information that can identify the disclosing person, unless the person consents in writing or if the person receiving the protected disclosure reasonably believes that disclosure of identifying information is essential:

- to ensure an effective investigation
- to prevent serious risk to public health or public safety or the environment
- to have regard to the principles of natural justice.

### **6. Report of investigation**

At the conclusion of the investigation the Principal will prepare a report of the investigation with recommendations for action if appropriate, which will be sent to the Board of Trustees.

## **7. Disclosure to an appropriate authority in certain circumstances**

A disclosure may be made to an appropriate authority (including those listed below) if the employee making the disclosure has reasonable grounds to believe:

- the Chairperson of the Board of Trustees in the school responsible for handling the complaint is or may be involved in the wrongdoing; or
- immediate reference to another authority is justified by urgency or exceptional circumstances; or
- there has been no action or recommended action within 20 working days of the date of disclosure.

### **Appropriate Authorities include (but are not limited to)**

- Commissioner of Police
- Controller and Auditor General
- Director of the Serious Fraud Office
- Inspector General of Intelligence and Security
- Ombudsman
- Parliamentary Commissioner for the Environment
- Police Complaints Authority
- Solicitor General
- State Service Commissioner
- Health and Disability Commissioner
- The head of any public sector organisation.

## **8. Disclosure to Ministers and Ombudsman**

A disclosure may be made to a Minister or an Ombudsman if the employee making the disclosure

- Has made the same disclosure according to the internal procedures and clauses of this policy
- Reasonably believes that the person or authority to whom the disclosure was made:
  - has decided not to investigate; or
  - has decided to investigate but not made progress with the investigation within reasonable time; or
  - has investigated but has not taken or recommended any action; and
  - continues to believe on reasonable grounds that the information disclosed is true or is likely to be true.

## LIST OF LAWS AND REGULATIONS FOR SCHOOLS

### Laws and regulations that determine the form, content and preparation of the financial report

- Education Act 1989 (Part 8 Financial)
- Public Finance Act 1989

### Laws and Regulations where Non-Compliance could have a fundamental effect on operations

- Crown Entities Act 2004 (selected provisions only: see Schedule 3)
- Education Act 1989 (Parts 1, 2, 3, 7, 8A, 9, 12, and schedule 6)
- Education (School Attendance) Regulations 1951
- Education (2011 School staffing) Order 2010
- Education (2012 School staffing) Order 2011
- Education (School Trustee Elections) Regulations 2000
- Education Act 1964 (Part 3 Enrolment and Attendance of Students)
- Private Schools Conditional Integration Act 1975
- Health and Safety in Employment Act 1992

#### Conflicts of Interest

Education Act 1989, section 103A

### Other Laws and Regulations

#### Employment

- Holidays Act 2003
- Parental Leave and Employment Protection Act 1987
- Parental Leave and Employment Protection (Rate of Parental Leave Regulation) 2010
- State Sector Act 1988 (Part 7A)
- Employment Relations Act 2000
- Human Rights Act 1993

#### Information

- Official Information Act 1982
- Local Government Official Information and Meetings Act 1987 (Part VII)
- Privacy Act 1993
- Copyright Act 1994
- Protected Disclosures Act 2000

#### Property

- Education Lands Act 1949
- Education Act 1989 (Part 9 School Board)
- Building Act 2004
- Resource Management Act 1991
- Current Local Council By-Laws

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Safety

- Smoke-Free Environments Act 1990
- Hazardous Substances and New Organisms Act 1996
- Civil Defence Emergency Management Act 2002

Tax

- Goods and Services Tax Act 1985
- Income Tax Act 2007

Trading and Fund Raising Activities

- Fair Trading Act 1986
- Commerce Act 1986
- Consumer Guarantees Act 1993

Welfare and Rights of Pupils

- Children, Young Persons and Their Families Act 1989
- New Zealand Bill of Rights Act 1990
- Human Rights Act 1993

Other

- Sport and Recreation NZ Act 2002

This list is only intended as a guide to assist the Board of Trustees to ensure they meet their obligations of compliance with current legislation.

## Procedure 6.2: Copyright

The Copyright Act 1994 has made changes to copyright law, which has major implications for schools. The rights of copyright owners and the requirements on people making copies are spelt out more precisely in the new Act.

**Silverdale School is a member of the NZSTA Copyright Licensing Scheme.**

### Guidelines

1. Assume every work is covered by copyright;  
written work, picture, photograph, computer software, video, film recording, sheet music, CD Rom, DVD's and CD's
  
2. Section 43 - Research or Private Study.  
"Fair dealing" with a work for the purposes of research or private study does not infringe copyright. In determining what constitutes fair dealing a court would consider:
  - the purpose of the copying;
  - the nature of the work copied;
  - whether the work could have been obtained in a reasonable time at an ordinary commercial price;
  - the effect of the copying on the potential market of the work;
  - the amount copied and its significance to the whole work.
  
3. Section 44 - Copying for Educational Purposes of Literary, Dramatic, Musical, Artistic or Typographical Arrangements of Published Editions.

This complex section can be simplified as follows -

#### **Making single copies**

Single copies of the whole or part of a work may be made if:

- the copy is made by a teacher;
- the copy is used in the preparation or delivery of a lesson.

#### **Making multiple copies**

Multiple copying for an educational purpose is possible only if:

- no more than 3% or 3 pages is copied (from January 1998); \*
- no charge for the copying is made to any student;
- the same or any other part of the work is not copied in the school within 14 days.

\* Where the 3 or 5 page limit would result in the whole work being copied, copying is limited to 50% of the work.

**Note:** It is possible to make multiple copies of the whole or part of a work without breaching copyright provided that the copying:

- is done by a teacher or student;
- is done in association with a lesson (a more precise requirement than “for an educational purpose”);
- is NOT done using an appliance for making multiple copies (for example, a photocopier).

**The licence provided by Copyright Licensing Ltd extends the percentage of a work that can be copied for students. Licensed educational institutions can make multiple photocopies of up to 10% or one chapter of a work, 15 pages of all or part of a single work in a collection of works, one or part of one article from a periodical publication or additional articles if they are on the same subject. Artistic illustrative works can only be copied where they are an integral part of the textual material being copied.**

4. Section 45 - Copying for Educational Purposes of Films and Sound Recordings - no copying is permitted.
5. Section 46 - Copying from Anthologies for Educational Use (Literary, Dramatic or Musical Work).  
This section permits the copying of a short passage from a collection intended for use in schools, provided that the copier acknowledges the source.
6. Section 47 - Performing, Playing or Showing a Work in the Course of the Activities of an Educational Establishment.  
This section provides that a literary, dramatic or musical work may be performed without breaching copyright before a school audience (not including parents, if that is their only connection with the school). The same applies to the showing of a recording made from TV (in accordance with Section 48). In the case of a musical or dramatic performance, the performers must be students or staff members if the performance is given anywhere other than at the school.

## **APRA - music licences for schools**

### **Public Performance**

The APRA schools' licence covers virtually every music performance that a school may entertain, e.g:

- concerts and performances at school by the pupils or otherwise
- concerts by school groups at any multi-school festivals
- performances by visiting musicians
- socials and dances, etc.

The only exceptions being the performance of Grand Rights Musicals.  
The Licence does not cover these scenarios.

## **Print Music**

The Licence does not replace the need to own original sheet music but it enables teachers to make multiple copies to supplement the resources needed for students. Music can be photocopied under the Licence for use in the classroom, for use in rehearsals or in performances by school bands, orchestras, choirs or other school ensembles. Under the terms of the Licence up to 30 copies of a print music work may be copied for every original owned and in the case of choral works up to 5 copies for every original owned.

7. Section 48 - Recording of TV or Radio Broadcasts - no copying is permitted.
8. Section 49 - Copying for the Purposes of Examination.  
This section states that copyright is not infringed when passages are copied in the production of an examination paper.
9. When buying consideration should be given to Shareware products and those that grant permission for copying.
10. Should the Act be breached it will be the responsibility of the individual/s concerned.

## Procedure 6.3: Summary of Privacy Principles

The Principal is delegated full board authority to act as the Board's Privacy Officer. The Privacy Officer will implement and/or follow the specific criteria as outlined in the Terms of Reference for this position. The Principal may delegate this task to a senior member of staff. (refer to 6.3.1)

The Privacy Officer will report to the Board at least once a year providing the Board with a written report of their activities.

### SUMMARY OF PRIVACY PRINCIPLES – Privacy Act 1993

Source: STA LINK 1993/25

**There are 12 Principles contained in the Act.**

#### **Principle 1 Purpose of Collection of Personal Information**

- Personal information may only be collected for a purpose connected with a function of the school.
- Collection must be necessary for that purpose.

#### **Principle 2 Source of Personal Information**

- Personal information may only be collected directly from the person concerned; not from a third party.
- It is not necessary for the Board to comply with this principle if the Board believes on reasonable grounds that:
  1. Information is publicly available; or
  2. The individual concerned authorises collection of the information from someone else; or
  3. The non-compliance would not prejudice the interests of the individual concerned; or
  4. Non-compliance is necessary to avoid prejudice to the maintenance of the law by any public sector agency, or for enforcement of a law imposing a pecuniary penalty or for the protection of the public revenue or for the conduct of proceedings before any court or Tribunal [being proceedings that have been commenced or reasonably in contemplation]; or
  5. Compliance would prejudice the purposes of the collection; or
  6. Compliance is not reasonably practicable in the circumstances of the particular case; or
  7. The information will not be used in a form in which the individual is identified or will be used for statistical or research purposes and will not be published in a form that could reasonably be expected to identify the individual concerned or the collection of the information is in accordance with an authority granted.
  8. The collection of the information is authorised by the Privacy Commissioner.
- Any Board wishing to rely on an exception bears the burden of proving it applies, should they be challenged on the matter.

### **Principle 3 Collection of Information from Subject**

- Personal information may only be collected directly from the person.
- The Board must take all reasonable steps after the information is collected to ensure that the person knows:
  - that the information is being collected;
  - the purpose for which the information is being collected;
  - who will receive the information;
  - the name and address of the agency collecting the information and the agency holding the information; and
  - the consequence for the individual if they do not provide all or part of that information.
- The Board must take all reasonable steps to make the person aware of their right to find out what personal information is held and to request that it be corrected.
- When the Board is required by law to collect information, reasonable steps must be taken to tell the person:
  1. the particular law that gives the Board the authority to collect the information; and
  2. whether the person *must* provide the information or is able to *choose* to provide it.
- Note: there are exceptions to this principle which are detailed in the Act.

### **Principle 4 Manner of Collection of Personal Information**

- Personal information cannot be collected using unlawful means or means which are unfair or unreasonably intrusive.

### **Principle 5 Storage and Security of Personal Information**

- The Board has an obligation to ensure that reasonable safeguards are put in place to ensure that personal information held is secured from:
  1. loss;
  2. unauthorised access and use;
  3. unauthorised modification or disclosure.
- "Reasonable" will be dependent on a variety of factors including the circumstances, nature and sensitivity of the personal information. The Board should consider the following factors:
  1. Who needs to have access to the information?
  2. How to ensure that unauthorised people cannot have access to the information;
  3. How information will be disposed of.

**Principle 6 Access to Personal Information**

- Individuals about whom information is held can have access to that information and may request the correction of that information.

**Principle 7 Correction of Personal Information**

- Individuals may request correction of information held.
- If a correction is not made the individual may require that there be attached to the information a statement of the correction sought.

**Principle 8 Accuracy, etc., of Personal Information to be checked before Use**

- The Board must take reasonable steps to ensure that before use personal information is:
  1. correct;
  2. up to date;
  3. relevant and not misleading.

**Principle 9 Board not to Keep Personal Information for Longer than Necessary**

- The Board has an obligation to keep information only for as long as it is necessary for the purposes for which it may be lawfully used.

**Principle 10 Limits on use of Personal Information**

- Information may not be used for a purpose other than it was collected for, except under conditions contained in the Act.

**Principle 11 Limits on Disclosure of Personal Information**

- The Board may not pass on or disclose personal information to other people or agencies except under the conditions contained in the Act.

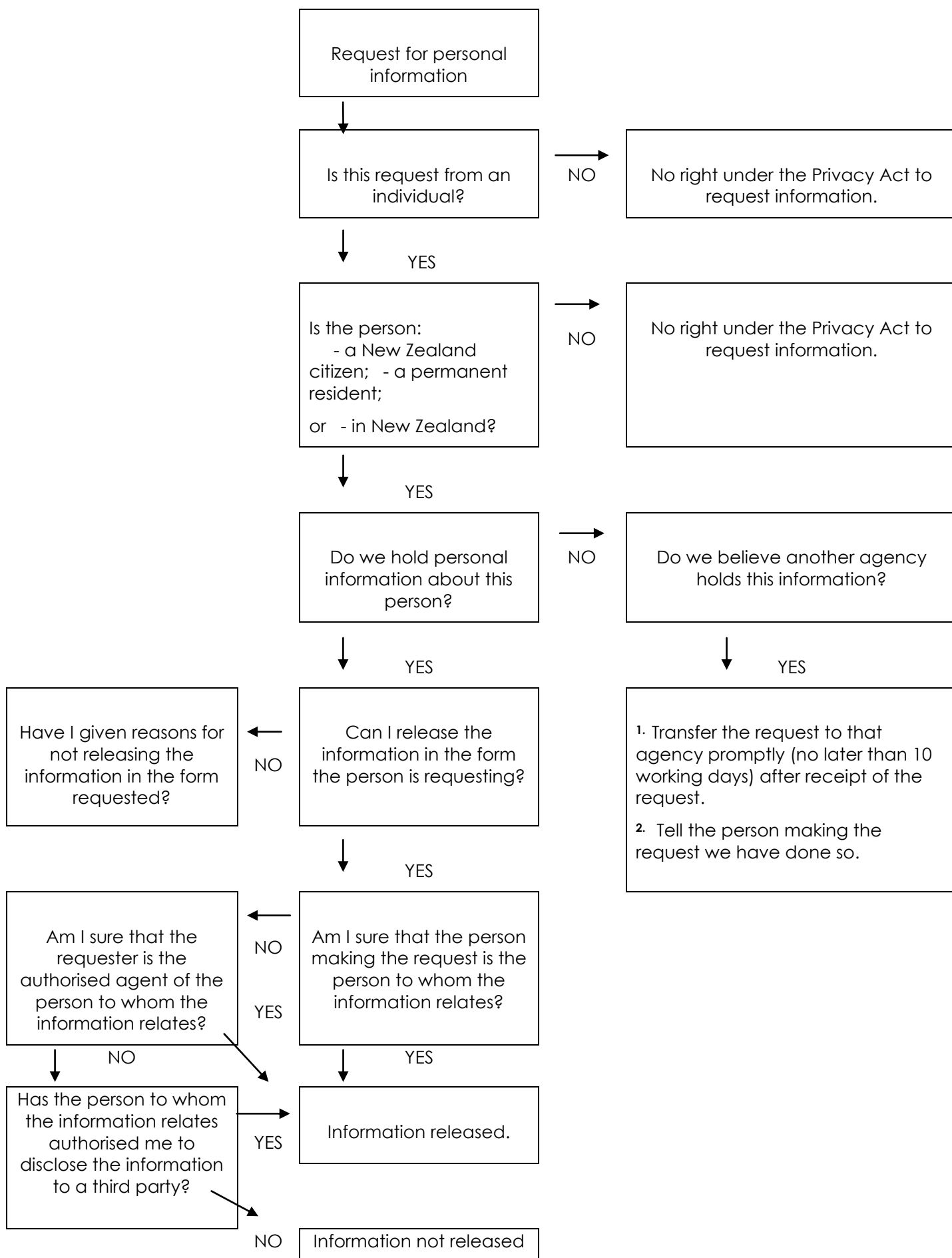
**Principle 12 Unique Identifiers**

- Unique identifiers may not be used unless it is necessary for the Board to be able to carry out its functions.
- The same unique identifier may not be used by more than one agency.
- Where a unique identifier is used, the Board must take all reasonable steps to make sure that they are only given to people whose identity is clearly established.
- A unique identifier may be:

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1. IRD number;
  2. Bank number;
  3. Customer number
  4. etc.
- The Board cannot ask people to disclose any unique identifier given to them by another agency unless that was one of the reasons the unique identifier was given or is directly related to the purpose for which the unique identifier was given [e.g. IRD number].

**REQUEST FOR PERSONAL INFORMATION**



## Procedures 6.3.1: Delegations

### Delegations

#### 1. Privacy Officer

The Principal is delegated full board authority to act as the Board's Privacy Officer. The Privacy Officer will implement and/or follow the specific criteria as outlined in the Terms of Reference for this position. The Principal may delegate this task to a senior member of staff.

**Review:** This Delegation will be reviewed annually by the Board.

#### Terms of Reference – Privacy Officer

The Privacy Officer's prime role is to ensure that the requirements of the Privacy Act 1993 are met in full (in particular Section 23).

#### Matters to be addressed:

The Privacy Officer will:

1. Encourage compliance by the Board with the *Information Privacy Principles* by:
  - i. noting all breaches of the principles to the Board;
  - ii. suggesting ways to avoid future or possible breaches of the principles;
2. Work with the Privacy Commissioner in relation to investigations conducted regarding complaints made under Part VII of the Act in relation to the Board;
3. Ensure compliance by the Board with the provisions of the Act by:
  - i. dealing with employees' requests for information pursuant to the Act in a timely manner;
  - ii. ensuring that employee's requests for the correction of information held on themselves is handled in a timely manner;
  - iii. ensuring that all personal information and student records held by the Board are:
    - correct;
    - up to date;
    - relevant;
    - not misleading;
  - iv. ensuring that the Board only keeps information as long as it is necessary for which it may lawfully be used;
  - v. ensuring that the Board clearly establishes the basis on which information is being provided at the time the information is being collected

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- vi. ensuring that the Board uses the information collected only for the purpose for which it was collected.
- vii. Note: the Act specifies some specific exceptions.
- viii. as required seek the appropriate advice and support (0800 782 435).

## Procedure 6.4: Administration and Legislative Compliance Procedures

### **Attendance**

- 1 This procedure has been put in place to ensure that:
  - i. parents are aware of the legal requirements of the Education Act on pupil attendance;
  - ii. pupils with poor attendance records are identified and that steps are taken to remedy the matter;
  - iii. regular attendance patterns are monitored throughout the school.
- 2 School reports will note the pupil's attendance - commenting on how many school days are missed.
- 3 A note, phone call, email, message explaining absences is required on all occasions and must be from parents/caregivers and not older siblings.
- 4 If a pattern of irregular pupil attendance is noted, the Principal or nominee will:
  - i. Contact parents/caregivers and:
    - Express concern;
    - Find out cause(s) of absence.
  - ii. If no progress is made the Truancy Officer will be contacted and the Board of Trustees notified.
  - iii. The Board of Trustees will discuss the situation and take the appropriate action.
- 5 Late student's records are monitored. Students who are consistently late are identified and parents notified. Students who are late must report to the office to collect a late pass.
- 6 Good attendance will be acknowledged.

## Procedure 6.5: Silverdale School Uniform

### **Rationale**

A uniform exclusive to Silverdale School has been developed. It is compulsory that all students are to wear the Silverdale school uniform.

### **Goals**

- To encourage a sense of identity with and pride in being an integral part of Silverdale School.
  - To ensure students travelling away from the school can be readily identified as representing Silverdale School.
  - To provide uniformity of dress.
1. On enrolment parents/caregivers try for sizes and place an order directly with the Uniform Company who supplies our garments. Forms for specific uniforms are held in each enrolment pack or available from the office.
  2. The order is filled by the firm and couriered directly to the parent/caregiver at their designated address.
  3. Regular checks will be made on uniform compliance and parents/caregivers notified of any slippages in standards.
  4. The class teacher must be notified in writing of any non-uniform compliance requesting an exemption.
  5. Lost property – care of the uniform is the responsibility of the student. Uniforms not retrieved by the end of the term will be recycled.

### **Conclusion**

There are significant advantages in maintaining a high standard of dress code that links with our projected image.

SILVERDALE SCHOOL BOARD OF TRUSTEES

Years 1-6 Summer and Winter uniform

**The School Uniform Company**  
SILVERDALE SCHOOL UNIFORM  
GIRLS SUMMER YEARS 1-6

**POLY COTTON GIRLS SHIRT**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

**PREWEAVER HOODIE PLEATED SKIRT**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

**PREWEAVER HOODIE PLEATED SKIRT**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

ALL PRICES INCLUDE GST

Apparel Industries Ltd T/A The School Uniform Company | Private Box 30247  
North Harbour, Auckland 1302 | Phone: 09 4122148 | Email: sales@schooluniforms.co.nz

**The School Uniform Company**  
SILVERDALE SCHOOL UNIFORM  
BOYS SUMMER UNIFORM YEARS 1-6

**KIDS KNEE PANTS TEE**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

**POLY COTTON BRIEF CARGO SHORTS**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

ALL PRICES INCLUDE GST

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North Harbour, Auckland 1302 | Phone: 09 4122148 | Email: sales@schooluniforms.co.nz

**The School Uniform Company**  
SILVERDALE SCHOOL UNIFORM  
GIRLS WINTER UNIFORM YEARS 1-6

**POLY COTTON GIRLS SHIRT**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

**PREWEAVER HOODIE PLEATED SKIRT**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

**PREWEAVER HOODIE PLEATED SKIRT**  
PRICE: 4.14 - \$24.00  
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**The School Uniform Company**  
SILVERDALE SCHOOL UNIFORM  
BOYS WINTER UNIFORM YEARS 1-6

**KIDS KNEE PANTS TEE**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

**POLY COTTON BRIEF CARGO PANTS**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

ALL PRICES INCLUDE GST

Apparel Industries Ltd T/A The School Uniform Company | Private Box 30247  
North Harbour, Auckland 1302 | Phone: 09 4122148 | Email: sales@schooluniforms.co.nz

Years 7 & 8 Summer and Winter Uniform

**The School Uniform Company**  
SILVERDALE SCHOOL UNIFORM  
BOYS WINTER UNIFORM YEARS 7-8

**KIDS KNEE PANTS TEE**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

**POLY COTTON BRIEF CARGO PANTS**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

ALL PRICES INCLUDE GST

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North Harbour, Auckland 1302 | Phone: 09 4122148 | Email: sales@schooluniforms.co.nz

**The School Uniform Company**  
SILVERDALE SCHOOL UNIFORM  
BOYS SUMMER UNIFORM YEARS 7-8

**KIDS KNEE PANTS TEE**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

**POLY COTTON BRIEF CARGO SHORTS**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

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**The School Uniform Company**  
SILVERDALE SCHOOL UNIFORM  
GIRLS SUMMER UNIFORM YEARS 7-8

**POLY COTTON GIRLS SHIRT**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

**PREWEAVER HOODIE PLEATED SKIRT**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

**PREWEAVER HOODIE PLEATED SKIRT**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

ALL PRICES INCLUDE GST

Apparel Industries Ltd T/A The School Uniform Company | Private Box 30247  
North Harbour, Auckland 1302 | Phone: 09 4122148 | Email: sales@schooluniforms.co.nz

**The School Uniform Company**  
SILVERDALE SCHOOL UNIFORM  
GIRLS WINTER UNIFORM YEARS 7-8

**POLY COTTON GIRLS SHIRT**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

**PREWEAVER HOODIE PLEATED SKIRT**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

**PREWEAVER HOODIE PLEATED SKIRT**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

ALL PRICES INCLUDE GST

Apparel Industries Ltd T/A The School Uniform Company | Private Box 30247  
North Harbour, Auckland 1302 | Phone: 09 4122148 | Email: sales@schooluniforms.co.nz

**The School Uniform Company**  
SILVERDALE SCHOOL UNIFORM  
BOYS & GIRLS PE UNIFORM YEARS 7-8

**PREWEAVER HOODIE SHORTS TEE**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

**SHORTS TEE SHIRT**  
PRICE: 4.14 - \$24.00  
5 - YOL - \$24.00

ALL PRICES INCLUDE GST

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North Harbour, Auckland 1302 | Phone: 09 4122148 | Email: sales@schooluniforms.co.nz

YR 7 & 8 PE Uniform

Sensible black shoes and socks/ tights in winter

Sensible black sandals in summer

School boater hats must be worn in Terms 1 and Term 4

**The School Uniform Company**  
SILVERDALE SCHOOL UNIFORM  
FOR ALL STUDENTS

**POLAR FLEECE ONE PANEL FULL ZIP TOP**  
PRICE: 4.14 - \$43.00  
5 - YOL - \$47.00

**POLY COTTON BUCKET HAT**  
PRICE: 5.00 - \$12.00

**OPTIONAL RAIN JACKET (AVAILABLE MARCH 2007)**  
PRICE: 4.14 - \$26.00  
5 - YOL - \$29.00

ALL PRICES INCLUDE GST

Apparel Industries Ltd T/A The School Uniform Company | Private Box 30247  
North Harbour, Auckland 1302 | Phone: 09 4122148 | Email: sales@schooluniforms.co.nz

For all students

## Procedure 6.6: Silverdale School Enrolment

### **General:**

The Ministry of Education has identified that the likelihood of overcrowding will occur at Silverdale School (Section 11H(1) of the Education Act 1989). The Board of Trustees recognises the need to manage the school roll having regard to the goals set out in the school's Charter. The Board is therefore proceeding to implement an Enrolment Scheme to ensure that it continues to serve the needs of local children in a fair and transparent manner and to provide quality education.

### **Objectives:**

1. To give priority to those children living within the school zone
2. To ensure children currently enrolled at the school will continue to be able to attend Silverdale School.
3. To ensure that others who apply for places in the school are treated fairly.
4. To ensure wherever possible, class sizes stay within acceptable limits with regard to the 1993 MOE Health and Safety Code of Practice.
5. To ensure that undue pressure is not placed on the resources of the school
6. To accommodate the rights of parental choice wherever possible.

Procedure 6.6: Silverdale School Enrolment continued

(A map of the school zone is available from the school office.)

1. The maximum roll in any one year will be governed by the organisation of the classes as determined by the Principal, in consultation with the Board.
2. All applicants must provide the documentation stipulated on the enrolment form.
3. The Board of Trustees will undertake an annual review to identify those children likely to attend Silverdale School in each following year. This could indicate to the Board of Trustees the number of places available to out of zone children.

**Home Zone**

All students who live within the home zone described below, and as shown on the map below, shall be eligible to enrol at the school.



Starting at the point where the northern motorway (SH1A) crosses the Orewa Estuary, the zone follows the southern coastline east to the Hibiscus Coast Highway Bridge.

It then travels south west down the centre of the Hibiscus Coast Highway as far as the left hand exit lane of Whangaparaoa Road.

The zone then joins the western edge of the Weiti River, and follows the coastline south to the Okura River, where it joins Haigh Access and East Coast Roads, crossing to the northern motorway (SH1)

It then travels north along the centre of the motorway, leaving at the Silverdale off ramp, and continues west along the centre of SH17 before turning north into Pine Valley road and tracking along to, but not including, Kahikatea Flat Road.

Retracing back to SH17 and northern motorway, (to include Poynter Lane, Young Access and Old Pine Valley Road), the zone then travels north back to the starting point.

**All residential addresses on both sides of boundary roads and exit roads off boundary roads are included in the zone unless otherwise stated.**

### **Out of Zone Enrolments**

Each year the Board of Trustees 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. The Board will publish this information by notice in a daily or community newspaper circulating in the area served by the school. The notice will indicate how applications are to be made and will specify a date by which all applications must be received.

Applications for out of zone enrolments will be processed in the following order of priority:

- |                        |  |
|------------------------|--|
| <u>First Priority</u>  | Will be given to students who have been accepted for enrolment in the following special programmes. <i>This priority is not applicable at this school because the school does not yet run a special programme approved by the Secretary for Education.</i> |
| <u>Second Priority</u> | will be given to applicants who are siblings of current students   |
| <u>Third Priority</u>  | will be given to applicants who are siblings of former students  |
| <u>Fourth Priority</u> | will be given to applicants who are children of board employees  |
| <u>Fifth Priority</u>  | will be given to all other applicants  |

If there are more applicants in the first or second or third priority groups than there are places available, selection will be by ballot conducted in accordance with instructions issued by the Ministry of Education under Section 11G(1) of the education Act 1989

Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in the area served by the school.

**Applicants seeking first or second priority status will require to give proof of a sibling relationship.**

**Rationale:**

1. The area selected encompasses our current enrolments and incorporates our current bus runs e.g. to Stillwater and along Pine Valley Road.
2. A large part of the area between Spur Road and Haigh Access Road is farmed and forested and sparsely populated.
3. The Motorway provides an effective Western Boundary with the exception of the Pine Valley area; the Weiti River is a natural Eastern Boundary and the Orewa Estuary is natural northern boundary.
4. The track from the Weiti River to the Hibiscus Coast Highway and along this highway forms a logical eastern boundary between our school and our neighbouring Red Beach School.
5. Generally the students would travel to us as the closest state school.

## Policy 6 B: International Student Policy

<i>SIGNED:</i>	<i>(BOT Chairperson)</i>	<i>DATED:</i>
<i>This policy will be reviewed on an annual cycle with reviews of the policy and procedures to be undertaken if required by the Board.</i>		

### **Rationale**

International students are accepted for enrolment at the school to ensure an additional income stream and to increase cultural diversity. Robust strategies are required to ensure that the educational and pastoral care needs of international students are met, and that the presence of international students at the school enhances the experience of domestic students.

### **Purpose**

- To establish the framework for accepting international students at the school.
- To outline the Board's responsibilities in respect of international students at the school.
- To establish the staffing structure for international students.
- To establish the process for setting international student fees.
- Comply with the requirements outlined in Section 5 of Code of Practice for Pastoral care of International Students.

## Procedure 6B.1: International Student

### **Staffing Structure**

The staffing structure for international students is as follows:

Pastoral Care – Principal  
Accommodation Officer  
Designated Class Teachers  
Teacher Aides  
ESOL

### **Annual Budget**

The Principal will prepare an annual budget for the Board.

### **International Student Fees**

International student fees will be revised bi-annually by the board. The Board will take into account:

1. The provisions of the Education Act 1989 (section 4)
2. Input from key staff involved with international students
3. Fees charged by other schools in the area
4. The income required to meet the requirements of the Code of Practice for the Pastoral Care of International Students, and the educational needs of international students.

### **International Student Numbers**

The number of international students to be enrolled at the school will be reviewed annually by the board.

### **Marketing**

The Principal will be responsible for any marketing strategy for international students, and reporting on this to the Board.

### **Pastoral Care Needs of International Students**

The Principal will be responsible for ensuring that the pastoral care needs of international students are met and that the Code of Practice for the Pastoral Care of International Students is complied with. The following Code requirements will be covered in management and board policies and procedures:

1. Accommodation for international students
2. Annual Review of information given to international students
3. Fee protection Policy (Board)
4. Grievance Procedures and Policy
5. Group Students
6. Medical and Travel Insurance
7. Ongoing Monitoring of Code requirements
8. Refund Policy (Board)
9. Welfare and Safety procedures
10. Policies for very young students (if enrolling students in Years 1-8)

## Procedure 6B.2: Accommodation Policy for International Students

### **Rationale**

Part 6, section 17 of The Code of Practice for the Pastoral Care of International Students ('The Code") establishes requirements for international student accommodation.

### **Purposes**

- To ensure that the school complies with the Code.
- To outline the requirements of the Code with respect to the accommodation situations of international students.

## Procedure 6B.3: Accommodation Procedures for International Students

1. The designation / composition of the schools person / unit designated as a resource for international students requiring assistance with their accommodation, as required by section 17.1 of the Code, is: Accommodation Officer
2. The existence and availability of this person will be advised to students on enrolment by the person who meets with the prospective international student.
3. The designated person for accommodation will be responsible for reporting any concerns about international student accommodation to the Code Administrator.
4. International students may live with their parents in up to year 6.

With their parents Year 1 - 6	In homestays N/A	With designated caregivers Year 7 - 8
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5. The following Code provisions apply to international student accommodation:

### **WITH PARENTS:**

Under the Code, international students may live with their parents. The school will verify that person(s) accompanying the student are parents(s) by

- a) Comparing the parent's passport to the student's passport, and photocopying and keeping a copy of each parent's passport (title page and permit) on file.
- b) If necessary, questioning the parent and the student separately.
- c) Any other procedures deemed necessary to ensure student safety and wellbeing, and compliance with the Code.

### **IN HOMESTAYS: (Not applicable at this time)**

Under the code, the school must have robust procedures for the selection and monitoring of homestay carers and residences. These include:

- a) Police vetting of all homestay residents over the age of 18, regardless of the duration of the students stay at the discretion of the school.
- b) A determination that the homestay is not a boarding establishment (i.e. does not have more than four international students residing there at any one time).
- c) An on-site assessment of the suitability of the residential facilities.
- d) And assessment of whether the homestay carers will provide a safe physical and emotional environment.
- e) Establishment of a support infrastructure for homestay carers.
- f) Provision of advice and information on best practice in the provision of homestay care to international students.
- g) Visiting each homestay twice a year to ensure that the accommodation is suitable, and conducting follow-up visits if there are reasonable grounds to suspect that the accommodation has become unsuitable.

### **DESIGNATED CAREGIVERS: (Year 7 and 8 only)**

Under the Code, the school must have processes in place if an international student's parents (s) designate a relative or close family friend to provide accommodation for a student under the age of 18, including:

- a) Having an indemnity document signed by the parents (not an agent) stating that the designated caregiver is a relative or close family friend and that the

parents are selecting accommodation for their child, subject to the school's approval.

- b) Visiting the designated caregiver's home, prior to enrolment where possible, to:
  - 1. Determine that the living conditions are of a acceptable standard;
  - 2. Assess whether the designated caregiver will provide a safe physical and emotional environment;
  - 3. Determine that the accommodation is not a boarding establishment: and
  - 4. Meet and establish communication with the designated caregiver.
- c) If the designated caregiver residence is a boarding establishment (including a homestay with more than four international students) the school must follow the provisions for boarding establishments prescribed in the code.
- d) Police vetting of person aged 18 years and over in the household at the discretion of the school.

### TEMPORARY ACCOMMODATION

- 6. The school must meet with each student in a homestay, a boarding establishment, or living with a designated caregiver, at least four times a year, and discuss that student's accommodation. This meeting must take place at school.
  - 7. The school must hold the following information for every residential caregiver at all times (homestay host, boarding establishment manager, designated caregiver, or in the case of temporary accommodation, a supervisor):
    - a. Full name
    - b. Current address and contact telephone numbers
    - c. Current occupation
    - d. Relationship to the international student's parents, if applicable.
  - 8. Students enrolled in Years 7 and 8:  
Regular accommodation checks will be carried out.
  - 9. The school must also ensure that the developmental and pastoral care needs for these students are being met.
- Refer to relevant Procedures
- 10. Students in years 1-6 must live with at least one parent.
  - 11. Responsibility for arranging, monitoring, and managing international student accommodation will be undertaken by:

The school's accommodation agent - Principal or Accommodation Officer
The school's homestay co-coordinator /a manager - Principal
Other: Special Education Needs Coordinator - SENCO

The school will work with approved accommodation agents only. The school will have a written contract with each approved agent.

12. Division of responsibilities

The school is responsible for:

- a. Meeting with the students at least once a term to ensure that the accommodation is suitable.
- b. Providing a 24/7 emergency contact person.

The accommodation agent is responsible for:

- a. The procedures for the selection and monitoring of accommodation.
- b. Providing residential caregivers with advice and information on best practice.
- c. Providing residential caregivers with a support infrastructure.

The residential caregiver is responsible for:

- a. Providing a safe and friendly living and studying environment.
- b. Day to day care including:
  - Three meals a day and access to snacks
  - Own room
  - Bed and bedding
  - Study desk and chair
  - Adequate bedroom furniture to store clothes, books etc.
  - Lamp and adequate lighting
  - Adequate heating
  - Transport arrangements to and from school
  - Bathing / showering / bathroom access
  - Laundry facilities.

13. In the event that an international student needs to be moved to other accommodation at short notice, the Accommodation Officer will be responsible for managing all aspects of emergency accommodation.

## Procedure 6B.4: Annual Review of Information Given to International Students

### **Rationale**

Section 9 of the Code of Practice for the Pastoral Care of International Students ("The code") requires that the school review all written material given to international students at least annually.

### **Purposes**

1. To identify the information that must be given to international students and prospective international students.
2. To ensure that international students are given all material required under The Code.
3. To ensure that the material given to international students complies with The Code.

### **Procedures**

- i) Information that must be given to international students is set out in sections four and seven of The Code. The information to be given to students is contained in:

The international students Information Booklet	The school's international prospectus.
The international students enrolment pack	Weekly Newsletter
The school's web site	Individual Portfolios

- ii) Principal / delegate is responsible for checking The Code and ensuring that all required information is provided to students.
- iii) Principal is responsible for ensuring that the information provided to students is age-appropriate, accessible, and meets international student needs.
- iv) The Principal with support from the Delegated Officers will prepare a report to the Board that details a review of all relevant material to ensure it is accurate and relevant and complies with the Code.
- v) The information given to international students will be reviewed by way of a report to the Board.
- vi) Policy Committee will be responsible for making any changes to the material identified in the report to the Board.
- vii) Principal / delegate has overall responsibility for ensuring compliance with this policy and sections four and seven of the Code.

## Procedure 6B.5: Fee Protection for International Students

### **Rationale**

Section 13.4 of the Code of Practice for the Pastoral Care of International Students ("The Code") requires the school to have a fee protection policy of international students.

International Student fees must be secure from misappropriation and available in accordance with the Refunds Policy or should the school not be able to continue tuition.

### **Purposes**

1. To outline the school's fee protection policy.
2. To ensure that in the event that the school is unable to continue to run a course or programme, the unspent portion of the fees is available to be returned to the student.
3. To ensure that international student fees are accounted for separately, and in such a way that individual student contributions can be protected and monitored.
4. To ensure that the school is able to provide a refund to any student in accordance with legal obligations, in the event that the course of programme was misrepresented to the student, unsuitable for the students purposes as made known to the school. The student is otherwise entitled to a refund under New Zealand law.

### **Guidelines**

1. International fees will be separately accounted for / paid into the school's No. 1 account for international student fees, and drawn down after the students' tuition is completed.
2. International student fees will be audited separately on an annual basis.
3. Sufficient funds will be available for draw down to refund the entire amount of any student's fees at any point in time, should this be necessary to meet financial risks and / or in accordance with Purpose 2 or 4 above.

## Procedure 6B.6: Refund for International Students

### **Rationale**

The Code of Practice for the Pastoral Care of International Students ('The Code") requires the school have a documented refund policy for international student fees.

### **Purposes**

1. To establish a process for dealing with refunds to international students.
2. To ensure that refund requests are dealt with fairly and consistently, and in accordance with relevant legislative provisions.

### **Procedures**

1. Any student withdrawing from his / her course of study before their originally advised course completion date may be eligible for a pro-rata refund of school tuition fees in accordance with this policy and section 4B of the Education Act 1989, or under the Fair Trading Act 1986 or the Consumer Guarantees Act 1993.
2. An application for refund of school tuition fees must be made in writing. The student / parents must write to the Board of Trustees explaining:
  - a) Why the student has withdrawn from the course; and
  - b) The reasons for seeking a refund.
3. Refunds (either full or pro-rata) will be granted:
  - a) When the student has withdrawn from the school for family or personal reasons of an exceptional nature. The Board will determine if circumstances are exceptional.
  - b) When the student has maintained attendance and obeyed the school rules for the duration of their stay, but wishes to return to his / her home country because of unhappiness.
  - c) When the "Notes to Accompany School Refund Policy" issued by the Ministry of Education indicate that the Fair Trading Act or the consumer Guarantees Act may apply. (The Board is advised to take legal advice in these circumstances.)
  - d) When the Board in its discretion decides that it is appropriate to grant a refund.
4. Refunds will not generally be granted in the second half of a student's course, subject to the discretion of the Board.
5. Except where the Fair Trading Act or the Consumer Guarantees Act applies, the school is legally obliged to retain the following costs, pursuant to section 4B of the Education Act 1989:
  - a) Costs to the school already incurred for tuition on a term-by-term basis.
  - b) Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff (if applicable).
  - c) Costs already incurred for the use of facilities and resources.
  - d) Any other costs already incurred.

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6. No refund will be given to a student who is stood down, suspended, or excluded from the school by the Board, except at the discretion of the Board.
7. No refund will be given to a student who has breached the terms of their contract with the school, except at the discretion of the Board.

## **Procedure 6B.7: Grievance for International Students**

### **Rationale**

Part Seven of the Code of Practice for the Pastoral Care of International Students ('The Code') requires the school to have a documented grievance procedure for international students, including reference to the International Education Appeal Authority ("IEAA"), and to display information about complaints procedures and the IEAA in prominent positions within the school.

### **Purposes**

1. To establish a grievance procedure for international students and / or their parents, and school staff to follow in respect of international student grievances.
2. To ensure compliance with the Code, including ensuring that international students are provided with information about the IEAA.

### **Procedures**

1. Grievance procedures for international students to follow will be developed by the Principal and approved by the BOT. In developing the procedures consideration will be given to timeliness of dealing with grievances and accessibility to grievance procedures, particularly by any group students.
2. Grievance procedures will include advice to parents and students that they may refer grievances to the Board, and reference to the IEAA.
3. The international student grievance procedures will be available in the International Student Handbook.
4. The Principal will be responsible for ensuring that the grievance procedures presented in a manner that is appropriate for the age levels of international students at the school.
5. The Board will follow its Complaints Policy, and Education (Stand-down, Suspension, Exclusion, and Expulsion) Rules 1999 when dealing with complaints or grievances from international students.
6. Any international student and/or parent with a grievance may approach the student's teacher for assistance in the first instance. The teacher should attempt to resolve the grievance, and must involve more senior members of staff if necessary and /or appropriate.
7. An international student and/or parent who does not wish to approach the student's teacher, or who requires assistance or support in taking the grievance, may approach the Principal. The Principal will support the student and / or parent and ensure the opportunity is provided to have the grievance resolved.

8. If the grievance is of a serious nature, involves the student's homestay, or relates to tuition fee, the student and/or parents should approach the Principal in the first instance.
9. Parents and students must be advised that they are able to refer grievances to the board.
10. Any staff member who is approached by an international student, parent, or other person on behalf of an international student, with a concern, complaint, grievance, or other issue should:
  - a) Record in writing what the grievance is about. The written record must include:
    1. The date of the grievance.
    2. The name of the student involved.
    3. The name of the person advising the school about the grievance.
    4. The nature of the grievance.
  - b) Refer the grievance to another member of staff (usually the Principal) if appropriate.
  - c) Give the written record of the grievance to the Principal.
  - d) File a copy of the written record of the grievance on the international student's file.
11. The following guidelines should be followed when dealing with an international student, parent, or other person on behalf of an international student who has a grievance:
  - a) Staff should be sympathetic and not argumentative.
  - b) Staff should only attempt to resolve a grievance if it is within the scope of their position and experience.
  - c) If the student, parent, or other person is extremely agitated and / or upset and the staff member is having difficulty dealing with the situation, the Principal should be called or an appointment made for the person to see the Principal.
  - d) If the grievance is of a serious nature the Principal should be called or an appointment made for the person to see the Principal.
12. Under the Code, the school is required to refer any student whose grievance is not resolved by the school, to the International Education Appeal Authority. Contact details for the Authority are:

International Education Appeal Authority  
c/- Ministry of Education  
Private bag 92644  
Symonds Street  
Auckland 1150

Phone: 09 632 9456  
Fax: 09 632 9513  
Email: [info.ieaa@minedu.govt.nz](mailto:info.ieaa@minedu.govt.nz)

## Procedure 6B.8: Medical and Travel Insurance - International Students

### **Rationale**

Section 7.4 of the Code of Practice for the Pastoral Care of International Students ('The Code') requires the school to ensure that each student has appropriate and current medical and travel insurance on enrolment for the duration of their planned period of study.

### **Purposes**

1. To set out the process for ensuring that international students have appropriate and current medical and travel insurance.
2. To ensure compliance with the Code.

### **Procedures**

1. International students' parents will be required to provide proof of medical and travel insurance prior to finalisation of enrolment, as set out in this policy.
2. Insurance for group students will be arranged by the agent and the school will require proof from the agent that insurance has been purchased.
3. Information provided to international students / parents prior to enrolment will refer to the requirement to have medical and travel insurance.
4. Insurance Certificates of Currency for individual students will be checked by enrolment staff.
  - a) Any other New Zealand company policies that meet the criteria set out in the guidelines to support the Code.
  - b) Policies from overseas companies, if an English version of the policy is supplied, the policy meets the following criteria
    - A reputable and established company with a credit rating no lower than A from Standard & Poors, and B+ from AM Best
    - 24 hour, 7 days per week cover for the duration of the planned period of study.
5. Enrolment staff will record on each student's file:
  - a) Name of the student's insurance company
  - b) The student's insurance policy number
  - c) The commencement date of the student's insurance policy.
  - d) The expiry date of the student's insurance policy.
  - e) Or retain a copy of the Insurance Policy.
6. Any student re-enrolling for further study will receive a reminder to renew their insurance policy. The new policy expiry date will be recorded as part of the re-enrolment process.
7. This policy will be reviewed annually at the December management meeting. The Principal will be responsible for the review, and will consult with all the designated offers outlined in Annual Review Policy and provide a Report to the Board on the appropriateness of and compliance with the policy.

## Procedure 6B.9: Ongoing Monitoring of Code of Practice Requirements - International Students

### **Rationale**

Section 30.3 of the Code of Practice for the Pastoral Care of International Students ("The Code") requires the school to review its own performance to ensure compliance with the Code, and record that review in a form that may be made available to the Code Administrator if requested.

### **Purposes**

1. To ensure that the school is continuously complying with the Code.
2. To ensure that the school will be able to demonstrate ongoing compliance with the Code in the event of monitoring by the Ministry of Education or the education Review Office.

### **Procedures**

1. Ongoing compliance with the Code at the school will be achieved by:
  - a) Collation and analysis of student complaints and issues by the Principal on a monthly basis.
  - b) Analysis of international student academic progress by the Principal.
  - c) Meetings between the Principal / classroom teachers / the Deputy Principal / the homestay co-coordinator / and parent/caregiver to discuss the progress of international students (including social progress and integration) at the end of each term.
  - d) Ongoing monitoring of international student accommodation as per the school's Accommodation Policy for International Students
  - e) Annual review of information given to international students as per the policy for Annual Review of Information given to the International Students.
2. The Principal will ensure that there is co-ordinated record keeping of:
  - a) Student grievances.
  - b) Academic progress.
  - c) Social progress.
  - d) Accommodation issues.
3. Review of compliance with the Code will be undertaken at regular Board of Trustees meetings. Compliance with the Code will be an agenda item at these meetings. Topics discussed under the agenda item will include any issues arising from the monitoring undertaken under ongoing compliance above, and acceptance of any reports required under other policies or procedures.
4. The minutes of these Board meeting will comprise the record of the review that may be made available to the Code Administrator if requested.

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5. The Board will be responsible for approving changes to policy.
6. The Principal or delegate will be responsible for implementation of new policy and procedures.
7. The Principal or delegate will be responsible for checking the Ministry of Education website for updates to code of Practice requirements.
8. The Principal or delegate will be responsible for informing staff of any changes to Code requirements and internal policies and procedures.
9. The Principal or delegate will be responsible for ensuring that the schools website is kept updated, in accordance with the Annual Review for code of Practice information policy.
10. Add reporting requirement for students under the age of 14, if applicable (including three- monthly monitoring, and reporting to the Ministry of education every six months)

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