

Enrolment procedures

Enrolment needs to take place before a child starts school. Where it's possible to do so, we think it's important for parents, whānau and the student to meet with the Principal before the child starts school. This lets us discuss the individual needs of each child.

A new pre-enrolment form will need to be filled out. Enrolment forms and information about the school are available from the school office.

To enrol at Waituna Creek School, we need the following documents. These documents **must** be presented with the enrolment form. This is a Ministry of Education requirement. A child cannot start until the correct documentation is received.

- A completed enrolment form, signed by the parent/caregiver
- Original birth certificate or current passport (original required, to be copied by office)
- Immunisation certificate
- A completed B4 School Check for hearing and vision
- For those children holding an overseas passport, we need to view both the student's and parent's passports, plus residency/student visa notices
- A completed ICT user agreement, signed by the parent/caregiver and the student
- Consent forms for religious education, panadol, transport and image use
- For a student joining us after Year 1, a copy of the child's most recent report is essential for accurate placement.

When you enrol your child, you agree to support the policies of our school and the Board of Trustees. A copy of our Charter and school policies are available at the school office and online at www.waitunacreek.school.nz

New entrant enrollment procedure

- Initial meeting with parent/caregiver/whānau and child
- Phone call and visit to the daycare or preschool provider
- Observation at the preschool and discussion with preschool teacher
- Second meeting with parents, who fill out a pre-enrollment form and discuss any agencies involved with the family. We will make contact with any agencies and discuss the student's needs.
- Discuss our transition programme into school with the new entrant teacher. This is individual for each child and monitored by the Principal and teacher.

Transferring students

We will ask you questions about your child to help us best meet the needs of your child.

If there are any problems with the school your child is currently attending, before you request a transfer, it can help to talk the issues through with the school in the first instance. Transferring can be very disruptive to a pupil. If you are not happy with the way the school is dealing with a problem, you should speak to the Principal of the school.

Steps for principals

- Contact the transferring school Principal (inform the parents that you are doing this).
- Meet with the parents and fill out a pre-enrollment form

- Meet with the parents and Principal of the transferring school. If the parents have a complaint about the previous school, they need to follow the complaints procedures of that school.

Board procedures

Meetings

The school is obliged to comply with the Local Government Official Information and Meetings Act 1987.

This Act requires the following.

- Speaking rights are through Board Chair.
- All Board meetings should be open to the public. An agenda should be made available. The times and places of Board and committee meetings must be published with reasonable notice (s46).
- Bona fide journalists are considered members of the public and are entitled to report on the Board's proceedings. They must withdraw from in-committee sessions.
- Any member of the public may inspect the minutes (except the minutes for a meeting or part of a meeting from which the public is excluded). They may take notes from the minutes.
- A member of the public may have a copy of minutes if they pay the set amount (if required).
- The Secretary of the Board will take all necessary precaution to make sure that the minutes of any part of the meeting from which the public was excluded are not made available to any member of the public.

In addition, the Board has procedures in place to make sure there is no conflict of interest in the Board's transactions or discussions.

Conflicts of interest

Conflict of interest could include:

- a trustee or their family member who has submitted a tender for a contract that the Board is in the process of awarding
- the Board considering a response to a document put out by NZSTA regarding teachers' pay and conditions, when the staff representative is a teacher
- the Board considering pay or salary deductions following a strike by staff
- the Board discussing the Principal's performance appraisal and a consequential salary adjustment
- a trustee whose child who has been verified under ORS and resources for this student are being discussed at the meeting.

A trustee who identifies a conflict of interest should:

- publicly declare the conflict of interest, state the general nature of the interest, and have the declaration recorded in the minutes
- withdraw from the meeting while the matter is discussed
- not vote on the matter
- not discuss the matter with the Board or attempt to influence the vote.

For further details of Board procedures, also refer to:

- NAG 2: Strategic planning, self review and reporting policy and procedures
- NAG 3: Performance appraisal and Principal's appraisal procedures
- NAG 5: Protected disclosure policy
- NAG 5: Smoke-free policy

Privacy

This relates to NAG 3, NAG 5 and NAG 6.

The Board of Trustees of Waituna Creek School must comply with all aspects of the Privacy Act 1993 as employer and in its role as the body with overall responsibility for running the school.

The Privacy Act 1993 is designed to promote and protect individual privacy. It establishes certain principles in relation to:

- the collection, use, and disclosure, by public and private sector agencies, of information relating to individuals, **and**
- access by each individual to information relating to that individual and held by public and private sector agencies.

Our privacy procedures will comply with the requirements and principles of the Privacy Act, including:

- our purpose for collecting personal information
- the source of personal information
- how we collect information
- the storage and security of information
- access to personal information and how we will provide this to you
- obtaining your own personal information
- checking accuracy
- how we hold information that we no longer use
- limits on the use of information
- limits on disclosure
- assigning unique identifiers.

All staff, including teaching and non-teaching staff, will be made aware of key relevant provisions of the Privacy Act and how they relate to school activities.

Each year we will make sure parents are informed about how the Privacy Act is applied in our school and how it relates to access of information and reporting requirements.

Privacy Officer role description

This role description must be read with the privacy policy details above.

The Board of Trustees will appoint a Privacy Officer. This position is confirmed annually. Currently the Board Chair and the Principal hold the position of Privacy Officers. The school is within its rights to have more than one Privacy Officer.

The role of the Privacy Officer is to:

- encourage compliance with the principles of the Privacy Act
- deal with requests made under the Privacy Act
- work with the Privacy Commissioner in relation to any investigations into complaints
- ensure the school complies with the provisions of the Act.

If there is a privacy issue that the Privacy Officers are unable to help with, they will refer the person to the Privacy Commissioner for guidance. Note that it is not the role of the Commissioner to provide legal advice or guidance on a hypothetical situation.

In the event of a complaint to the Privacy Commissioner, Privacy Commission staff may contact the school's Privacy Officers to discuss the complaint and work towards settling the matter. The Privacy Officers need to provide whatever assistance is necessary.

School responsibilities

The school will:

- make sure that the Privacy Officers have the resources to carry out their responsibilities properly
- publish the names of the Privacy Officers each year
- make sure that all members of the school management team, including the Board of Trustees, have knowledge of the information privacy principles and the Privacy Act.