

ST JOSEPH'S SCHOOL TIMARU

POLICIES & PROCEDURES - 2022

Table of Contents



NAG	Title	Consult Process	Current Approval or Update	Review Due	Resource Manager
	Catholic Special Character				
	Catholic Special Character Statement	a,b,c	Nov 2020	2023	DRS
	Concerns & Complaints				
	Concerns & Complaints Policy		August 2021	2022	BOT Chair & Learning Leaders
1	Curriculum				
Dec	Curriculum Policy 2021	a,b,c	Dec 2021	2022	Learning Leaders
	Procedures				
Dec	Assessment & Evaluation 2021	a,c	Dec 2021	2022	Learning Leaders
Dec	Curriculum Delivery 2022	a,c	Dec 2020	2022	Learning Leaders
Dec	Education Outside the Classroom 2021	a	Dec 2021	2022	Learning Leaders
Dec	Home Learning 2021	a,c	Dec 2021	2022	Learning Leaders
	Learning Support	a,c	July 2019	2022	Learning Leaders
2	Administration				
	Administration Policy	a,b	Sept 2021	2024	Principal/BOT Chair
	Procedures				
	Consultation & Communication	a,c	Nov 2021	2024	BOT Chair
	Creative Commons	a,b	June 2019	2022	Principal
	Enrolment	a,b	Sept 2020	2023	Learning Leaders
	School Community Group	d	2019	2022	BOT SCG Rep
	School Organisation – Student Placement & Promotion	a,c	June 2019	2022	Principal
	School Uniform	a,c,d	June 2019	2022	Principal
	Sports Club Procedure	a,c	July 2017	2020	Ali Talbot
	Treaty of Waitangi	a,c	June 2019	2022	Principal
3	Employer Responsibility				
	Employer Responsibility Policy	a,b	May 2021	2024	BOT Chair
	Procedures				
	Appointments	a	Nov 2021	2024	BOT Chair
	Classroom Release Time	a	Feb 2019	2022	Principal
	Equal Employment Opportunity	a	Aug 2020	2023	Principal
	Kahui Ako Leader Performance and Appraisal Review	a,b	May 2019	2022	Stewardship Group
	Kahui Ako Within School Teacher	a,b	May 2019	2022	Stewardship Group
	Police Vetting	a,c	Aug 2020	2023	Principal
	Principal Appraisal	c	Nov 2021	2024	BOT Chair
	Privacy	a	Sept 2020	2023	Privacy Officer
	Protected Disclosures	a	Aug 2020	2023	Principal
	Staff Leave	a	Nov 2021	2024	BOT Chair
	Study Reimbursement	a	Nov 2021	2024	Principal
	Support Staff Appraisal	a	Aug 2020	2023	Learning Leaders
	Teacher Appraisal	a	Aug 2020	2023	Learning Leaders
	Unit Allocation	a	Nov 2020	2023	Principal
4	Resources				
	Resources Policy	a,b	Nov 2021	2024	PFICT Cttee
	Procedures				
	Conflict of Interest Procedure	ab	Dec2021	2024	PFICT Cttee
	Curriculum Budgeting	a,d	Nov 2020	2023	Learning Leaders
	Financial Management	a,d	Nov 2020	2023	Learning Leaders
	Fundraising	a,d	Sept 2021	2024	PFICT Cttee
	Property Management	b	Sept 2021	2024	PFICT Cttee
	Responsible Use	a,b	Nov 2020	2023	Learning Leaders

	Theft and Fraud Prevention	a,b	Sept 2021	2024	PFICT Cttee
	Use of School Buildings & Grounds	b,d	Nov 2020	2023	PFICT Cttee

Page 2

NAG	Title	Consult Process	Current Approval or Update	Review Due	Resource Manager
5	Health & Safety				
	Health and Safety Policy	a,b	June 2021	2022	Proprietors
	Child Protection Policy	a,b	June 2021	2022	Principal
	Procedures				
	Administering Medication	a	Dec 2019	2022	Angela
	Dealing with Child Abuse Allegations Against Employees in School	a	Nov 2020	2023	Principal/BOT Chair
	Digital Citizenship Procedure	a,c	Dec 2021	2022	Learning Leaders
	Harassment	a,c	Nov 2020	2023	Principal/BOT Chair
	Hepatitis, HIV/AIDS and other Blood-Borne Viruses	a	Nov 2020	2023	Learning Leaders
	Non-custodial parents	a	Nov 2021	2024	Principal
	Playground Supervision	a,c	July 2021	2024	Learning Leaders
	Positive Behaviour Management & Restorative Practice	a,c	July 2019	2022	Learning Leaders
	Reporting Child Abuse & Neglect in School	a,c	Nov 2020	2023	Principal
	Sun Protection	a,c	Nov 2020	2023	Cath
	Transport Safety	a,c	Dec 2019	2022	Learning Leaders
	Truancy	a,c	Mar 2020	2023	Principal
	Visitors	a,	2019	2022	Principal
	Working From Heights Safely	a,	Nov 2019	2022	Principal

Consultation Codes:

- | |
|---|
| <ul style="list-style-type: none"> a. Staff b. Board c. Parents d. School Community Group |
|---|