



Personnel Procedures and Guidelines

Communications

All the phones work through the system in the Administration Office. There are three lines. During a power outage we have no phones. A cellphone is used for emergencies.

Phone

Please, whenever possible, use the phone in the interview room. This phone is not toll barred. At present the B.O.T is not asking staff to pay for local personal calls. During the day the main phone in the office and the cordless phone are the only ones that ring. As the Office manager leaves she will switch the system to the after hours answerphone.

Cell Phones

The school does not own a cell phone, other than for receiving absence notifications by text message. If you bring a cell phone to school please ensure it is not used during class hours.

In situations when you need to be near a phone, please make arrangements with the Office Manager to take your calls, or discuss your needs with Senior Leadership.

The use of personal cell phones to contact parents is not encouraged at Te Kauwhata Primary School. Staff should use existing modes of communication ie. etap messaging, messenger, Spotlight and emails, to contact parents. This keeps our staff safe and also ensures that all communication with parents is recorded.

Confidentiality

1. All school rubbish is disposed of by way of large plastic bags. **Please ensure that any papers which identify children are shredded in the shredder in the Printroom.**
2. Staffroom chatter. Please be aware that we often have visitors and it is most inappropriate to be discussing children and/or families at this time. Please make sure any teacher aides employed in your room understand this.
3. All information regarding children and their family situations is confidential to teachers and the children/family concerned. Please never discuss situations outside the school. This applies to all staff.

Hours of Work

Teachers should be at school at least 30 minutes before and after class time, as a minimum, and work sufficient hours to achieve the stated school goals. Teachers are required to be in their classrooms from 8.30am to provide an 'ear' for children and ensure the day gets off to a smooth start.

Working on the weekends is discouraged, but if a teacher needs to come on-site during the weekend they need to inform the Principal (Brian - 021 256 9433) or Caretaker (Russell - 021 026 93650) when they arrive on-site and when they leave. This is for health and safety reasons and to ensure that the alarm company is aware that a staff member is on-site.

Informing the Office

Please fully inform the Office manager of any activities your class/syndicate may be involved in. Many enquiries come to the Office and if information is available this can be passed on accurately. It is also helpful to give copies of notices to the Principal and Deputy Principal for information purposes.

Inservice / Professional Development

The Principal is the co-ordinator for In-service. In-service courses will reflect the school focus and/ individual teacher personal development.

All information received by the school is placed in the box on top of the staffroom cubby-holes and / or shared at the Friday administration staff meeting..

All courses must receive prior approval from the Principal.

Job Descriptions/Performance Agreements

All teaching staff have a job description, incorporating the Code of Professional Responsibility and Standards for the Teaching Profession that is attested annually for salary purposes. Staff should feel that their job description can be discussed at any time that is considered appropriate.

All Job Descriptions and Appraisal documents are shared via Google Docs with links to other relevant documentation. Teachers are expected to keep their appraisal documents up to date. See the Appraisal section of this document.

Documents are shared with the Principal, Deputy Principal and Team Leader.

All support staff have a general job description and work with children as directed by the class teacher and/or Deputy Principal. Teachers and Learning Assistants are responsible for maintaining the LA Notes , clearly outlining tasks for the Learning Assistant.

Leave

Please inform your Team Leader as soon as possible about your absence, they will then advise Senior Leadership.

Syndicate leaders will inform the Office and record absence on weekly calendar on whiteboard in Staffroom. Please arrange a reliever, whenever possible. If unable to, contact your Syndicate Leader.

Phone lists of all staff and relievers available from the office

Where absence is known ahead of time, please arrange the programme for the reliever. Except in emergency situations planning must be available for or have been negotiated with relief teachers.

- Discretionary Leave - Please apply to the Principal.

Receiving of Gifts

Gifts should not be accepted if there is concern that their acceptance could be seen by others as an inducement or a reward that might place the staff member under an obligation.

If gifts received are small and of little value (under \$150), then the recipient may keep the gift.

If the gift is over \$150, then the recipients must advise the Principal of the gift who will then advise the board. The gift will be given to the school to use unless the Board agrees to an exception to this procedure.

Staff Dress

As professional people doing a variety of activities, our dress should be appropriate and of an acceptable standard.

Clothing advertising alcohol, drugs and the like must not be worn to school.

Staff Meetings

Full professional learning meetings

These are held as and when required with the schedule noted on the term calendars. Staff are asked to refrain from making appointments on a Monday or Tuesday afternoon when most meetings are held. From 2021, Tuesday staff meetings will also include a time slot for administration.

Team meetings to be held as required.

Co-ordinators: Leadership / Team Leaders

Agenda - these meetings should be mainly focussed on teaching and learning. Administration matters should be kept to a minimum and dealt with via email and digital modes.

Any purchases in these areas to be approved prior to ordering.

Children causing concern

Relevant curriculum issues

Discussions/workshops on making us better teachers.

General syndicate business

The Senior Management meet fortnightly in the meeting room (Rainbow Room)

Minutes to be kept of the above meetings and shared via Google Docs.

Afternoon meetings will start at 3.15pm and generally run no later than 4.45pm.

Support Staff Meetings

These will be co-ordinated by a support staff member. The main aim of such meetings is to maintain good communications between teachers and support staff.

Meetings will be convened with the Principal and Deputy Principal (SENCO) at least once per term.

Guidelines for Staff whose children attend Te Kauwhata Primary School

There shall be times when a staff member has children who attend Te Kauwhata Primary School. Here are some guidelines that the staff member will need to follow to maintain their own professionalism.

If a staff member wishes to take their own child out for lunch, they must sign the child in and out at the office. This is for health and safety reasons eg. If there was a fire or emergency drill all children and staff need to be accounted for.

The staffroom and office area is out of bounds for teachers' children during the school day and after school. For the duration of staff meetings, the children can be in their parents classroom or in the LSC office.

If a staff members child is involved in any of the following behaviours and this is recorded on etap:

- Fighting in a Group
- Swearing at Staff
- Racism
- Theft/Vandalism
- Exclusion
- Blatant Lying/Cheating

- Backchat
- Harassment/Teasing
- Physical Abuse/Aggression
- Inappropriate Language
- Intimidation
- Disruptive to Others Learning
- Lateness
- Inappropriate Personal Items
- Defiance
- Disrespect
- Plagiarism
- Outside School Grounds
- Inappropriate Affection
- Property Misuse
- Technology Misuse
- Repeated Calling Out
- Off Task

The teacher of the child will respond in a manner that they would do if it was any other child. For the teacher of the staff member's child - if you want to discuss any incident it is advisable that you approach the staff member after school and not during the workday, as this is their place of work. By chance if a staff member is in the playground and there is an incident involving their child, they need to remove themselves from the situation and pass it on to Senior Leadership.

If a parent approaches any staff member about the behaviour of their child or another child, please ask the parent to make an appointment to discuss their concerns before or after school.

As a part of our culture, the BoT would ask that staff do not discuss any matters relating to the children of staff members in the staff room.

To maintain the integrity and professionalism of the staff at TKP, the BoT asks that staff members refrain from making personal contact with the parents of children who have wronged or harmed a staff member's child. While the BoT understands that it is hard to keep emotions in check as a parent, it is important that school staff always follow the school's behaviour management policy and Complaints Procedures and let the school deal with any issues that arise. This could be seen as a conflict of interest, therefore the staff member needs to let the senior leadership team sort out the issue.

Always remember that you are an employee of the Te Kauwhata Primary School and perceived as such therefore you are expected to maintain professional standards in and outside of the school.

BoT - Teacher Registration Payment

To recognise the effort and hard work that teachers at Te Kauwhata Primary School put in, the Board of Trustees has deemed it appropriate to support their teaching staff with the payment of

their teacher registration fees. For permanent teachers the BoT is willing to pay \$110.40 for each teacher whose registration is due. For fixed term teachers, the BoT will reimburse the teacher \$110.40 once they have completed one years service and are working in their second year at TKP. If the registration fee changes in the future the BoT will review this policy.