

SELWYN PARK SCHOOL



TEACHERS HANDBOOK

2019



SECTION 1: PERSONNEL

Selwyn Park School Staffing 2019

Principal	Vern Stevens	
Deputy Principal	Glenys McEvoy	Room 5 Senior Syndicate Leader, Literacy
Assistant Principal	Jennifer Harsant	Room 1 Junior Syndicate Leader, Maths, Science
Teacher:	Tui Hutchinson	Room 2, Health & P.E.
	Trish Wilson	Room 4, The Arts
	Hellen Ashby-Nathan	Room 6, Te Reo Maori & Kapa Haka, the arts
	Sam Simons	Room 7, Digital Technology, Social Sciences
Resource Teacher: Reading Recovery	Sherryl Rope	Learning & Behaviour
Teacher:	Chris Little	
Teacher Aides:	Sue Hansen	Librarian/Teacher Aide
	Jenny Sydney	Teacher Aide
	Makeleta Ma'ake	Teacher Aide—Part time ESOL
	Jan Sands	Teacher Aide
	Betty Southgate	Teacher Aide
	Leona Crowe	Teacher Aide
	Jaime Parker	Teacher Aide
Administration Officer:	Leonie Ellis	
Caretaker:	Murray Yakas	
Cleaners:	Leonie Ellis , Jan Sands	

Selwyn Park School Board of Trustees 2019:

Chairperson:	Dr Tama Herman
Minutes Secretary:	Jenni Harsant (Staff Rep)
Principal:	Vern Stevens
Parent Reps:	Sarah Lucich
	Ian Simons
	Ashlee Wati
	Taiawhio Wati

**Bus Pupils:**

- Bus rolls are held by Mrs McEvoy. Changes in bus arrangements for individual pupils must be confirmed by the parents in writing, or by a telephone call to the office. Nots recording changes are held with bus rolls.
- Any problems with buses are referred via the Bus duty teacher/ Deputy Principal or Principal and, if necessary, to the bus controller at Dargaville high School.

Communicable Diseases:

- It is preferable that children wear bathing caps when swimming.
- If a child is found to have head lice or Impetigo (Schools Sores) or any other communicable condition, a note will be sent home with the pupil requesting treatment.
- Children found to have live head lice in their hair will be sent to the office with a note from their teacher. Parents will be contacted.

Communication:

- Staff daily notices are announced at forum each morning at 8.30am
- A school newsletter is distributed where possible, each week on a Friday, via the eldest child at school from each family.
- Any class contribution items need to be sent to the office by the Thursday of the week that they wish the item to be published.
- For any class or syndicate notices going home to parents, whether for individual classes or the school, two copies must be given to, and approved by the Principal. The principal will provide one of the notices to the Administration Office. A copy also needs to be given to the respective Syndicate Leader.
- You may find that, as a staff member of this school, some members of the public often ask for your opinion on the school or about various personalities within the institution. Many of these enquiries are harmless and non malicious. Be aware that a small percentage of troublemakers may try to seek information for their own agenda. Take care with passing opinions onto outsiders regarding other staff member's professional performances. You could find it easier and safer to give no information at all and refer the person to the appropriate staff member and/or principal regarding any issue of concern.

Curriculum:

- For all information regarding curriculum information, planning assessment, evaluation, assessment timetable and requirements, curriculum teams—please refer to Curriculum Implementation Booklet.



SECTION 2: SCHOOL ORGANISATION

Appraisals:

- The process of appraisals for staff is included as Appendix 1
- The process has also been included in individual job descriptions. The process is the same for all staff members.

Assemblies:

- School assemblies are held each Friday afternoon at 2.20p.m. (approx)
- Friday assemblies will have a positive focus on most occasions, using the Success Rainbow
- Any items or notices needing to be presented to the school have to be added to the agenda through the school councilors or the senior management. If you have a notice to share, you will be invited to share these at the assembly. All notices need to be presented in front of the children and not from the side or back of the hall.
- Special Assemblies may be called at any time and for a variety of reasons.

Attendance:

- Attendance is to be marked in the morning and afternoon.
- A sheet will be distributed each morning for teachers to note students' who are absent and whether the absences are explained or unexplained. The sheet will leave from the office with the names of children whom have had messages left notifying their absence.
- If a child is absent without notification, please highlight and Leonie will contact the parents.
- Students with patterns of absenteeism need to be reported to your syndicate leader or senior management so that the appropriate action can be taken.
- Insist on notes from parents and file these.

Board of Trustees:

- The Board of Trustees meetings are held in the week of the 20th of each month – dates are published in the school calendar.
- A copy of the Board of Trustees minutes is kept in the office.
- The Staff Representative will provide feedback to the staff on the morning interval following the monthly Board of Trustees Meeting.



Playground Duty and Road Patrol:

- At any one time there will be at least one staff member operation duty supervision during break times.
- Duty person will be responsible for all aspects of duty and patrols – morning patrol, interval supervision, lunch supervision, afternoon patrol crossing and McKay Crescent crossing.

Interval and Lunch Supervision:

- No children are to be inside buildings during this time unless supervised by a staff member in the same room.
- During interval children are to eat their play lunch under the Hall shelter. This is to prevent litter in the playground.
- The first 10 minutes of lunch is spent under the shelters supervised by syndicate leaders.
- Staff need to be on duty on time. Duty is done in the playground not administered from the classroom or the staffroom. There may be times when something beyond your control prevents you from getting to your duty. If this occurs arrange for someone to cover for you until you are available.
- When the bell sounds, children need to start moving straight away to their classes – duty teams remain on duty until all playground areas have been cleared.
- Class teachers also need to be in their classes before or at the same time as children arrive – children lined up outside classes is another area of unsupervised time.
- Children are encouraged to play together except for the junior playground area and senior playground area.
- Duty teachers are also responsible for ensuring litter is disposed of appropriately. Lost property should be retrieved and taken around the classes.
- The Deputy Principal will be responsible for bus duty.



Education Outside the Class:

- Any activity or class trip, for any duration of time, that goes outside the physical boundaries of the school is classified as Education Outside the Classroom and needs to have the following paperwork provided to the Principal as stipulated below:
- (a) Proposal - Risk Analysis Management Sheet and details prior to notification going to parents.
- (b) Notification - Notification to parents. Camps require consent – day trips do not.
- © Completed proposal - E.O.T.C. Day/Camp booklet completed.
- An E.O.T.C. booklet for day trips and overnight trips will be kept in the photocopy room.

Emergency Evacuation:

- The Policy for Emergency Evacuation is attached as Appendix 2
- Emergency evacuations will be practiced each term.

First Aid:

- First Aid stocks are maintained by the Admin Officer.
- Advise office if stocks are low.

Lost Property:

- Good routines will assist with keeping lost property to a minimum – having children remove large items of clothing, shoes, etc., before going outside.
- Duty teachers to ensure that property left around the school is claimed during or before the end of each break.
- Unclaimed property is kept in the hall.

Pay Queries:

- Any salary, wage or industrial matters please see the Principal who will deal with this as soon as possible by contacting the appropriate Service or Union.

Photocopying:

- The photocopier is available before school (prior to 8.40a.m.) interval, lunch and after school. Please do not use the photocopier during class time. Small photocopying (less than 10 sheets) can be done by Leonie during class time but be aware she has other jobs to complete and may not be able to do photocopying immediately.



Wet Weather Supervision:

- Wet weather interval and lunchtime will be notified prior to the breaks by the Deputy Principal.
- Wet weather interval – Teacher who is rostered to cover that interval will do that. The Duty Teacher will be assisted in the junior classes by the councillors. Roster for that will be compiled by Deputy Principal.

Wet weather lunch – Seniors: All senior syndicate children will eat lunch in the Hall supervised by Deputy Principal for 15 minutes. After eating lunch and being dismissed by the DP, children go back to their classes and will be supervised by the rostered duty teacher until 1.00p.m. Juniors: Syndicate children will eat their lunch in their rooms. Councillors will be with them and Assistant Principal will supervise. In the case where a shortened lunch hour has not been called, then the Duty Teacher rostered for the second half of lunchtime will take over.

Bus Supervision:

- Bus rolls are to be marked each day.
- Bus children are to meet under the shelter outside the hall when the bell rings for the finish of school
- Bus children are to be monitored until they are put onto the bus by the supervising duty member – this means that the children are supervised – not left outside to play and get on the bus when it gets here; this can be seen as an act of negligence if a child does not get onto the bus who was meant to and goes missing.

Road Patrols:

- Morning road patrol operates between 8.20a.m. and 8.40a.m. – duty members during road patrol are not expected at forum. However, if there is a notice they have this can be given to either the senior management or another staff member to share.
- It is also the responsibility of morning patrol duty teams to read the day book for daily notices.
- Road patrol students operate only under duty members supervision
- Afternoon patrol – children using crossing line up outside the Staffroom and are escorted down to the crossing by the duty teacher. Nobody crosses until the all clear has been given by the duty member and the road patrol.
- Students using the McKay Crescent crossing are to line up outside the PE shed. The Assistant Principal will then escort these children out to McKay Crescent and let them cross as one group – those that need to cross.

The Deputy Principal will be responsible for bus duty.



Pupil Welfare

- If you have any concerns regarding pupil welfare, please contact your Syndicate Leader and/or the Principal so that the appropriate action can be taken. Please, in all cases, confidentiality is a priority. If you are faced with probing questions from any party, please refer them to the Principal as this course of discussion can complicate pupil welfare cases.
- Pupil welfare is not a staffroom topic for discussion as this can be a breach of confidentiality.

If you confiscate any item from a pupil, ensure that it is returned to them by 3.00p.m. on the same day. Any dangerous items need to be sent to the Principal.

School Hours

- School Starts 8.50a.m.
- Morning Interval 10.50a.m. to 11.10a.m.
- Lunch 12.30p.m. to 1.30p.m.
- Children dismissed 3.00p.m.

- Murray is available at school between 7.30am. and 4.30p.m.
- The office is attended between 7.30a.m. and 2.30p.m. (approx)
- All teaching staff need to be at school by 8.15a.m. If you know you are going to be late, please notify your Syndicate Leader and/or the Principal

The bells indicate the start and finish of designated learning times in the class. Staff are to ensure that these times are adhered to both personally and for their class. Staff will move immediately on the bell at the end of each break.

School Map

The school map is attached as Appendix 3

Security

- When working in the school outside of school hours, please ensure that your class and school is secure for your personal safety. If in doubt, please leave or contact somebody to let them know where you are. The portable phone is located in the photocopy room and it may be wise to take this to your class if you are working alone in the school

Please ensure that the school is locked and secured before leaving. Our cleaners will secure the school as they clean. Please tell them if you are going to secure your class after school.



Smoking

The Act states that all schools are to be totally – 100% smoke free. Staff members wanting to smoke will need to do so outside of the school grounds, out of view of the pupils.

Staff Code of Conduct:

This applies to all teaching staff (part time, full time and relieving) all support staff including teacher aides, resource people from the community, administration, office, cleaning and caretaking staff.

Each staff member in carrying out his/her duties will:

- Ensure that the needs of the students and their learning are paramount.
- Demonstrate a commitment to the belief that each student is entitled to an education which challenges him/her to achieve personal standards of excellence and to reach full potential.
- Abide by all statutory obligations.
- Be loyal to the charter and strategic plan so that his/.her activities will reflect the spirit and the objectives of the charter and strategic plan.
- Demonstrate a commitment to the belief that each student is of equal value and is entitled to an education which respects each student's dignity, rights and individuality.
- Respect the integrity and confidentiality of other Staff, members of the Board of Trustees, Parents/Caregivers and students of the teaching profession.
- Demonstrate a commitment to continuing personal and professional growth and development.
- Work co-operatively with all other school staff.
- Freely divulge all information on a student to any person with legal rights to the information who request it.
- Respect confidentiality by keeping information on a student from people who have no right to it.
- Have an understanding and commitment to the elimination of sexism and racism both with the respect to equal educational opportunities and equal employment opportunities.
- Dress in a way which maintains the professional status of the position held and which is clean and tidy in appearance.
- Be prompt to meetings.
- Work actively to uphold and promote the image and reputation of the school in the wider community



Staff Request for Leave

- All staff need to apply personally for leave to the Principal. A Staff Request for Leave Notice is to be filed and handed to the Principal at least one week prior to the leave. Authorization for the leave will then be considered and you will be informed prior to your leave of the classification and whether leave is with or without pay. (This does not include sudden sick leave or bereavement leave; however you are expected to fill a Staff Request for Leave Notice when you return.
- Notification of all Sick Leaves needs to be given to your Syndicate Leader in the first instance or Principal prior to 7.00a.m. of that morning. Any later than this and you will need to see the Principal personally. Staff are required to secure their own relievers which can be done in discussion with their Syndicate Leader. A Staff Request for leave Notice will need to be filled on your return to school. Any leave longer than three days will require a Doctor's signed medical certificate.
- Staff Request for Leave forms are attached as Appendix 4.

Suspected Abuse

- The policy for Suspected Abuse is attached as Appendix 5.

SELWYN PARK SCHOOL

DARGAVILLE

Staff Request For Leave Notice

Approved/Declined

Name.....

Date of Notification.....

Date(s) for requested leave:

Reason for leave:

.....
.....
.....

Classification (Please circle one)

Sick Leave

Bereavement Leave

Parental

LWOP

Discretionary Leave

Other

(Please state)

Signed by applicant.....

Date.....

.....

Office use only

Application for leave has been

Approved /Declined

Reliever organized for requested leave period

.....

Date of receiving application

.....

Comments:

Signed by Principal.....

Date.....



SELWYN PARK SCHOOL

Policy – Suspected abuse of children outside school environment.

Purpose: to protect children as far as possible against continuing

- Neglectful abuse
- Psychological abuse
- Physical abuse
- Sexual abuse
- Emotional abuse

Procedure:

- Staff member report suspicions to Principal
- Record appropriate information –dated. (What the child has said/written about/told to a friend/ what adult has observed – behaviour or physical signs.)
- Principal contacts either the police or the Children and Young Persons Protection Unit (as in case of suspected **physical or sexual** abuse by family member). The rights of the child to be considered paramount in this instance.

Guidelines: all school personnel must maintain Confidentiality involved.

Staff receive an appropriate refresher course by qualified personnel within a two-year cycle.

Listen to the child

Never put words in a child's mouth

Report to Principal

Don't wait for conclusive evidence. THAT MAY BE TOO LATE.



