

Christchurch Rudolf Steiner School Board of Trustees

Policy on: Administration

NAG-6

Purpose:

The school aims to comply with all general administration requirements.

To that end the board and/or management will develop and implement procedures which are in line with special character and legal requirements. The procedures need not be limited to the areas mentioned below.

Board:

- Complaints and competence (see employment policy)
- Reporting to the community
- Writing policies/procedures (see documentation and self review policy)
- Informing the media

Management:

- Student
 - Enrolment
 - Expulsion, attendance, truancy
 - International students (see protocol in office)
- School closure
- School time table/length of day, school year
- Special Needs
- Writing (management) procedures

Other school procedures (the list is not exclusive):

- Administrative class camps, day trips, plays
- Budget sheet (approved by Bursar) — applicable for day trip eg swimming/overnight camps etc
- Class size/Class One readiness
- Detentions/Stand Down/Suspension/Stealing
- Dealing with dissatisfaction with another teacher
- Dress standards in PE
- Duties school grounds/wet weather
- Exit of pupils
- Files (kept in office)
- Form A and Form B for overnight camps
- Health/Permission/Payment Forms
- Informing 'split families'
- Leave of absence
- Procedure for dealing with unprofessional conduct by teachers
- Procedure on confiscation
- Registers
- Release of pupils from class-room
- Transferring to another class in school
- Visiting pupils
- Visitors — guest teachers