



**Outram School
Policy and Procedures for
NAG 6
Legislative
Requirements
(2017)**

Religious Education

Purpose

To provide the opportunity for religious education for children whose parents approve of it. To develop children's spiritual dimension by encouraging an understanding and appreciation of religious beliefs and values through a non-denominational programme of instruction which is available for parent's perusal.

Objectives

- 1 The board approves that Religious Education may be held at the school for half an hour per week as allowed under the provisions of the Education Act, Clause 77,78.
- 2 All children in designated classes are given the opportunity to receive Religious Education,
- 3 At the beginning of each year, or on enrolment, parental approval is sought for children's participation in the programme. Children not taking part are supervised independently of the religious instruction programme by teaching staff.
- 4 The classes participating in this programme are deemed to be closed during the period of instruction, as required by the Act.
- 5 All religious education teachers follow the programme of instruction as made available to and approved by the board and principal prior to the commencement of the year's programme.
- 6 All teaching avoids putting pressure on the children to adhere to particular religious' beliefs or views.
- 7 There is no obligation on any teaching staff member to take religious instruction.

Enrolments

Guidelines:

1. There will be clear guidelines for staff to follow when enrolling students at school.
2. Guidelines for the enrolment of students will be made available for parents through school publications and advertisements.
3. The school will not discriminate on grounds of socio-economic standing, disability or level of learning / social need.
4. No child under the age of 5 years will be enrolled at Outram School.
5. The principal will ensure the confidentiality and safe storage of all personal information about students currently or previously enrolled.
6. Only children from within the Outram School "Home Zone" have an automatic right of enrolment. Proof of residential address is required. Children not residing within the Outram School "Home Zone" are required to apply to the BOT for an 'out of zone' place. Places are approved only if space is available. If there are more applications than places available, applications are firstly prioritised and a ballot held if required.
7. Eligibility for enrolment and visas etc to be checked for all children. Copies of all documents sighted to support eligibility are to be kept – eg passport, visa.

Enrolment Process:

1. New Entrants – the parent / caregiver fills out Outram School pre-enrolment form. Approximately one month before the child starts school the Principal makes an appointment for the parent / caregiver and child to complete the school enrolment form and other documentation.
Transferring Student(s) – the Principal meets with the parent / caregiver and student(s) to complete the school enrolment form and other documentation
2. Other documentation includes:
 - Blanket Consent for LEOTC
 - Non-Prescription Medicine (as required)
 - High Visibility Vest (Bus pupils)
 - School Stream and EDGE Parent Portal
 - Computer and Internet Use Agreement
3. Parent / caregiver will be given a copy of the School Information Book as soon as possible in the enrolment process; New Entrant Information Evening, posted after enrolment inquiry or provided when calling into the office.
4. Parents of New Entrant students must present a copy of their child's:
 - Birth certificate
 - Immunisation Certificate
5. Once completed, enrolment forms are given to the School Secretary to enter in the Student Management System and on ENROL. The school is also maintaining a manual Register of Admissions and Withdrawals.
6. For New Entrants:
 - Complete ENROL database information in full.
 - Record card and enrolment form to be filed in class order in school office.
 - Student details entered into MUSAC EDGE. Child allocated family number and school house. These details are entered on the enrolment form.
 - Copy of Pupil Profile to be sent to class teacher.
7. For transferring students enrolling at Outram:
 - Complete enrolment as above and notify ENROL of their transfer
 - Copy of Pupil Profile sent to class teacher.
8. For transferring students leaving Outram:
 - A copy of the Leaver's Checklist is distributed to the class teacher and office staff (appended)
 - The teacher and office staff complete the required actions on the checklist
 - ENROL is notified of the transfer
 - A completed Cumulative Record and Pupil Profile is sent to the new school.
 - Leaving details are recorded in MUSAC EDGE (and in the manual Register of Admissions and Withdrawals).

Length of the School Year.

Guidelines:

1. The principal will ensure that the school is open for the required number of half days each year to satisfy the requirements published on the MOE Website
2. Documentation will be kept to record any dispensation given for snow days or other reasons the school is closed for instruction during the year.
3. Any decision to close the school is made jointly by the principal, and notified to BoT chairperson as soon as practically possible. The decision will be documented in BoT minutes the following month.

Attendance and Truancy

Purpose:

1. To ensure that school attendance is effectively monitored.
2. To respond appropriately to all cases of irregular or non-attendance.
3. To encourage attendance at school by offering a curriculum that meets individual needs and challenges students (refer curriculum policy and procedure package)

Guidelines:

1. Outram School has approval from the Ministry of Education to use an Electronic Attendance Register. (MUSAC EDGE). The roll is called at 9.00 am and 1.40 pm daily.
2. Attendance at school will be monitored on a daily basis. School secretary will phone to determine why child is away before 9:30 am each day if the school has not already notified. Parents/Guardians must contact the school to explain pupil absences.
3. The Principal will put in place a mechanism whereby patterns of absence are identified and appropriately dealt with. Children with more than 10% absences each term will be monitored and data aggregated to identify any patterns or individuals requiring follow-up. In the first instant, the Principal will communicate with parents and caregivers (in person or formally in writing) where there are concerns around lateness, non-attendance or truancy.
4. The Principal will activate an Attendance Service Referral to notify the school's local Attendance Service where there are continuing concerns around non-attendance or truancy..
5. The Principal and Class Teacher(s) will liaise with the Attendance Service, and other appropriate helping agencies, once a referral has been made.

Copyright Compliance Guidelines.

The school will annually obtain a Copyright Licence for Print

A. Fair dealing

1. Fair dealing for the purposes of criticism and review is permitted provided that sufficient acknowledgement and identification of the work accompany extracts copied. (S.42)
2. Fair dealing with a copyright work allows an individual to make a single copy of all or part of a work for research or private study in certain circumstances. To determine what is fair, users must take into account the effect the copying will have on the potential market for or value of the work, and the significance of what is copied in relation to the work as a whole. Any copy made for fair dealing purposes cannot be copied further.

B. Copying of published works by schools

1. Under Section 44 of the Act, schools may copy literary, dramatic, musical or artistic works for educational purposes within the following prescribed limits:
 - one copy of the whole or part of a work may be copied for instructional purposes as long as no more than one copy of such work is made on any one occasion;
 - multiple copies of the whole or part of a work may be made where the copying is not by reprographic process (ie copying by hand);
 - multiple copies of up to 3% or 3 pages (whichever greater) of a work may be copied as long as such copying amounts to no more than 50% of the work. This means that no more than half of a poem, short story or newspaper article or other work can be copied;
 - no charges can be made for supplying copies of such material to students;
 - no copying is allowed from the same work within 14 days.
2. If the copying permitted above incidentally includes an artistic work, then copyright in that work is not infringed.
3. Section 46 of the Act provides for schools to copy short passages from published literary, dramatic or musical works for inclusion in compilations of non-copyright material prepared by the school within certain limitations as long as they are accompanied by sufficient acknowledgement.
4. Section 49 of the Act allows schools to use copyright material to set and answer examination questions.
5. Authority to copy or use copyright material beyond these limitations must be obtained from the copyright owner or from the appropriate licensing body.

C. Copying/recording of films, sound recordings and broadcast programmes

1. Under Section 45 of the Act, schools may copy films and sound recordings to provide instruction on how to make films or film sound-tracks. Sound recordings can also be copied to providing instruction in the learning of a language or where lessons are conducted by correspondence where such copying is not covered by a licensing scheme made available to schools. No charge can be made for supplying copies of such material to students.
2. Section 48 of the Act allows recordings to be made of broadcast or cable programmes for educational purposes where licences authorising such use are not available. As a licensing scheme to copy from television broadcast programmes is available to schools through the NZSTA One Stop Shop, and all schools should be aware of that fact, this provision can no longer be relied upon to copy television programmes.

D. Performance/showing of works

1. Under Section 47 of the Act, students, staff members and those directly connected with the activities of a school are permitted to perform, play or show literary, dramatic or musical works in the course of school activities. Sound recordings, films, broadcast or cable programmes can also be played or shown for instructional purposes to students, staff members or those directly connected with the activities of the school. To perform, play or show works to a wider audience (including parents, guardians, the paying public etc.), authority must be obtained from the copyright owner or from the appropriate licensing body.

(Copied from <http://www.nzsta.org.nz/nzsta-services/copyright-licensing/copyright-compliance/>)