

Alfriston College Policies and Procedures

1. Strategic Plan, Governance and Operational Policies

MISSION, LIFE LONG VALUES, ILAs AND THE AC WAY

GOVERNANCE AND MANAGEMENT POLICIES: Board Work Plan; Delegations; Board Roles, Responsibilities Code of Behaviour and Relationships; Governance Processes and Procedures; Responsibilities of School Leader; Curriculum Delivery; Personnel; Finance, Health and Safety; Concerns and Complaints

BOT COMMITTEES: Disciplinary; Employment, Finance and Property (EFAP); Health, Safety and Wellbeing (HSW); Planning, Reviewing, Achievement, Teaching and Learning (PRATL);

2. Employment, Finance and Property Procedures (EFAP)

- 1) GRANT APPLICATIONS
- 2) THEFT AND FRAUD PREVENTION
- 3) CREDIT CARD
- 4) RELATED PARTIES
- 5) ALFRISTON COLLEGE TRAVEL
- 6) FUNDRAISING
- 7) GIFT
- 8) ENTERTAINMENT
- 9) SCHOOL FEES
- 10) HARDSHIP
- 11) PROPERTY MAINTENANCE
- 12) ASSET REGISTER
- 13) PROTECTED DISCLOSURES
- 14) DISCRETIONARY LEAVE
- 15) APPOINTMENTS
- 16) GROWTH AND DEVELOPMENT (GDC) PROGRAMME
- 17) EQUAL EMPLOYMENT OPPORTUNITIES (EEO)
- 18) SUPPORT STAFF EYE TESTS

3. Hauora Procedures (HAU)

- 1) EQUITY
- 2) HEALTHY FOOD AND LIFESTYLE
- 3) PROFESSIONAL LEARNING AND DEVELOPMENT
- 4) UNIFORM
- 5) STAND DOWNS AND SUSPENSIONS
- 6) THE AC BEHAVIOUR CODE SSSS

4. Health and Safety Procedures (H&S)

- INTRODUCTION
- 1) STAFF INDUCTION
 - 2) EOTC
 - 3) RISK MANAGEMENT
 - 4) HAZARD REGISTER
 - 5) HAZARD ASSESSMENT REGISTER
 - 6) INJURY AND INCIDENTS MANAGEMENT REPORTING
 - 7) OTHERS
 - 8) EMERGENCY
 - 9) ADMINISTERING MEDICINE

- 10) SMOKING AND DRUGS
- 11) ALCOHOL
- 12) CHILDREN ON SCHOOL GROUNDS
- 13) BEHAVIOUR MANAGEMENT
- 14) SEARCH AND SEIZURE
- 15) REPORTING ON SUSPECTED ABUSE
- 16) BULLYING, HARASSMENT AND DISCRIMINATION
- 17) PRIVACY
- 18) INTERNET SAFETY
- 19) USE OF PRIVATE MOTOR VEHICLE
- 20) HEALTH CENTRE
- 21) HEALTH AND HYGIENE
- 22) STUDENT RECORDS
- 23) TRAUMATIC INCIDENTS INVOLVING STAFF
- 24) MANAGEMENT OF SUPERVISED INTERNATIONAL GROUPS
- 25) WORKPLACE SECURITY
- 26) CCTV
- 27) LEARNERS DRIVING TO SCHOOL
- 28) SCHOOL VEHICLES

AC EOTC SAFETY MANAGEMENT PLAN (updated 30 July 2020)

AC EMERGENCY MANAGEMENT PLAN (updated 28 June 2021)

5. Planning, Review, Achievement, Teaching and Learning (PRATL)

- 1) TREATY OF WAITANGI
- 2) LEARNING PROGRAMMES
- 3) TIMETABLING
 - A. I. TIMETABLE PROCEDURE – COLLECTIVE AGREEMENT PROVISIONS
 - II. 'GENUINE REASONS' CLARIFICATION
 - III. CLASS SIZES
 - IV. GENERAL PROVISIONS
 - V. REVIEW PROCESS
 - VI. ALLOCATION OF CLASSES
- 4) CAREERS, PATHWAYS AND TRANSITION
- 5) INFORMATION AND COMMUNICATION TECHNOLOGY
- 6) REPROGRAPHICS
- 7) REPORTING ON LEARNER PROGRESS
- 8) SECONDARY TERTIARY PARTNERSHIPS (STP)
- 9) FOREIGN FEE PAYING LEARNERS
- 10) ATTENDANCE
- 11) ENROLMENT
- 12) ASSESSMENT
- 13) BRING YOUR OWN DEVICE (BYOD)
- 14) ATTENDANCE TRACKING AND MONITORING - ABSENCE FROM SCHOOL WITHOUT CONTACT
- 15) LEAVING SCHOOL
- 16) INTERNATIONAL STUDENT ACCOMMODATION
- 17) INTERNATIONAL STUDENT SCHOOL FEE PROTECTION
- 18) INTERNATIONAL STUDENT MEDICAL AND TRAVEL INSURANCE
- 19) INTERNATIONAL STUDENT REFUNDS
- 20) MANAGING INTERNATIONAL RECRUITMENT AGENCIES
- 21) POLICY MAKING
- 22) SELF REVIEW

Last reviewed 30 August 2021