



**DUNEDIN RUDOLF STEINER
SCHOOL**

STAFF HANDBOOK

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These notes provide guidelines on day to day operational matters to teachers, other staff and volunteers at the Dunedin Rudolf Steiner School and Kindergarten.

This document should be read in conjunction with:

- * the Policies and Procedures of the School and Kindergarten. A list of these policies is at the back of this document.
- * the Parent Handbook which also gives an outline of the legal structure of the school and kindergarten as well as day to day operations

All staff must comply with the Policies and Procedures at the school. Failure to comply may be deemed to be professional misconduct.

Subjects are listed in alphabetical order

1. ABSENCES

School Students

Each class teacher is responsible for keeping their electronic class register and recording any absences each morning. Each morning a day sheet is sent round the classes in which teachers note any absences, which absences have already been justified by parents. The day sheet is brought to the office by 9.30 and the office will contact parents where there are unexplained absences. School registers are important legal documents and the school is responsible for reporting absences to the Ministry of Education on a termly basis.

Kindergarten children

Parents or guardians mark the child's attendance on the attendance sheet at the entrance to the kindergarten. The kindergarten teachers will review this and correct it for any child that has not been entered/ incorrectly entered on the list. By ten o'clock the kindergarten sign in sheets should correctly show who is present. These sheets are used in the event of an emergency evacuation so must be up to date.

Parents/ guardians sign for the child's departure time. The school office will mark on the kindergarten blackboard in the corridor if children's absences have been notified. The kindergarten teacher will follow up any unnotified absences at the end of the day.

Teachers

Please see leave procedure. Staff should not take leave outside of the school holiday periods. Teachers or support staff must ask their manager (ie the Kindergarten Head Teacher or the Principal) in writing one month in advance of the intended leave. Even one day of unpaid leave by a primary school teacher can cost the school a significant sum of money to cover the absence with a reliever.

If a kindergarten teacher is unable to attend due to sickness they should contact their head teacher in kindergarten so that relief cover can be arranged. School teachers should call the Principal.

A list of staff numbers is held on the address list in the office and updated lists are circulated to parents and staff each term.

Principal and Kindergarten Head Teacher absences

In the event of sudden unavailability for work by either the Principal or Head Teacher, they will contact their teaching colleagues and other members of the management team.

If the Principal is absent from the School for more than 5 days then matters delegated to the Principal by the Board shall be exercised by the Acting Principal with the separate and prior approval of the Board Chairperson. These delegations are listed in the “Schedule of Delegations.”

When the Principal is absent for the day, she/he will agree with one of our registered teachers to take on the Acting Principal’s role. The Acting Principal shall be a Primary School teacher who will take any management decisions on that day in consultation with the Principal or Head Teacher by telephone, where appropriate. Factors considered in delegating this role include years of service at the school and how practicable it would be for that teacher to attend to management matters as required during the course of the school day.

In the absence of the Kindergarten Head Teacher she will ensure there is an ECE qualified teacher on site, who will act as the person responsible within the kindergarten, and will consult with the Principal if management issues arise. This person will be responsible for informing the office absences of all 6 year old children daily (via email or a note left in the office).

2. ADDRESS LIST

A list of addresses, phone numbers and emails for every parent and teacher is updated and circulated each term. Details are only distributed if the guardians/

parents have agreed to this on the enrolment form, A copy of the list is held in the office on the telephone and on the computer (server/school/information/phone lists)

3. ACCIDENTS

If someone has an accident the teacher in charge of them, or another responsible member of staff should treat the injury. A full medical kit is kept in the staff room and each classroom has its own smaller kit. For any accidents the Accident log book should be completed and a copy of the report should be sent home with the child. A photocopy should also be sent home and returned signed by the parent to confirm that they have seen the report. Children who need to be sent home will either be kept in their classroom, in the staff room or in the office, depending on the condition of the child and where staff can best care or supervise them.

A member of staff – and not the child – should be responsible for calling the parents or guardians as appropriate.

If a member of staff has an accident then this should be dealt with appropriately, an accident report should be completed, and the management team notified. This is particularly important in case of an ACC claim.

4. ALCOHOL

Alcohol is not permitted on the school grounds or at school events.

5. ANIMALS AT THE SCHOOL

Please refer to the procedure on Animal care. Before any new animals are brought into the school or kindergarten approval must be obtained from the Management Team who will require a written plan on how the animal will be cared for and who takes responsibility for them. Dogs are not allowed on the school property. From time to time teachers may organise a pet day or similar, when animals are welcomed into the school as part of the children's learning.

6. BUDGET

Annual budgets are prepared by the school and kindergarten prior to the start of the next year. All spending must be within budget. Budget amendments may be sought from the Board of Trustees, or Proprietors Trust. Spending against budget is reported on at each Board of Trustees or Trust meeting. See #26 for further information.

Staff must plan their budgets appropriately, and funding activities or materials from a staff member's own money is not appropriate, unless it is a resource that will stay with that teacher only.

7. CLEANING

The school and kindergarten buildings are cleaned each week in term time. There is also a daily clean of school toilets by a cleaner and kindergarten teachers keep the kindergarten toilets clean each day. If there are any concerns about the cleaning work then these should be passed to the office staff who can speak to the cleaner.

8. COMMUNICATION WITH PARENTS

The school must ensure good communication with parents and respond promptly to requests for meetings or conversations about the operation of the school or the well-being of their children. There are other formal mechanisms which foster communication with parents:-

8.1 NEWSLETTERS

A fortnightly newsletter is sent or emailed to all parents/ guardians and other interested parties. Information for the newsletter must be at the office by Tuesday 5pm.

8.2 CLASS MEETINGS AND INFORMATION EVENINGS

The school and kindergarten provide information evenings or afternoons for parents and guardians. These cover topics such as aspects of Steiner education, the strategy for the school and kindergarten, daily operations. In addition the school holds class meetings for their whole class parent community in terms one, three and four and as the need arises.

8.3 PARENT TEACHER INTERVIEWS

These are normally held at the end of term two for kindergarten and school children.

8.4 WRITTEN SCHOOL REPORTS

These are provided to parents each year in term 2 and in term 4 for school children. The kindergartens maintain journey books which record child development and these are sent home to parents in the term breaks so that they can read the books and also make their own entries in them.

8.5 SCHOOL NOTICES

These are sent home via the youngest or only child at the school. Notices for kindergarten parents are put in the parent pockets outside the kindergarten room.

8.6 TELEPHONE

Messages are taken from the phone each morning and at the end of the day by staff and recorded in the phone book by the phone. A note is put in the staff member's pigeon hole if a non urgent call is taken, otherwise the staff member will be found straight away. It is therefore very important that staff check their pigeon holes at the beginning and end of the day (or at morning tea and the end of the day) and respond to any messages left for them. Parents may also contact their child's class teacher on the teacher's home phone if this number is made available by the teacher or by email.

9. MANAGEMENT TEAM

The overall management of the school is done through the Management Team, which operates as a School Principal, but is shared by the Principal, the Executive Officer and the Kindergarten Head Teacher. They meet weekly.

10. COLLEGE OF TEACHERS MEETING

This is held fortnightly on Thursdays at 3.30pm for all teachers of the school and kindergarten. This is a very important part of the life of the school. The meeting includes a study section, artistic activity (normally a short song), a short business section, child study and other professional development.

In addition the school teachers and kindergarten teachers meet weekly for a business or planning meeting.

11. CONTACT DETAILS

Every six months parents and staff are asked to check that their contact details held at the school are up to date (February and August). This includes an update of emergency contacts, medical conditions etc. The phone list is also updated termly.

12. COPYRIGHT

The school has a copyright agreement with NZSTA. Please read the Copyright Procedure pinned up by the photocopier to ensure all copying is within the terms of this agreement.

13. DENTAL CARE

The Dental nurse sees all the children each year at a local school clinic. She will contact the parents direct or the school to arrange visits. If parents/ guardians require their child to be seen outside these times then they should phone the Dental Nurse on 027 284 9954.

14. DISCIPLINE

Behaviour Management procedures and policies should be adhered to.

15. DRESS CODE

We are a special character school and the dress code in kindergarten and school is important. Teachers are requested to exercise discretion and speak with the kindergarten head teacher or the school Principal about what is appropriate.

16. EMERGENCY PLAN

All staff must be familiar with this plan – that covers fire, earthquakes, lockdown and other emergencies. A copy is available in the school office. A Crisis Management Plan is also available and staff should be familiar with it and keep a copy at their home.

17.EXCURSIONS

EOTC – Education outside the Classroom applications including risk management forms should be completed by the teacher for all trips away from the school or kindergarten, except for short walks in the neighbourhood where the teacher/ child ratio complies with requirements. These applications must be approved by the Principal or the Kindergarten Head Teacher. Major trips need the approval of the Board of Trustees (eg overnight, on water or other higher risk activities). Please refer to the school's Education Outside the Classroom procedure.

The teacher responsible for the trip is responsible for completing the RAMs forms and for completing and collecting permission slips.

Parents or guardians must have returned signed permissions slips to allow their child to go on excursions.

18.HEALTH AND SAFETY CHECKS

Kindergarten staff have a daily checklist to sign which includes checking sandpits are safe, poisonous plants and other hazards.

School teachers have daily checks listed near the door which include checking exits are clear.

A member of the Management Team should be notified of any hazards for school or kindergarten, and they should be noted in the hazard register and will be dealt with promptly. The school Hazard Register is in the office and the kindergarten hazard register is in the staff room. Immediate hazards must be rectified immediately.

19. INCIDENTS

Where there is an incident at school involving a child (for example a behavioural issue) an incident report is written and one copy is sent home to the parents in a sealed envelope and the other copy is filed in the office (on the Behaviour Management file or the student's file). If there is an incident at school not involving a child then a copy of the report is filed in the Principal's office, in the Management Team section of the filing cabinet.

20.INSURANCE

All staff employed by the Board of Trustees have workers Accident insurance with ACC. Ensure that any claims procedure is followed in the event of an injury.

21.KEYS

Each staff member is provided with a key to the building which they must return at the end of their employment. A key register is kept in the office which shows all keys lent out to people – including for special events etc.

22.KITCHEN

Staff can help themselves to tea, coffee, milk and sugar. Other food in the kitchen is normally personal. Ensure that you either wash and dry and clear away your dishes or put them in the dishwasher.

23.LUNCHESES

Children and staff provide their own lunches and show respect by saying a verse before eating, and eating together at a table or shared picnic.

24.MAINTENANCE – REPAIRS ETC

Any repairs required should be notified in the maintenance book above the main office filing cabinet, giving full details and the office staff advised.

25.MEETINGS

College of teachers – all teachers

Management Team – Principal, Kindergarten head teacher and the Executive Officer

School teachers - Tuesdays 3.20pm weekly

Kindergarten Teachers – weekly 3.30pm

Board of Trustees – normally a third Wednesday of the month at 6.30pm

Proprietors Trust – normally every second Wednesday of the month 5:30pm

Check the timetable in the office for any recent updates.

26.MONEY

Any money received by the school or kindergarten must be receipted by office staff and retained in the safe until it is banked. This includes any fundraising by the children for class trips etc. Banking is done within a week of cash or cheques being received. Class teachers have budgets for classroom materials which they can spend.

The school will reimburse by a bank transfer after receipt of the relevant invoice. Any expenditure outside of classroom materials budgets should have prior approval, as should any expenditure or commitment for spending \$1,000. Please refer to the Finance Policies and procedures

27. NEWSLETTER

The newsletter is published fortnightly on Wednesdays. All articles must be emailed to school or be in the newsletter folder by Tuesday 5pm at the latest. Every teacher and parent must read their newsletter which is either emailed or handed out in hardcopy, depending on the recipient's preference.

28. OFFICE USE

The front office is mainly used for reception work but there is also limited space where other staff could work if this fits with the working hours of office staff. The school computer holds a lot of school information on the server and can be accessed for template permission slips, copies of leaflets, handbooks, policies etc. This can also be accessed remotely.

29. PARENT HELPS

Anyone who volunteers in the kindergarten or school must be police vetted and safety checked and is required to come to the office to arrange this.

30. PARKING

Staff parking is available on the Manapouri Street gravel road extension. Staff should drive along this road, do a three point turn to park their car in the direction of departure. Two staff parking spaces are allocated to specific staff members near the lower classroom. **Staff should not park on Fern Road, but leave this free for parents.**

School entrance ways must be kept clear at all times to allow access by emergency vehicles.

31. PERFORMANCE MANAGEMENT

Please read the relevant procedure. All staff have an annual performance review.

32. PERSONNEL MATTERS

Any personnel matters that relate to employment contracts should be addressed to the management team.

33. PHOTOCOPIER

This is for school use. Small amounts of material may be copied for personal use, but a contribution must be put in the jar. If there is a copier problem speak to a member of the office staff who may then need to call Ricoh (the number is on the machine)

34. PIGEON HOLES

All staff are allocated a pigeonhole in the office. These should be checked in the morning and at the end of the day.

35. PLAYGROUND SUPERVISION - school

Teachers are rostered to supervise breaks and lunch times. Please see the Playground supervision procedure.

36. RELIEVERS

School relievers should complete a form in the office to ensure pay is processed. They should be provided with a relievers pack including a lesson plan, copy of common verses, map of school, evacuation procedures, first aid details, and sign to confirm H&S issues covered. Kindergarten have their own relievers pack and all relief time must be signed for on the kindergarten staff roster.

37. RUBBISH

Please ensure you dispose of things correctly – the compost bin should be used. Recyclable material is put in the yellow lidded bins or the blue glass bin as appropriate.

38. SCHOOL HOURS

Teachers are expected to be at school by 8.30am at the latest ready for the morning verse and a teacher must always be at school to ensure the last child has left and to lock up at the end of the day.

School children are supervised from 8.45am to 3.20pm. The class teacher is responsible for their own children in the quarter of an hour before school starts at 9am. Teachers have a duty roster from 3pm until 3.20pm and by then all children should have been collected from school.

Kindergarten children may be dropped off from 8.45am to start at 9am and must all be collected either at 1pm or 3pm promptly.

39. SCHOOL SUPPLIES

Classroom materials can be ordered through the office. If it is a stationery item then please use the catalogue in the school supplies pigeon hole and fill in the details on the sheet of paper at the front. Orders are usually made on a Friday. If teachers make their own orders then please ensure items are ordered in bulk to avoid delivery charges. Paper, pens, sellotape etc. can be taken from the office.

40. SICK CHILDREN

If the office is staffed then a note should be sent requesting the child's parent to collect. The child may be kept in the office under the supervision of the office staff if appropriate, otherwise in an appropriate spot in the classroom.

41. SMOKING

The school and the grounds are smoke and vape free.

42.STAFF LIST AND RESPONSIBILITIES

Name	Job title/ main role	Other info
Pene Johnstone	Principal and Class 2 teacher on Fridays Class 7 main lessons	Member of Management Team, Special Ed, duty roster, policies and procedures, maths lead teacher.
Julie Ladbrook	Class 2	Literacy COL teacher
James Guthrie	Class 1 teacher	
Claire Rewa	Class 5 and 6 teacher	
Trisha Geraets	Class 3 and 4 teacher	
Rachel Foster	Handwork teacher	
Julie MacLeod	Kindergarten head teacher in Rata Room	Member of Management Team
Bex Fisher	Teacher in Rata Room	
Sandra Lukeman	Teacher in Kowhai Room	
Aleisha Hutchinson	Teacher in the Kowhai Room	
Alida Harris	Teacher in the Koru Room	
Junko Kimura	Teacher in Koru Room	
Sharyn Broni	Teacher aide in school	
Clare Ridout	Executive Officer Finance and management, policies and procedures	Member of Management Group
Roberta Campbell	Administrator for kindergarten and school	Payment of kindergarten salaries, bills, kindergarten database. Main reception. Newsletter
Linda Miles	Volunteer Music teacher	
Jocelyn Broughton	Itinerant cello teacher	
Daniel Roberts	Caretaker	Two hours per week
Mandy Gray	Cleaner – Primary School	Daily after school toilet clean and one classroom
Mikiah Malerba	Playgroup facilitator	Coordinates and facilitates playgroups
Miriam Marler	Playgroup facilitator	Coordinates and facilitates playgroups

43. SNOW DAYS

If the school and kindergarten are closed due to poor weather conditions this will be announced on local radio stations and a message will be left on our school telephone. The Management Team will arrange for all staff to be informed, as per the procedure on Emergency Closures.

44. TRAVEL

The rate for approved mileage is 10 km per litre. A litre is valued at the average of the AA's fuel price of 91 or 95 petrol, as shown on their website. This is normally only paid where a staff member has to visit an out of town destination for work and the travel costs have been approved in advance.

45. TOILET

The staff toilets are in the kindergarten building. These are also for visitors.

46. VISITORS

All visitors should sign in the visitors book in the office and be accompanied while at the school or kindergarten.

47. WORKING BEES

Working bees are held on a termly basis for all parents on the second Saturday of each term. This is advised through the newsletter. Working bees are an opportunity to get practical work done around the school and are also a social occasion.

LIST OF POLICIES AND PROCEDURES - School

ENROLMENT

- 1 Enrolment procedure – school and kindergarten
- 2 Procedure for enrolling kindergarten children on school roll
- 3 Enrolment Scheme
- 4 Exit interview procedure and leaving questionnaire
5. Unenrolment process

CURRICULUM

- 1 Curriculum policy
- 2 Planning, Assessment, evaluation and reporting procedures
- 2B Assessment schedule
- 2C Examples of assessment files (Pdf only)
- 2D Example of written reports to parents (Pdf only)
- 3 Procedure for challenged and gifted pupils
- 4 Policy on the teaching of te reo Māori and tikanga Māori
- 5 Protocol for the reporting the Achievement of Māori Students
- 6 Internal Evaluation policy and procedure
- 7 Guidelines for Principal's reports to the Board on curriculum delivery
- 8 Procedure on Student records – what we keep where
- 9 Procedure on out of school sports
- 10 Using the school Evaluation Indicators – appendix B

FINANCE

- 1 Financial planning policy
- 2 Financial condition policy
- 3 Asset management policy
- 4 Credit card use procedure
- 5 Donations procedure
- 6 Policy on parental donations
- 5 Fundraising policy and procedure
- 7 Travel expenditure by staff
- 8 Schedule of delegations
- 10 Theft and Fraud Detection and Prevention Policy
- 11 Memorandum of understanding between the BoT and the Proprietors Trust

LEGISLATION

1. Privacy of Information Policy
2. Protected Disclosures Procedure
3. Protected Disclosures – Information for all staff
4. Attendance Procedures
5. Student records – retention and disposal procedure and schedule
6. Copyright Procedures
7. Stand downs, suspensions and exclusions

Board of Trustees – school

- 1 Board of Trustees Manual
- 2 Procedure for the review of policies and procedures
- 3 Induction procedure for trustees
- 4 Treaty of Waitangi – draft policy

PERSONNEL

1. Personnel Policy
2. Appointment policy
3. Appraisal procedure
4. Performance appraisal booklet for teachers
5. Complaints and Problem Resolution Policy, Procedure, Flowchart and Complaints form
6. Code of Conduct
7. Equal Employment Opportunities Policy
8. Family Violence policy
9. Guidelines for provisionally registered teachers
10. Induction Procedures for staff
11. Principal Annual Performance Agreement and Review Policy and Procedures
12. Professional Development procedure
13. Staff exit procedures
14. Police vetting procedure
15. Procedure on how the school is managed in the Principal's absence
16. Relieving teachers procedures –school
17. Staff leave of absence procedure
18. Staff handbook
19. Teacher registration procedure

LIST OF POLICIES AND PROCEDURES - kindergarten

ENROLMENT

- 1 Policy for enrolling kindergarten children on the school roll
- 2 Kindergarten enrolment procedure
- 3 Exit Interview procedure

CURRICULUM

1. Core Programme
2. Procedures to observe and Assess Children and identify links to programme planning
3. Procedures for implementing equity in learning

4. Policy on Behaviour management and Procedure on asking a child to leave kindergarten
5. Flowchart of child behaviour management in kindergarten
6. Communicating & consulting with parents on progress and development
7. Daily Rhythm
8. Procedures for programme planning & evaluations
9. Commitment to the treaty of Waitangi
10. Rules & Boundaries for Outdoors
11. Procedures for maintaining partnerships with parents
12. Special needs and special gifts procedure
13. Procedure on class 1 readiness

FINANCE POLICIES AND PROCEDURES

- 1 Financial condition policy
- 2 Financial planning policy
- 3 Asset protection policy
- 4 Policy on donations from parents
- 4 Donations procedure
- 5 Fraud Detection and Prevention Policy
- 6 Fundraising Policy and Procedure
- 7 Travel expenditure by staff
- 8 Memorandum of Understanding – School and Trust

HEALTH AND SAFETY

1. Health and Safety Policy
2. Administering medicine procedure
3. Alcohol and drug free institution
4. Animal welfare procedure
5. Changes to working spaces
6. Child protection policy
7. Child Protection Procedures
8. Cleaning procedure
9. Collecting children procedure
10. Crisis management
11. Earthquake and tsunami response
12. Emergency closure procedures
13. Emergency Plan
14. Emergency provisions
15. Emergency evacuation for fire and earthquakes
16. Excursions procedure
17. First Aid and Accident procedure
18. Food preparation and consumption procedures
19. Harassment procedure

20. Hazard Management Procedure
21. Health and Safety policy
22. Hygienic laundry
23. Illness procedures
24. Immunisation register
25. Internet safety
26. Nappy changing procedure
27. Pandemic Planning
28. Pests and vermin
29. Poisonous Plant matter
30. Settling children
31. Sleep procedure
32. Sun Safety procedure
33. Supervision of children procedure
34. Visitors to the school

LEGISLATION

8. Privacy Policy
9. Copyright

PERSONNEL

1. Personnel Policy
2. Appointment policy
3. Appraisal procedures
4. Appraisal booklet for teachers
5. Complaints and Problem Resolution Policy
6. Equal Opportunities Policy
7. Family Violence Policy
8. Guidelines for provisionally registered teachers
9. Head Teacher Appraisal
10. Induction Procedures for staff
11. Police vetting
12. Professional Development procedures
13. Relievers procedures – kindergarten and school
14. Staff leave of absence procedure
15. Staff exit procedures
16. Staff Handbook
17. Code of Conduct
18. Teacher Registration