



SCHOOL ADMINISTRATION POLICY

This policy documents how Pukekohe East School Board of Trustees will ensure that it meets its obligations under National Administration Goal 6 to comply with all general legislation.

The Board of Trustees will meet these obligations through the development and implementation of the following:

General School Administration Procedures detailing general information for staff and teachers relating to day to day management and organisation of the school.

Attendance Procedures

- to ensure accurate daily attendance records are maintained
- to ensure processes are in place to monitor and follow up on student absence.

Pupil Enrolment and Induction Procedures

Procedures to ensure that **the care and welfare of animals** is of the highest priority in any activity involving the keeping of an animal or its study on a field trip.

Copyright and Publication of Student Images and Work Procedures to ensure the school has the required authorisation necessary to publish the student's personal image or work as required by the Privacy Act.

Signed..... Chairperson..... Date

Reviewed: