

Shelly Park School

Board of Trustees.

Policy Statements



Last Updated February 2018

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1. CURRICULUM

2.1 Curriculum Delivery

- 1.1.1 The Board recognises its responsibilities under NAG 1 and delegates the day-to-day implementation to the Principal.
- 1.1.2 The Principal will ensure that the delivery of the curriculum will meet the requirements of the National Curriculum Statements. The Board will be provided with regular reports on progress and achievement.
- 1.1.3 Priority in programme delivery will be given to Literacy and Numeracy.

1.2 Treaty of Waitangi

- 1.2.1 The Board will abide by the principles of the Treaty of Waitangi as are appropriate within the Curriculum Education Act.
- 1.2.2 The school will ensure there are opportunities for all students to participate in aspects of Maori culture.
- 1.2.3 The staff will be provided with opportunities for professional development.

1.3 Consultation with the Maori Community

1.3.1 The Principal will consult members of the school's Maori community annually. Outcomes of this consultation will be shared with the Board of Trustees as part of the Maori Curriculum report.

2. DOCUMENTATION AND SELF REVIEW

2.1 School Reporting to the Board of Trustees

2.1.1 The Principal will present a written management report for each general meeting of the Board of Trustees. The report should contain the following:-

- Curriculum and student achievement
- Documentation and self review
- Personnel and staff development
- Property
- Finance
- Health & Safety
- Administration
- School activities and coming events

2.1.2 The Principal will, in accordance with annual plan requirements, supply appropriate data of relevant student achievement. This will include any recommendations for additional resourcing where required.

2.1.3 A report of a curriculum area will be presented to the Board of Trustees, by staff curriculum teams/staff trustee as indicated in the annual plan.

2.1.4. The Board of Trustees may require from the Principal a report of any specific matters pertaining to school curriculum.

2.2 Reporting to Parents

2.2.1 Teachers will report to parents on individual student progress a minimum of three times a year.

- An Information Evening and Early Conferences will be held early in the school year where teachers will have the opportunity to discuss class programmes with parents.
- Conferences involving Parent, Teachers and Students will be offered at the end of Term Two.

- Written reports will be sent home during and at the end of the year.
- Achievement in relation to National Standards will be reported in writing, twice a year in plain language. For Yr 1-3 children one of these will be at the anniversary of their 5th, 6th or 7th birthday and the other will occur at the end of the year. Reports will be included in the children's Learning Journals with their books as samples of

2.3 Charter, Strategic and Annual Plans

2.3.1 The Board of Trustees, in conjunction with the Principal, will develop and maintain a three- five year Strategic Plan to document how the National Education Guidelines are to be implemented.

2.3.2 Within the framework of the Strategic Plan, the Principal, in consultation with the Board of Trustees, will develop an Annual Plan which will identify:-

- Specific target goals for the next / coming year, including those for literacy and numeracy.
- Policies, plans and programmes for review
- A timeline for implementation
- Any resource requirements

2.3.3 Prior to the end of each school year, the Principal will formally report to the Board of Trustees;

- On progress made against target goals set in the Annual Plan
- Reviewed plans and data gathered will be presented along with any recommendations for future action.

2.3.4 The Charter will be reviewed annually in conjunction with the development of the Annual Plan.

2.3.5 The school community will be surveyed regularly to provide feedback on the progress of the school and for input into the Charter and future Strategic and Annual Plans. The Board of Trustees will review the content of the community survey, prior to its circulation.

3.

PERSONNEL

3.1 Leave of Absence

- 3.1.1 Application for leave, of more than one week must be submitted to the Principal in writing.
- 3.1.2 All leave will be considered on an individual basis.
- 3.1.3 The Principal will consider one or two days leave on a case by case basis and as a good employer may grant leave with pay or leave without pay where internal arrangements can be made.
- 3.1.4 The Principal has the discretion to grant leave in emergency situations.

3.2 Equal Employment Opportunities

- 3.2.1 There will be regular reviews of staff policies and practices to ensure all staff have equal opportunities.
- 3.2.2 The Board of Trustees staff representative, will be responsible for the development and implementation of the review programme of staff policies and practices. Results of any data collected will be reported to the Board annually.

3.3 Performance Appraisal

- 3.3.1 The Principal will develop and implement a set of procedures to meet performance management requirements. The Principal will report to the Board that requirements have been met at the end of the cycle and on any outcomes.
- 3.3.2 The Board of Trustees is responsible for the Principal's appraisal. A decision of how this will be achieved will be made annually.
- 3.3.3 The Chair will report in summary to the Board the results of the Principal's appraisal meeting.

3.4 Staff Appointments

- 3.4.1 The Principal has delegated authority to make appointments for support staff, fixed term and part time teaching staff.
- 3.4.2 For the appointment of Principal, Deputy Principal or Assistant Principal and permanent full time teaching staff the Board of Trustees will decide on a process to follow when a vacancy arises.

3.5 Staff Development

- 3.5.1 Within the school's Annual Plan, the Principal will advise on Professional Development priorities for the year.
- 3.5.2 The Board of Trustees will fund staff development as part of the annual budget.

3.6 Staff Remuneration

- 3.6.1 Teaching staff will be paid on the appropriate step in accordance with the Primary Teachers' Collective Contract.
- 3.6.2 Support staff will be paid according to the appropriate CEC or IEC, at a rate equal to, or in excess of the rate specified in the contract.
- 3.6.3 Management units will be allocated to meet obligations under the PTCA and within guidelines provided by NZEI (2008).
- 3.6.4 All teaching staff who are leaving the school receive a BOT gift after two consecutive years of service. This will be calculated at \$ 20 per year of service.
- 3.6.5 Support staff who are leaving may receive a BOT gift after a minimum of 10 consecutive years of service. This will not exceed \$150.00. If there are award requirements, the Principal will inform the BOT of any special conditions.

3.7 Staff Competency

- 3.7.1 Action relating to complaints, discipline and competency of teachers will be based on the Primary Teachers Collective Employment Agreement or Individual Employment Agreement.
- 3.7.2 Action relating to complaints, discipline and competency of the Principal, will be based on the Principal's C.E.A.
- 3.7.3 Action relating to complaints and discipline of support staff will be based on the appropriate Collective Employment Agreements or IEA'S of support staff.
- 3.7.4 The Board of Trustees will be advised at the earliest opportunity should staff competency procedures need to be implemented.

3.8 Sexual Harassment

- 3.8.1 The Principal will deal with complaints unless the complaint is against the Principal. If this is the case, the Board Chair will deal with the complaint.

- 3.8.2 A set of procedures will be adhered to. These will be outlined in the School Procedures Manual.
- 3.8.3 Unresolved complaints will be referred to the Board of Trustees.
- 3.8.4 The Principal will inform the Board of any sexual harassment complaints received.

3.9 Protected Disclosure

- 3.9.1 A protected disclosure (“disclosure”) is a written declaration made by an employee where they believe serious wrongdoing has occurred. Any employee of the school can make a disclosure. This includes current employees, former employees and contractors supplying services to the school.
- 3.9.2 Disclosures are to be submitted in writing stating the following:-
- The nature of the alleged serious wrong doing;
 - The name or names of the people involved;
 - Surrounding facts, including details relating to the time and / or place of the wrong doing if known.
- 3.9.3 Disclosures should be made to the Principal in the first instance, unless the employee believes the Principal is or may be involved in the wrongdoing. The disclosure should then be made to the Board Chair.
- 3.9.4 On receipt of a disclosure the Principal and/or Board Chairman, as appropriate, shall immediately investigate the disclosure, or put in place actions to ensure an investigation occurs, and take such other actions as are required to address the disclosure.

Where the disclosure is not resolved to the satisfaction of all parties within a reasonable time, the Board Chairman should be informed.

- 3.9.5 A disclosure may be made to the Ministry of Education or the Ombudsman where the employee has made the same disclosure according to the internal procedures outlined in this policy and reasonably believes that the person to whom the disclosure was made:-
- has decided not to investigate, or
 - has decided to investigate but has not made progress with the investigation within a reasonable time frame, or
 - has investigated but has not taken or recommended any action

and the employee continues to believe on reasonable grounds, that the information disclosed is true, or is likely to be true.

3.9.6 Before making a disclosure the employee should be sure the following conditions are met:-,

- the information is about a serious wrongdoing in or by the school; and
- the employee believes, on reasonable grounds, the information to be true or is likely to be true; and
- the employee wishes the wrongdoing to be investigated; and
- the employee wishes the disclosure to be protected.

An employee who makes a disclosure and who has acted in accordance with the procedures outlined in this policy:-

- may bring a personal grievance in respect of retaliatory action from the Board;
- may access the anti-discrimination provisions of the Human Rights Act in respect of retaliatory action from the Board;
- will, subject to the above conditions, have their disclosure treated by the Board with the utmost confidentiality.

3.10 Complaints

- 3.10.1 Complaints may concern students, staff, Principal, the Board of Trustees policies or school events.
- 3.10.2 The school will deal with any complaints quickly, fairly and according to a consistent process.
- 3.10.3 In all cases the school will endeavour to ensure that matters are resolved to both parties' satisfaction, and either concluded or an understanding in place for future action.
- 3.10.4 A record of complaints and resolutions must be kept on file (as hardcopy)

3.11 Police Vetting

- 3.11.1 The Principal will ensure procedures are in place for the compulsory police vetting of all non-teaching employees.
- 3.11.2 The Principal will be nominated as the “requester” and will ensure that confidentiality is maintained.
- 3.11.3 The Principal will report to the board at the conclusion of any unsuccessful police vetting process.

3.12 Teacher Registration

3.12.1 The Principal will maintain an up to date annual register of teacher registrations for all staff to ensure that teachers renew their registrations prior to expiry. (Annual Organisation Schedule File)

3.12.2 The Board of Trustees will budget accordingly and pay the registrations on behalf of the staff.

3.13 International Fee Paying Students – Pastoral Care

3.13.1 The mandatory Code of Practice for the Pastoral Care of International Students establishes an effective framework for schools. As a signatory to the Code Shelly Park School Board of Trustees will ensure that staff members and parents of international students attending the school have a clear understanding of how the code is to be implemented and will endeavour to fulfil all undertakings outlined in the Code.

3.12.1 The school will maintain and review a handbook which details procedures for parents to ensure all educational and pastoral care programmes are accessible, and all contractual and financial arrangements between the school and these students are conducted in a fair and reasonable manner.

Pastoral Care

3.12.2 If a concern is related to classroom learning, or social interactions between children, (or the teacher and a child), or a home matter, an appointment should be made to discuss the situation with the classroom teacher.

3.12.3 Should the matter still not be resolved, then the Principal's advice should be sought.

3.12.4 If, after consultation with the Principal, the parent or authorised representative still feels the matter has not been settled satisfactorily, a concern or complaint in writing should be forwarded directly to the Board of Trustees Chair for resolution.

3.12.5 If a complaint from the parents/authorised representatives of an International Student about the school cannot be resolved after consulting with the Principal and the Board of Trustees, the International Education Appeal Authority (IEAA) can be contacted to assist resolve the matter.

The IEAA address is: The International Education Appeal Authority
c/o- The Ministry of Education
PO Box 1666
Wellington

An IEAA decision is binding on all parties.

4.

FINANCE AND PROPERTY

4.1 Financial Policy

- 4.1.1 Draft annual school budget for the following year will be prepared by the Principal, endorsed by the Treasurer and presented to the Board of Trustees at the December meeting. The Board will approve the final budget prior to the end of the year.
- 4.1.2 The Board of Trustees will consider and approve the budget following consideration that appropriate financial resources are allocated towards the achievement of target goals and objectives specified in the Annual Plan and Property Plan.
- 4.1.3 Once approved by the Board of Trustees, implementation of the budget is delegated to the Principal, subject to Board of Trustees approval being required for expenditure additional to original budget allocations.
- 4.1.4 Management of the school's financial system will be in accordance with the school's Financial Procedures.
- 4.1.5 At each monthly meeting, the Board of Trustees will receive a financial report which records as a minimum:-
- Prior month's income and expenditure.
 - Year-to-date income and expenditure by category vs budget.
 - Where applicable notes on significant variances and requests for additional budget expenditure.
- 4.1.6 At the end of each financial year, a set of financial accounts will be prepared in accordance with the Ministry of Education requirements.
- 4.1.7 The board will set and review the School Donations and Activity Contribution on an annual basis.

International Fee Paying Students (refer International Students Handbook for procedures)

- 4.4.1 The school will abide by the requirements of the Code of Practice for Pastoral Care for International Students and all the contractual and financial arrangements will be handled in a manner that is fair, reasonable and according to legislation and the Code.
- 4.4.2 The Fee Schedule for all lengths of stay will be reviewed annually.
- 4.4.3 International fee paying students will be accepted for enrolment at the discretion of the school Principal.

- 4.4.4 Any net income generated from the International Fee paying students will be applied at the discretion of the Board.
- 4.4.5 Applications for fee refunds must be made in writing. The administration fee will not be refunded. Terms not commenced may be refunded. Refunds outside of these guidelines will be made at the discretion of the Board of Trustees.
- 4.4.6 Teachers who accommodate an International student into their class will be entitled to an additional release day for that term.

4.4.7 Newsletter Advertising

- 4.4.8 Commercial advertising in the school newsletter will incur charges set by the Board of Trustees.
- 4.4.9 All applications for commercial advertisements must be approved by the Principal.

4.5 Property

- 4.5.1 The Board will ensure there is a long term maintenance plan in place to ensure buildings and facilities provide a safe, healthy learning environment.
- 4.5.2 The budget will include an allocation of funds for ongoing maintenance to comply with the conditions of the property occupancy document
- 4.5.3 The Board will meet statutory requirements with respect to property maintenance.
- 4.5.4 The school security system will be maintained and monitored to protect against burglary and vandalism.

5. HEALTH AND SAFETY

5.1 Health and Safety

5.1.1 The Board will take all reasonable steps to provide a safe physical and emotional environment for students, staff and visitors to the site.

5.1.2 The Principal will develop a set of procedures to minimise the likely risk of harm to students whilst they are at school.

5.1.3 The Property Manager will be the schools Health and Safety officer and is responsible for ensuring hazard identification checks are conducted regularly with action taken to rectify hazards found. The Principal and Property Manager will keep written records indicating action taken to eliminate hazards identified.

5.1.4 The Principal will ensure all staff and students are made aware, of emergency procedures for the evacuation of the buildings.

5.1.5 A fire evacuation drill will be carried out a minimum of once a term and a Lockdown drill will take place annually.

5.1.6 As part of their contract conditions, all contractors will be required to accept the school's Health and Safety plan before commencing work on site. In addition, all contractors will be required to submit their own Health and Safety Plan to the school's Health and Safety Officer for approval before starting work on site.

5.1.7 All visitors to the school are to report to the office on arrival and departure. They will sign on arrival and departure, and wear a badge at all times.

5.2 Animals at School

5.2.1 Students bringing animals to the school for reasons other than specific curriculum or learning related experiences must have the prior approval of the Principal.

5.2.2 No dogs are permitted on the school site without prior permission from the Principal.

5.2.3 Students or teachers conducting any study using animals, must abide by the current Animal Ethics code and must receive prior approval of the AP's / Team Leader before proceeding with the study.

5.3 Administration of Medication

5.3.1 Students have the right to receive prescribed medication at school during school hours where this enables them to access education.

5.3.2 Before prescribed medication is held at school, arrangements must have been made between the school office and the parent/caregiver.

5.3.3 The Principal will develop a set of procedures for the safe storage and administration of medication.

5.4 Behaviour Management

- 5.4.1 Every member of the staff has shared responsibility for effective management of student behaviour.
- 5.4.2 We encourage self discipline in children so that they learn to accept responsibility for their own actions.
- 5.4.3 “Bullying” is defined as repeated use of aggressive behaviour that has the intent to hurt another person. It is persistent over time bringing distress to the victim and enjoyment to the perpetrator.
- 5.4.4 Effective behaviour modification will be ensured by consistent, fair practice which follows the 3 tiers procedural system.
- 5.4.5 We encourage the use of praise, positive reinforcement and the development of intrinsic motivation in managing behaviour.
- 5.4.6 Ministry of Educations Guidelines will be adhered to when Stand Downs or Exclusions of students is necessary.

5.5 Managing Children with Health Conditions and Allergies

- 5.5.1 Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in our school setting if we work with teachers, students and parents to minimize risks and provide a safe educational environment for food-allergic students.
- 5.5.2 Management plans for children at risk due to a variety of Health conditions are developed consultatively with families.
- 5.5.3 These will be updated annually and are posted prominently on the staffroom and Health room walls.
- 5.5.4 All parties - staff, parents and the child are seen to have responsibilities in regard to managing the risk for these children. The school will maintain details of procedures for dealing with these.

5.6 Sun Safe

- 5.6.1 Regulation hats of an approved style are to be worn between Labour weekend and Easter.
- 5.6.2 Students who do not have hats at school will play in the shade.
- 5.6.3 Sun cream will be made available to all students while at school.

5.7 Education Outside the Classroom

5.7.1 Approval for visits outside the school must be obtained from the Principal.

5.7.2 Prior to undertaking any class visit outside the school, teachers are to undertake a risk management assessment. A copy of this will be submitted to the Principal to review and approve the visit.

5.7.3 Adult/student minimum ratios for activities away from the school are set as follows:-

- Water based activities 1:4
- General class visits 1:6
- Other activities at the discretion of the Principal

5.8 Suspected Child Abuse

Child abuse means the harming (whether physically, emotionally or sexually) ill-treatment, abuse, neglect or deprivation of any child or young person. (Section 2, Children Young Persons and their Families Act, 1989).

5.8.1 Any staff member who believes that any child has been or is likely to be harmed (whether physically, emotionally, or sexually), ill treated, abused, neglected or deprived, is to report this matter to the Principal.

5.8.2 Keeping Ourselves Safe and Life Education units, will be taught as part of the Phys Ed and Health curriculum to increase students' assertiveness skills in dealing with uncomfortable situations and to help raise teachers' consciousness of the issues.

5.8.3 A 'Health Team' comprising the Principal, SENCO and other such parties as may seem appropriate, will be formed where a child makes a disclosures of a significant nature. This team will make decisions as to the appropriate agency for further referral if required.

5.9 Child Protection

5.9.1 A child protection policy is a mandatory requirement to protect students (Vulnerable Children's Act 2014)

5.9.2 The Board is committed to the prevention of child abuse and neglect and to the protection of all children.

5.9.3 In line with section 15 of the Children, Young Persons and Their families Act any person in our school who believes that any child or young person has been, or is likely to be harmed (whether physically, emotionally or sexually), ill treated, abused, neglected or deprived must follow school procedures in this regard.

6. LEGISLATION

6.2 Copyright

6.2.1 The Principal will ensure all staff members are aware of their responsibilities under Copyright law.

6.2 Privacy Act 1993

6.2.1 The Board will ensure that the privacy principles are upheld and will appoint for this purpose a "Privacy Officer".

6.2.2 Requested information will be passed on to legitimate users in accordance with STA guidelines.

6.2.3 Complaints received by the school with respect to alleged non-compliance with the Act, shall be immediately passed to the Privacy Officer who shall investigate and take appropriate action.

6.3 School Hours / School Year

6.3.1 The Board shall ensure that the requirements of the legislation in respect of the school hours and the school year are met.

6.3.2 The Principal shall, as appropriate, report to the Board with respect to details of compliance.

6.4 Disciplinary Action

6.3.3 The Board will comply with disciplinary requirements with respect to students.

6.3.4 Where an issue with respect to ongoing truancy or suspension arises, a disciplinary sub-committee comprising the Board Chair or his / her delegate, the Principal and one other further Board member, will meet at the earliest possible time to discuss relevant issues and determine future action. Where this occurs a written report will be presented to all Board members as soon as is reasonably practical.

6.5 Enrolment

The school has a maximum roll of 468 pupils. An enrolment scheme governs the categories of entry for pupils who live beyond the stated

school area. This is in place so the educational needs of the pupils are best met by limiting classroom sizes and number of classrooms. Out of zone enrolments are considered on two fixed dates each year in Terms 1 and 3 for the next 6 months and defined by recommendation of the Principal. Out of Zone enrolments are to be limited to numbers that can be accommodated within the school's existing footprint.

1. **School Zone**

The Shelly Park School Zone is defined as follows:

The zone starts at Cockle Bay Beach and takes in Shelly Beach Parade and continues on up Churchill Road to John Gill Road, going down John Gill Road to Advene Road. Up Advene Road including all side streets to the corner of Advene Road and Alexander Street. From this corner the zone boundary crosses to the corner of Meadowland Drive and Sandpit Road including Lastel Place but excluding all homes on Alexander St, Trelawn Place, Reydon Place and houses on Sandspit Road up to the corner of Lastel Place and Meadowland Drive. From this corner the zone extends down Meadowland Drive taking in both sides of the road and across into Millhouse Drive again taking in both sides of the road until Northpark Ave. The zone includes both sides of Northpark Ave and Orangewood Drive from Northpark Ave to the Whitford Road roundabout. The zone includes both sides of Whitford Road up to Point View Drive. It includes both sides of Point View Drive until Hayley Lane. Point View Drive South of Hayley Lane and all side streets are not included in the zone. From Hayley Lane the zone goes across country to meet Griggs Road and includes Griggs Road and roads off it. From the corner of Griggs Road and Whitford Road the zone continues down Whitford Road to the roundabout. From Whitford roundabout the zone continues out along the Whitford Maraetai Road including all side roads to Henson Road. At Henson Road the zone goes north to the coast and follows the coastline back to Cockle Bay Beach and Shelly Beach Parade. The enrolment of out of zone students is governed by the provisions of the Education Act, 1989.

Home Zone

The geographic area described in the scheme shall stand fast and shall operate as the school's home zone, under Section 11D of the Education Act 1989.

2. **Out of Area Enrolments**

All sections of the scheme relating to the selection of students who live outside the geographic area (ie the home zone) described in the scheme are deleted and are replaced by the requirements of Section 11F of the Education Act 1989 and the instructions issued by the Secretary under Section 11G(1) of the Education Act 1989.

Applications for enrolment will be processed in the following order of priority:

- | | |
|------------------------|--|
| <u>First Priority</u> | will be given to students who have been accepted into special programme(s) run by the school and approved by the Secretary for Education.

“This Priority is not applicable at this school because the school does not run a special programme approved by the Secretary”. |
| <u>Second Priority</u> | will be given to applicants who are siblings of current students. |
| <u>Third Priority</u> | will be given to applicants who are siblings of former students. |
| <u>Fourth Priority</u> | will be given to applicants who are children of Board employees. |
| <u>Fifth Priority</u> | will be given to all other applicants. |

If there are more applicants in the second, third, fourth or fifth priority groups than there are places available, selection within the priority group will be by ballot conducted in accordance with instructions issued by the Secretary under section 11G(1) of the Education Act 1898. Parents will be informed of the date of any ballot by notice in a daily or community newspaper circulating in the area served by the school.

School Uniform

The school uniform is compulsory and is available from the Uniform Shop, which operates from the school hall during term-time on Friday mornings from 8.30 am - 9.15 am.

Summer

Girls: Poly/cotton sleeveless dress with drop waist and box pleats. A jade or white polo shirt can be worn under the dress on cooler days. A jade or navy blue sweatshirt, or a navy blue cardigan may be worn.
Optional extra: Navy blue shorts with a jade or white polo shirt.

Boys: Jade or white polo shirt worn with navy blue shorts. A jade or navy blue sweatshirt may be worn.

Footwear: Plain navy blue, white or black socks for both boys and girls. Black or navy blue school shoes/sandals, or predominantly black or white sports shoes are required. No jandals or crocs please. Shoes must be worn to and from school.

Summer uniform will be worn Term 1 and Term 4 which includes a specified navy blue sun hat that is compulsory when outdoors from Labour Weekend until the end of April.

Winter

Girls: Blue McKenzie tartan bib-top pinafore worn with a jade or white skivvy; navy or jade sweatshirt or navy cardigan. School tracksuit pants are acceptable.

Boys: Navy shorts or tracksuit pants; jade or white skivvy with navy or jade sweatshirt.

Jackets: School issue vests and jackets may be worn outside the classroom

Footwear: Plain navy blue, white or black socks for both boys and girls. Girls may wear navy blue tights with the winter uniform. Black or navy blue school shoes or predominantly black or white sports shoes are required. No boots/ gumboots please. Shoes must be worn to and from school.

Sports Navy blue sports shorts with house coloured polo shirt. These are available from the uniform shop and are required for PE and school sports. Interschool sports uniforms will be provided by the school.

Jade polo shirts, soccer shirts, rugby shirts, netball skirts, netball bibs and hockey skirts are provided by the school.

Jewellery Children should not wear jewellery to school (watches accepted).
Ear studs and small sleepers are acceptable but for safety reasons no other
ear decorations should be worn.

Hairwear School issue or plain jade, navy or black headbands may be worn.
Shoulder length hair (boys or girls) is expected to be tied back with plain hair
ties.

Note It is expected that girls wear dresses to formal occasions such as visits outside the school, for photographs and Yr 6 Graduation etc.