

Section 4. Procedural 4.1 Documents Informing the Karapiro School Charter

<p style="text-align: center;">Human Resources:</p> <p style="text-align: center;"><i>Key School documents that inform the Karapiro School Charter relating to human resources include:</i></p> <ul style="list-style-type: none"> ▪ Job Descriptions ▪ Performance Agreements ▪ Staff Appraisals Policy and Procedures ▪ School Parent Information Booklet ▪ Staff Professional Development Programme ▪ Roles and Responsibilities Schedule ▪ Accidents and Medical Register ▪ Personnel and Curriculum Policies 	<p style="text-align: center;">Finances:</p> <p style="text-align: center;"><i>Key School documents that inform Karapiro School Charter relating to finances include:</i></p> <ul style="list-style-type: none"> ▪ Annual Budget ▪ 10 Year Property Plan ▪ SUE Reports ▪ Assets Register ▪ Auditors Reports ▪ Associated Polices and Procedures ▪ Monthly financial reports from Andersons Accounting ▪ Treasurers financial reports 		
<p style="text-align: center;">Health & Safety:</p> <p style="text-align: center;"><i>Key School documents that inform the Karapiro School Charter relating to health and safety include:</i></p> <ul style="list-style-type: none"> ▪ Strategic Plan ▪ Operational Plan ▪ Hazards Register ▪ Maintenance Schedule ▪ Evacuations Procedures ▪ Student Support Programmes and Procedures ▪ Associated Policies ▪ Lockdown procedures. 	<p style="text-align: center;">Property:</p> <p style="text-align: center;"><i>Key School documents that inform the Karapiro School Charter relating to property include:</i></p> <ul style="list-style-type: none"> ▪ 10 Year Property Plan ▪ 5 Year Property Schedule ▪ Maintenance Schedule ▪ Hazards Register ▪ Health and Safety Procedures ▪ Evacuation Procedures ▪ Insurance Documents ▪ Associated Polices 		
<p style="text-align: center;">Curriculum:</p> <p style="text-align: center;"><i>Key School documents that inform the Karapiro School Charter relating to curriculum include:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> ▪ New Zealand Curriculum / Visual representation ▪ Curriculum Implementation Plans ▪ Student Individual Achievement Learning Journals (in development) ▪ Associated Policies </td> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> Long term, weekly and lesson plans. Assessment record books Student Cumulative Files Etap files </td> </tr> </table>		<ul style="list-style-type: none"> ▪ New Zealand Curriculum / Visual representation ▪ Curriculum Implementation Plans ▪ Student Individual Achievement Learning Journals (in development) ▪ Associated Policies 	<ul style="list-style-type: none"> Long term, weekly and lesson plans. Assessment record books Student Cumulative Files Etap files
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Date for sending 2012 Charter to the Ministry of Education: 31 March 2012