



THE NATIONAL ADMINISTRATION GUIDELINES (NAGs)

Summary: The National Administration Guidelines (NAGs) for school administration set out statements of desirable principles of conduct or administration for specified personnel or bodies. Recent amendments include the planning and reporting requirements, the footnote to 1(iii)c relating to gifted and talented learners (with effect from Term 1 2005), and clause 1(i)c regarding “regular quality physical activity” (with effect from Term 1 2006).

POLICIES

NAG 1 Curriculum

- Policy 1: Assessment
- Policy 2: Community Education
- Policy 3: Education Outside the Classroom
- Policy 4: Fostering Student Achievement
- Policy 5: Gifted and Talented Students
- Policy 6: Sexuality/Health Education
- Policy 7: Teaching and Learning Equity
- Policy 7B Students with Special Educational Needs
- Policy 8: Treaty of Waitangi

NAG 2 Strategic Plan & Self-Review

- Policy 9: Reporting to Parents
- Policy 10: Community Relationship
- Policy 56: Board Review

NAG 3 Personnel

- Policy 11: Absence of Principal – Delegation of Authority
- Policy 12: Equal Employment Opportunities
- Policy 13: Formal Complaints
- Policy 14: Human Resources
- Policy 15: Performance Appraisal of the Principal
- Policy 16: Safety Checking of Workforce
- Policy 17: Privacy
- Policy 18: Protected Disclosures
- Policy 19: Staff Appraisal
- Policy 20: Staff Development
- Policy 21: Staff Leave
- Policy 57: Conflict of Interest

NAG 4 Finance & Property

- Policy 22: Finances 1 - Financial Management
- Policy 23: Finances 2 - Credit Cards
- Policy 24: Finances 3 - Applications for Charitable Donations/Sponsorship

- Policy 25: Finances 4 - Fees and Payments
- Policy 25A: Refunds for Adult and Community Education
- Policy 25B: Refunds for International Students
- Policy 26: Finances 5 - Theft and Fraud Prevention
- Policy 27: Finances 6 - Gifts
- Policy 28: Finances 7 - Entertainment
- Policy 29: Finances 8 - Travel
- Policy 30: Finances 9 - Financial Management for Fundraising and Trips of a Significant Nature
- Policy 31: Finances 10 - Delegation of Authority
- Policy 32: Finances 11 - Fees Protection
- Policy 33: Property Development and Maintenance
- Policy 34: Sports Uniforms
- Policy 35: Use of School Equipment

NAG 5 Health & Safety

- Policy 36: Digital Citizenship
- Policy 37: Administering Prescribed Medication
- Policy 38: Alcohol & Drugs
- Policy 39: Animal Welfare
- Policy 40: Contractors
- Policy 41: Harassment
- Policy 42: HIV/Aids, Hepatitis, Meningitis or Other Life Threatening Diseases
- Policy 43: Interviews by Police or CYFS Social Workers
- Policy 44: Mini Bus Safety
- Policy 45: Health and Safety
- Policy 46: Reporting of Abuse and Neglect
- Policy 47: Search and Seizure
- Policy 48: Students at Risks of Suicide
- Policy 49: Emergency Plans
- Policy 58: College Tours
- Policy 60: Behaviour Management
- Policy 61: Guidance Counselling
- Policy 62: Child Protection

INTERNATIONAL

- Policy 50: International Students - Accommodation
- Policy 51: Grievance Procedures for Foreign Fee Paying Students
- Policy 52: International Students
- Policy 53: International Students - Welfare and Safety
- Policy 54: International Students - Medical and Travel Insurance
- Policy 55: International Students - Part-time Work for Year 12 and Year 13
- Policy 59: International Students – Group Students