
ADMINISTRATION

PURPOSE

This policy encompasses how the School operates with respect to organisation and to ensure that all concerned are part of a harmonious whole. Involvement should be seen in consideration and acceptance of Government philosophies and directives, School Council policies, Curriculum design and Classroom implementation. The total function should proceed in an atmosphere of trust and respect so that all person are physically provided for and their rights and privileges are respected. The communication between all elements of the School's community should be effective and constantly reviewed.

GUIDELINES

- Designated staff will share responsibilities for programs, teaching, welfare of staff, curriculum co-ordination and administering all aspects of the school.
- This administration program organises the school procedures, maintains equipment, makes efficient its clerical services, details school records and within a program budgeting format, controls its accounting procedures through program development and evaluation.
- Costs in this program include:
 - Administration
 - Facilities
 - Curriculum
 - Furniture and equipment
 - Utilities
- A series of collaborative meetings allows all staff members input in the decision making process.
- The principal provides overall leadership and supervision as well as linking the school to Regional Groups and other community based resources.

IMPLEMENTATION

- The allocation of principal and senior staff to conduct the program, particularly with respect to communication, liaison, teacher development, policy development and implementation.
- To provide curriculum and professional development support to programs throughout the school and generally to facilitate the smooth day to day running of the school.
- Provision of funds necessary for the efficient administration of the school in the areas of communication, teaching materials, including photocopying, maintenance of office equipment, first aid supplies, power and fuel and miscellaneous administration expenses.

EVALUATION

This policy was originally formed, in consultation with all members of the wider community (all staff, parents, students, and interested members of the community) as part of the school's five - year review cycle.

SIGNATURE

Principal

School Council President

Reba N. Hennam

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