



Legislative Requirements Policy

Policy Statement

The Greymouth High School Board of Trustees complies with all relevant legislation for the operation of the school.

1. Enrolments and attendance

1. The Principal ensures accurate records of student admissions and attendance are maintained, and takes all reasonable steps to ensure that students who are required to attend school do so.
2. The Principal ensures that the school complies with all general legislation or Ministry requirements regarding the length of the school day and the length of the school year.

2. Privacy and Official Information

1. The Principal has delegated authority as the Privacy Officer.
2. The school will act in accordance with the Privacy Act 1993 and the Privacy Principles and will have procedures in the staff handbook to give effect to the Privacy Principles.
3. Personal information on students and staff will be safeguarded and information received by the school for a specific purpose shall not be used for another purpose.
4. In accordance with the privacy principles staff will not access or divulge any staff, student or family personal information that is not authorised. If in doubt staff must consult with the Privacy Officer before release.
5. The Principal will examine on a "case by case" basis any student request not to have a report given to a particular parent or caregiver.
6. The Principal will ensure all documents sourced from the school requesting information from students and parents conform to the Privacy Principles.
7. The Principal will handle concerns regarding confidentiality and complaints about alleged breaches of the Privacy Act.

3. Copyright

The school will comply with the Copyright Act 1994, including with respect to the use of musical scores, videos, books digital media and other material protected by copyright. The Principal shall ensure that staff and students are made aware of the School's obligations under copyright law.

4. Ensuring legislative compliance

1. The school's policies and management procedures promote compliance with relevant legislation and regulations.
2. Policies and procedures are reviewed on a regular cycle to ensure compliance.
3. Where legal updates happen between policy reviews, procedures will be updated accordingly and policy will be evaluated by the Board's Policies Committee for possible update.

5. Compliance with other relevant legislation

Education

- [Guidelines re Varying School Opening Hours](#)
- [Crown Entities Act 2004](#)
- [Education Act 1989](#)
- [Education Act 1964](#)

- [Education \(School Trustee Elections\) Regulations 2000](#)
- [Local Government Official Information and Meetings Act 1987](#)
- [Official Information Act 1982](#)
- [Privacy Act 1993](#)
- [Private Schools Conditional Integration Act 1975](#)
- [Protected Disclosures Act 2000](#)
- [Public Finance Act 1989](#)

Employment

- [Education \(2009 School Staffing\) Order](#)
- [Employment Relations Act 2000](#)
- [Health and Safety in Employment Act 1992](#)
- [Holidays Act 2003](#)
- [Human Rights Act 1993](#)
- [Parental Leave and Employment Protection Act 1987](#)
- [State Sector Act 1988](#)
- [Wages Protection Act 1983](#)
- [Vulnerable Children Act 2014](#)

Property

- [Building Act 2004](#)
- [Education Lands Act 1949](#)
- [Legal Decisions](#)

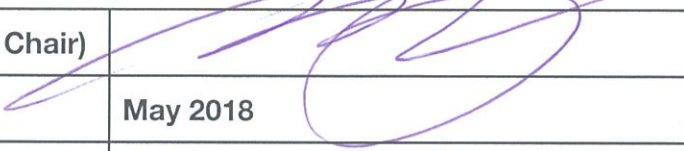
(Source: NZSTA: <http://www.nzsta.org.nz/accountability/legislative-environment>)

Monitoring of Compliance

The Board will monitor implementation and effectiveness with this policy through the Principal's reports on:

- Enrolments, Ministry Roll Returns, Attendance, required documentation
- Privacy and Copyright issues

RELATED PROCEDURES and DOCUMENTATION	School Charter Self- Review programme
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Signed (Board Chair)	
Dated	May 2018
Review date	May 2021