

## LEGISLATION POLICY



### **Rationale:**

A school needs sound administrative practices to ensure all legal administrative requirements are met.

### **Purpose:**

To comply with all general legislation requirements.

### **Responsibilities:**

The **Board of Trustees** delegates responsibility to the **Principal** for ensuring that school procedures meet the legislative statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and the Education Gazette.

### **Guidelines:**

1. Each Board of Trustees is expected to comply with all general legislation concerning requirements such as attendance, the length of the school day, and the length of the school year.
2. Each Board of Trustees is required to complete an annual update of the school charter and provide the Secretary of Education with a copy of the updates charter before 1 March of the relevant year.
3. Each Board of Trustees is required to provide a statement providing an analysis of any variance between the school's performance and the relevant aims, objectives, directions, priorities, or targets set out in the school charter at the same time as the updates school charter provided to the Secretary for Education.

**In order to fulfil the policy, the Board and Management have developed, and will regularly review, the following Procedural and Administrative Guidelines associated with this Legislation Policy:**

Attendance and Absences

Privacy

Protected Disclosures

### **Document Control**

Version	Status/change	Date
v1.0	Approved by Kilbirnie School Board of Trustees	December 2014
v1.1	Formatted and minor editing	March 2017