

3 PROFESSIONALISM

3.1 Teachers are expected to model the values of NorthGate College.

3.2 Good grooming and appropriate dress should reflect our values.

3.3 Whilst teachers are encouraged to have a friendly and open demeanour they should discourage familiarity on the part of the students.

3.4 NorthGate College provides a non-smoking environment.

4 CORRESPONDENCE

4.1 Teachers should check their staff e-mail on a daily basis to keep updated

4.2 Teachers are expected to respond to group e-mails and to add to discussions.

4.3 Teachers should check the notice board in the staff-room on arrival so that they are aware of any changes taking place. 4.4 Teachers should reply in a timely manner to email from parents and the reply must be copied to the Director.

5 ATTENDANCE

5.1 All teachers are expected to arrive at the main campus by 7:35am. The school day ends at 2.30 pm unless there is an emergency meeting.

5.2 The teacher's attendance register must be legibly and accurately signed daily by each teacher.

5.3 A teacher is allowed five days occasional leave and ten days sick leave per academic year. In cases of bereavement or serious

ill. Personal work either for students or teachers must be paid for.

14 COLLECTION OF MONEY

14.1 No money should be collected in the school without the permission of the Director.

14.2 No money must be solicited on behalf of the school without the permission of the Director.

14.3 All monies collected in school must be used for matters relating to school except in special circumstances.

14.4 Money collected must be placed in an envelope clearly marked with the amount, the purpose of the funds, the teacher's name/class name and the name of the person who collected the funds. The total collected must be submitted to the Bursar.

15 EXTRA CURRICULAR ACTIVITIES

Each Full Time Teacher is expected to coordinate at least one extra curricular or co-curricular activity.

Teachers must employ strategies to ensure that the life of the group and the values of the school are maintained.

Teachers are at liberty to initiate and continue the development of any new activity in keeping with the values of the school.

16 SPECIAL EVENTS

All teachers are expected to attend School events such as Graduation, Monthly Commendation, Sports Day, school concerts/competitions and Parents' meetings.

17.1 An Events Coordinator will be selected from amongst the staff.

in their classes at all times and that there is no loitering on the compound.

12.4 Teachers must ensure that the students create the right physical environment by establishing a zero tolerance policy for litter on the floor of the classrooms and having frequent checks of the desks and any area of the class to remove unnecessary items.

13 TEXTBOOKS AND OTHER RESOURCES

13.1 All prescribed textbooks must be used by the students during the course of the school year. However teachers are free to use other textbooks and media as supplementary resources.

13.2 Please be reminded that textbooks cannot be changed during the course of the school year. However if the prescribed text is unavailable another text may be substituted. Teachers are asked to differentiate clearly, for the benefit of the students, between essential and optional texts.

13.3 Textbooks, past papers, syllabuses and Examiner's comments are provided for teachers and must be returned at the end of the academic year.

13.4 Teachers must discuss external examiners' comments with students.

13.5 Books, magazines, CD's and other resource material are available from the library.

Photocopying procedure:

I Written requests for photocopying must be made at least one (1) day in advance.

II Class work or work directly related to the teaching of classes will be photocopied free of charge.

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family crisis, compassionate leave will be granted. Maternity Leave shall be granted in accordance with the provisions of the Maternity Protection Act 1993.

5.4 All attempts should be made to apply for occasional leave in advance.

5.5 If a teacher takes more than two consecutive days Sick Leave he must submit a medical report on his return to duty.

5.6 If any teacher is absent he must indicate on the teacher's attendance register the type of leave: (occasional, sick, bereavement, school business) he took when he resumes duty.

5.7 All teachers are expected to attend general assembly and lead worship when rostered.

5.8 Teachers are expected to be in their classes on time and leave at the allotted time. This is to ensure that another teacher's class time is not shortened.

5.9 If a teacher will be absent from school he must set and leave work for his class with the Administrative Assistant. If absence is due to an emergency it will be appreciated if some effort is made to send, telephone or e-mail work for the students.

5.10 Teachers are required to attend Parents' Days which are held once per year for each year group.

5.11 Teachers are expected to attend special functions such as graduation, commendation ceremonies, meetings for Parents and Collaborative Partners and professional development seminars.

5.12 Teachers are required to attend staff meetings. Written work must be set for students to complete when staff meetings are held during class time.

5.13 Teachers must inform the Administrative Office if they have

to leave the compound during class time.

6 DELIVERY OF WORK

All syllabuses and past paper questions are available from the Administrative Office.

6.1 Teachers should submit a Scheme of Work for the academic year at the beginning of the first term. This should cover the given syllabus in the allotted period of time.

6.2 Schemes of Work should be discussed with the Department Coordinator. When the document has been finalized one copy must be e-mailed to the Curriculum Coordinator. The naming convention for submission of Schemes of Work is SCW yyyy Subject Form Term. It is important to observe the spaces so that the computer stores the information in alphabetical order of the subjects.

6.3 Lessons should be prepared and taught in accordance with the syllabus and relevant Scheme of Work. Methodology should take into account the multiple intelligences of the students in the particular class.

6.4 Teachers of the Lower School (Forms one and two) must ensure that homework is recorded in the student's homework notebook.

6.5 Teachers are not to tolerate non-submission of homework without an excuse. Written excuses for homework are acceptable, however, if a student has too many excuses in a limited period the teacher may issue a homework letter which must be signed by the parent. A record of these letters will be kept on the student's file.

6.6 Teachers are not to put students out of class for extended

using the class list to verify parents' notification.

11.4 Form Teachers must assist their classes in preparing for worship or class competitions. Such preparation will include choosing suitable students to represent the class, reviewing the content of the presentation and having rehearsals where appropriate.

11.5 Form Teachers are responsible for resolving minor class issues. Major infringements should be brought to the attention of the Director.

11.6 Form Teachers are to develop a sense of community and ownership within the class by assigning duties and designing unique activities.

11.7 Form Teachers must supervise the election of class leaders at the beginning of each term.

11.8 Form Teachers should have regular discussions with the school prefects assigned to the class.

12 CLASSROOM MANAGEMENT

Teachers are to maintain proper discipline in their classrooms. In cases of disrespect or habitual failure to present assignments, or habitual failure to present assignments on time the student must be referred to the Director or the member of staff assigned to deal with recalcitrant students.

12.1 At no time is a teacher to resort to foul or insulting language.

12.2 If a student is ill he/she should be sent to the Administrative Office where appropriate action will be taken.

12.3 Teachers must be responsible for maintaining an environment conducive to learning by ensuring that students are

d. Creating lesson plans

e. Establishing links between different subject areas

f. Field trips

g. Team teaching

h. Guest lecturers.

10.2 Department Coordinators are to periodically sit in and/or assess respective classes.

10.3 Department Coordinators are to encourage cross fertilization of teaching strategies by the teachers of the different departments.

10.4 Department Coordinators should have at least one follow up meeting during the term to evaluate the effectiveness of the Schemes of Work and to obtain meaningful feedback.

10.4 Department Coordinators must proof read examinations and approve them before copies are made.

11 FORM TEACHERS

There are two form teachers assigned to each class, so that duties are shared. The Form Teachers are responsible for setting the tone of the class and generally ensuring that the vision and rules of NorthGate College are continuously upheld. They are to provide a nurturing and caring class environment where students can develop social skills.

11.1 Form teachers must take the class register on mornings.

11.2 Excuses from students who were absent must be collected on the first day of the student's return to school. Excuses must be filed in the student's file with the most recent excuse at the back.

11.3 Responses from students to circulars must be checked

periods unless the child has been sent to the Administrative Office.

6.7 Subject teachers are responsible for arranging field trips in collaboration with the Administrative Assistant. Parental permission must be obtained in writing and a list of names of participating students submitted to the administrative office.

6.8 Teachers must obtain permission from the Director for visiting teachers/demonstrators to address a class.

7 ASSESSMENT AND SCHOOL EXAMINATIONS

7.1 At least one written assignment or test should be given and marked each month. Marks must be entered in the mark books provided or electronically.

7.2 Various forms of assessment should be used throughout the year. Formal written and oral examinations are given at the end of the first and third terms, and forms five, lower six and upper six will have Mock Examinations in this second term.

7.3 Projects should form part of our teaching strategy throughout the year. Dates for assessment should be specified on particular Schemes of Work in each department.

7.4

7.5 Clear guidelines regarding the format and scope of the examination must be given to the students at least two weeks prior to the end of term examinations to assist them in making a revision time table.

7.6 Subject teachers should teach students revision and examination skills. Revision must take the form of worksheets and quizzes to aid in the recall of facts and should not be purely lectures or call and response type exercises.

7.7 Teachers are to ensure that students write out the corrections for test or examinations when their corrected papers are returned.

8 GUIDELINES FOR CONDUCTING EXAMINATIONS

8.1 All examinations that have been approved by the Department Coordinators must be put on the Staff Server on the NorthGate system. The naming convention to be used is Exams y yy Subject Paper Form Term. A copy must be brought to the administrative office in a completed examination jacket for duplication.

8.2 Examinations must observe the following specifications:

8.2.1 Headers with the name "NorthGate College - Impact Through Education", the subject, the date, the length of the exam and the paper i.e. Paper One or Paper Two. Pre designed headers are provided on the NorthGate computer system.

8.2.2 The font must be Arial or Times New Roman 12

8.2.3 The spacing must be 1.5 except in special circumstances

8.2.4 The marks awarded for each question must be entered in brackets in the right hand column of the page at the end of each question.

8.4 At the end of each examination the question papers and scripts must be collected and given to the subject teacher.

9 COMPLETION OF THE TERM PROCESS

9.1 Marks must be entered in the Examination Folder of the Teachers' Server of the NorthGate College System.

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9.4 Comments should be neatly written on the report for each student as the preference is that correction fluid not be used on any official documents. Teachers should write legibly and avoid making mistakes on reports.

9.5 Subject teachers are to enter the number of times late, absences (in half days), and personal development profiles for each student. More than ten (10) times late should be circled in red on the reports.

9.6 Form Teachers are to take completed reports to the Director for the Director's comments in consultation with the form teacher.

9.7 Reports must be sent to the Systems Facilitator for photocopying before they are distributed to the students.

9.8 Form Teachers and Assistants are to ensure that students address the envelopes in the accepted format.

9.9 Form Teachers and Assistants must put the following in envelopes identified with the student's name:

- i. Original Report
- ii. Fee payment slip
- iii. Diary of Events (terms 1 & 2)
- iv. Book list (term three only)
- v. Letter from the Director

10 DEPARTMENT COORDINATORS

10.1 Teachers are asked to liaise with the Department Coordinators or Director with regard to:

- a. Teaching syllabuses
- b. Setting exam papers
- c. Ordering textbooks or any other teaching material

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9 Applicant Declaration

Each Applicant is required to complete the following Declaration. For joint or consortium Applications each party must complete a separate Declaration.


Declaration		
Topic	Requirement	Applicant's declaration
RFA response:	The Applicant has prepared this application independently to operate a PSKH.	agree
RFA terms:	The Applicant has read and fully understands this RFA, and the RFA terms in Part Three of this RFA, and agrees to be bound by them.	agree
Collection of further information:	<p>The Applicant authorises the evaluators to:</p> <ul style="list-style-type: none"> a. collect any information about the Applicant, from any relevant third party, including a referee, or previous or existing client b. to use such information in the evaluation of the Applicant's Application. 	agree
Objectives and Requirements:	<p>The Applicant has read and fully understands the nature and extent of what is required by the Ministry and the Minister as described in part one and two of this RFA.</p> <p>The Applicant has the necessary capacity and capability to fully meet or exceed the deliverables in the operation of a PSKH and will be available to operate their PSKH throughout the proposed contract period.</p>	agree
Contract terms and conditions:	The Applicant has read and fully understands and accepts the Agreement terms and conditions as stated in our proposed conditions of contract or has completed the table of proposed contract derogations in the form set out in paragraph 7 of this Part Two of the RFA. If successful, the Applicant agrees to sign a contract based on these terms and conditions.	agree
Conflict of interest:	The Applicant warrants that it has no actual, potential or perceived conflict of interest in submitting this	agree

	Application, or entering into a contract to operate a PSKH. Where a conflict of interest arises during the RFA process the Applicant will report it immediately to the Contact Person.	
Ethics:	<p>The Applicant warrants that in submitting this Application it has not:</p> <ul style="list-style-type: none"> a. entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor b. directly or indirectly, approached any representative of the Minister, Ministry or the Board to lobby or solicit information in relation to the RFA (except where allowed for during the Clarification period). c. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Minister, Ministry or the Board. 	agree
Offer validity period:	The Applicant confirms that this Application remains open for acceptance for a period of 180 days from the Closing Date.	agree
Applicant interview	The Applicant acknowledges that if requested, the Applicant will be available to attend an interview in Wellington at a location to be determined by the Board over a one week period, with time slots given on a first-in first-served basis.	agree
	<p>The Applicant declares that in preparing this Application it:</p> <ul style="list-style-type: none"> a. has provided complete and accurate information in all parts of the Application, in all material respects b. has secured all appropriate authorisations to submit this Application and is not aware of any impediments to its ability to enter into a formal contract to deliver the outcomes. 	
Declaration:	<p>The Applicant understands that should it be successful in being awarded a contract with the Minister then the falsification of information, supplying misleading information or the suppression of material information in relation to this RFA will be grounds for termination of the contract.</p>	agree

DECLARATION

This Application has been approved, and is signed by, a representative of the Applicant who has the authority to do so. This representative is named below.

This representative declares that the particulars provided above and in the attached Application documents are accurate

Signature:	 s 9(2)(a) OIA
Full name:	Sarah Wall
Title / position:	Programme Manager
Date:	16 th April 2013