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## NAG 7

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### NAG 7 OTHER

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## UNIFORM PROCEDURE

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### Uniform Procedure

*Procedure:*

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1. Uniform clothing is to be made available to the Kura whānau for purchase.
2. It is compulsory that the uniform be worn on all formal occasions and off-site trips and visits although the uniform is not mandatory daily wear at the kura.
3. Uniform clothing can only be purchased by the whānau of the Kura, and as it is a public identity marker, should be worn in a clean and tidy condition at all times.
4. Whānau are expected to behave in a responsible manner while wearing the uniform, as irresponsible behaviour reflects badly on the kura.
5. If possible, a second-hand uniform sale is to be organised during the week preceding the commencement of the first term.
6. Correct accounting procedures are to be followed at all times when dealing with the ordering and receipt of goods, and handling of purchases.

*Responsibilities:*

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1. The Admin Officer is responsible for:
  - Maintaining stock control records
  - Maintaining appropriate stock levels
  - Correct accounting and financial procedures
2. The uniform ohu is responsible for consulting with the Kura whānau regarding the actual uniform, it's source and the cost.



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## DRESS CODE POLICY & PROCEDURE

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### Dress Code Policy & Procedure

#### *Rationale:*

To set high standard of dress for staff and volunteers so that students have suitable / appropriate role models of presentation. In addition, to ensure that Staff and Volunteers of the Kura are professionally presented to the whānau, and wider community.

#### *Guidelines:*

1. The Kura wants to provide a professional and welcoming image: we expect all Staff and Volunteers to be neat, clean, tidy and well groomed.
2. An appropriate standard of dress, must e maintained at all times within the Kura grounds and on any Kura excursions by Staff and Volunteers involved.
3. Staff and Volunteers are expected to dress in a manner that is consistent with the role performed, and in a manner that will not be offensive to the Board of Trustees, Staff and Students.
4. While acknowledging individual differences and personalities, we expect Staff and Volunteers to maintain an acceptable public image.

#### *Specifics:*

Following on from the Guidelines above, we do not find the following acceptable standards of dress:

- Ripped, torn or frayed clothing
- Mini-Skirts
- Low cut tops
- Any inappropriate printed slogans or language on any clothing
- Stained or dirty clothing
- Hooded Sweatshirts
- Ill-fitting clothing (eg: baggy pants or tight tops)



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## Te Pūawaitanga Procedure

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### 7.8 Te Pūawaitanga Procedure

*Rationale:*

That the Te Pūawaitanga-Graduation ceremony, held for taura at the end of their Tau 8 year at Kura is organised appropriately, enabling the remaining Kura Staff, Students and Whānau to give the Tau 8 an appropriate farewell, at the same time enabling the Tau 8 to present their time spent at Kura to their Peers and Whānau.

*Guidelines:*

1. In consultation with the mātua and taura of Tau 8, Te Pūawaitanga ceremony will be organised and run by the Tumuaki and staff of the kura.
2. The date and time will be determined by the Tumuaki and BOT accordingly.
3. The venue, catering and guest speaker will be determined by the Tau 8 graduating whānau.
4. Tamariki will prepare their own i-movie and korero with direction from Staff and Whānau tau 8 roopu.

*Responsibilities:*

1. The Tumuaki and Whānau tau 8 roopu have responsibility for the overall running and organisation of Te Pūawaitanga.



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## School Uniform & Presentation Policy

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### 7.9 School Uniform & Presentation Policy

*Rationale:*

The wearing of a compulsory school uniform was introduced by the Board of Trustees in 2014 in order to assist out pupils in developing a sense of pride in their school, as well as to help establish the school's identity within the community.

*Rationale:*

1. To ensure that the school uniform, as determined by the Board, is worn by all students of the school to whom it applies.
2. To maintain a standard of dress and appearance which engenders school and self pride
3. To recognise that the onus for outfitting students in the correct school uniform lies with parents / caregivers.
4. To remove conflicts over the wearing of uniform and standards of grooming and personal appearance.

*Guidelines:*

1. Commencing in 2015, all the required items must be worn by students.
2. School Uniforms can be purchased from the tari
3. Order forms for the school uniform are available from the tari
4. Enrolment of students will not be accepted without an undertaking by parents/caregivers that:
5. The school's uniform regulations will be adhered to: and
6. The responsibility for ensuring that students attend in the correct uniform is with parents/caregivers
7. The principal and staff are responsible for monitoring the wearing of school uniform and may take all reasonable steps (including the confiscation of non-uniform items and the temporary issue of correct uniform items if necessary) to ensure that the policy is effective in practice.
8. Members of the Board will liaise with parents/caregivers to ensure that the policy is implemented.
9. Exceptions to the school's uniform regulations may be given only by the senior management of the school and then only for brief periods of time.
10. Personal appearance and grooming will adhere to the following guidelines:
11. Uniform must always be neat, tidy and clean

It is school policy, approved by the Board of Trustees, that students of Te Kura Kaupapa Māori o Manawatū wear the uniform determined by the Board. Parents are expected to be committed to reinforcing the school's uniform regulations.



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## School Uniform & Presentation Policy

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### Approved items for Compulsory School Uniform

#### **Description:**

##### ***Girls & Boys Year 1 to Year 6:***

Red polo with embroidered blue school logo  
Navy blue shorts with woven school label  
Navy blue skorts with woven school label  
Navy blue polar fleece with half zip and embroidered school logo  
Navy tights  
Navy thermal  
Black Socks  
Black shoes or sandals (no jandals, boots or high heels for anyone)

##### ***Girls & Boys Year 7 to Year 8:***

Jade polo with embroidered blue school logo  
Navy blue shorts with woven school label  
Navy blue skorts with woven school label  
Navy blue polar fleece with half zip and embroidered school logo  
Navy tights  
Navy thermal  
Black Socks  
Black shoes or sandals (no jandals, boots or high heels for anyone)