

INZONE KĀINGA POLICIES

The policies included below govern the manner in which InZone ensures compliance with the Education (Hostel) Regulations 2005.

Changes to Page 1 InZone kāinga Policies

The policies will be reviewed on the following basis:

1. Annually, by kaimahi under the guidance of the InZone CEO to reflect changes of policies (if any) in the InZone Handbook provided annually to InZone whānau and rangatahi; and
2. On a rolling basis by the InZone Board reviewing two policies at each Board meeting.
 - a. The adoption of the policy (as reviewed) will be noted in the minutes; and
 - b. The CEO (or their delegate) will be responsible for updating the schedule of policies; and
 - c. The updated policy will be uploaded to the InZone website.
3. Every three years after consultation with InZone whānau and rangatahi (“Consultation”). The Consultation process is:
 - a. A pānui sent from the InZone CEO (on behalf of the Board) to whānau explaining the review process; and
 - i. Invitations for whānau comment on specific policies included on the InZone website; and
 - ii. Informing whānau that they will be notified of any intended changes to policies (if any).
 - b. A meeting conducted by the respective Senior Boarding Managers to rangatahi explaining the review process; and inviting rangatahi comment on the specific policies included on the InZone website.
4. Comments by whānau and rangatahi during Consultation will be considered by the Board when making changes.
5. The InZone CEO (or their delegate) will document the Consultation and upload relevant documents to Boardable or any Board software being used to manage Governance.
6. The initial Consultation will occur in Term 1 2023.

They include

Name	Page
• Kāinga Property Management Policy	2
• Disaster Management Policy and Procedures	3
• Hostel Relationships Policy	4
• Prevention of Abuse, Harassment or Neglect of Boarders Policy	5
• Rangatahi Records Policy and Procedures	6
• Supervision, Staffing and Security Policy	7
• Food and Nutrition Policy	9
• Promotion of Health Policy	10
• Rangatahi, Alcohol, Tobacco and Drugs Policy	12
• Complaints Policy and Process	13
• Academic Policy	15

Kāinga Property Management Policy

Purpose

The purpose of this policy is to ensure that a safe and secure physical environment is provide for all rangatahi while in an InZone kāinga.

Policy

The Board will ensure that necessary spaces, facilities, and equipment are provided given the number, sex and age range of rangatahi. It will also ensure that the kāinga buildings, grounds and facilities are maintained in a clean safe, tidy and hygienic condition so that a pleasant welcoming environment exists for staff, rangatahi, their families and visitors.

Procedures

1. The Chief Executive Officer will ensure that the kāinga facilities comply with New Zealand Standard NZS 9201: Part 3:1999 (Model General Bylaw – Hostels) and the requirements of clauses 44, 45, 46, 47, 50,51 and 52 of the Education (Hostels) Regulations 2005. This includes ensuring:
 - (a) The provision of facilities, and equipment that are reasonably necessary for:
 - (i) Indoor and outdoor recreation (whether as individuals or in groups); and quiet activities (for example, study); and
 - (ii) Food preparation and eating;
 - (iii) Sleeping;
 - (iv) Attending to personal hygiene and
 - (v) Secure storage of the boarders' personal effects; and
 - (vi) Students to meet, or to communicate privately (in writing or by telephone, email, or other means), with parents and other people.
 - (b) the maintenance all of the building and that all appliances, fixtures and fittings in the buildings are in good repair and in a clean and hygienic condition and cause all rooms, passages, floors, of the building to be kept clean.
 - (c) Ensuring that all parts of the premises are adequately lit and ventilated and heated.
 - (d) Ensuring a system for ensuring the hygienic laundering of linen
 - (e) first-aid equipment and supplies sufficient to meet all reasonably foreseeable first-aid needs of the rangatahi are provided at each kāinga, that they are inspected and replenished regularly and ready for immediate use; and
 - (f) At least 1 staff member who holds a current first-aid certificate is available at or on, or reasonably near, the hostel premises when rangatahi are present.
2. The Senior Boarding Manager will ensure that the kāinga are kept in good repair and not used in ways that endanger the safety of our rangatahi. The Senior Boarding Manager will develop a rolling maintenance plan to ensure good state of repair as well as a cleaning plan which documents the frequency and methods of cleaning.
3. The Chief Executive Officer will ensure security measures are used to prevent unauthorised access to the kāinga premises.
4. The Senior Boarding Manager will report to the Board at each bi-monthly meeting on matters relating to property and maintenance (including security).
5. The Board will maintain an asset register and will review this on a regular basis so as to identify any assets that require replacement.

Disaster Management Policy and Procedures

Policy

The Board is committed to the safety and welfare of all in the InZone kāinga community and will ensure safety standards are met and that it has a clear procedure for dealing with environmental disasters and accidents (including fire, earthquakes, chemical spill, and flooding, volcanic eruption).

Procedures

1. The Chief Executive Officer will ensure that an emergency management plan is developed for each kāinga for the evacuation, care, and temporary accommodation (if required) of our rangatahi in emergencies (whether they result in hostel buildings being unsafe or uninhabitable or not) is developed and maintained. This plan must be designed to enable evacuation from the scene of a fire safely and within a reasonable time; and satisfy all requirements (if any) imposed by or under the Fire and Emergency New Zealand Act 2017 for a fire evacuation scheme for the building or buildings concerned.
2. The Chief Executive Officer will ensure that each kāinga displays notices for the evacuation procedure and exit routes.
3. The Chief Executive Officer will ensure that all residential staff are aware of and trained in the fire and earthquake drills and in other emergency procedures and that the evacuation procedure is practiced with our rangatahi at least one a term. The Chief Executive Officer will ensure that all evacuation drills are documented in writing and evaluated at least annually.
4. The Chief Executive Officer will ensure that emergency management plan for each kāinga is updated on at the commencement of each term.

Appendices:

Emergency Management Plan – Lovelock July 2022

Emergency Management Plan – Owens Road July 2022

Hostel Relationships Policy

Policy

InZone Education Foundation is committed to promoting positive relationships, both between our rangatahi and between staff and rangatahi, so as to enable our rangatahi to live and learn in a supportive whānau environment which supports, inspires and empowers them to achieve to their full potential.

Guidelines

1. At InZone, our pastoral care practices will reflect the commitment to nurturing emotional wellbeing and the values of:
 - Manaakitanga** – Generosity, Aroha and Loyalty.
 - Kia Tika, Kia Pono** – Respect, Integrity, Fairness, Tautoko.
 - Kia Māia** – Courage, Determination, Striving for Excellence.
 - Kotahitanga** – Unity, Solidarity, Common purpose

These principles will be strongly affirmed within the InZone kāinga.

2. Our rangatahi shall each be:
 - (a) treated with respect and dignity;
 - (b) given positive guidance promoting appropriate behaviour, having regard to the individual's stage of development; and
 - (c) given positive guidance by the use of praise and encouragement and providing opportunities for personal growth and development; with the avoidance of blame, harsh language, and belittling or degrading responses.
3. When being given direction and guidance rangatahi are not to be subjected to any form of discrimination (including favouritism or antipathy), physical ill-treatment, solitary confinement, or deprivation of food, drink, warmth, shelter, privacy, or protection.
4. The non-violence ethos of InZone shall be regularly reinforced.
5. Physical restraint of a rangatahi may only be used as a last resort in circumstances where the rangatahi actions are endangering the immediate safety of the individual or other rangatahi or staff. Any such action is to be reported immediately to the Senior Boarding Manager and a written report submitted to the Chief Executive Officer as soon as practicable.
6. Staff are required to report to the Senior Boarding Manager any concerns regarding rangatahi welfare, or out of character behaviour via Boardingware and/or in weekly staff meetings. Concerns of a serious nature where rangatahi safety is at risk must be reported to the Senior Boarding Manager immediately. The Senior Boarding Manager may, at their discretion, inform other appropriate parties.
7. Where a staff member suspects that a boarder is experiencing abuse, harassment or serious neglect the staff member shall follow the Prevention of Abuse, Harassment and Neglect of Boarders Policy and the Child Protection Procedures.
8. Rangatahi wishing to pursue a complaint may access the complaints procedure located in the kāinga office.
9. The Chief Executive Officer shall ensure that all staff are aware of this policy and implement procedures to ensure it is followed.

Prevention of Abuse, Harassment or Neglect of Boarders Policy

Purpose

InZone Education Foundation wishes to establish proper procedures to be followed if there is a report of child abuse or suspected child abuse, harassment or serious neglect and to provide guidelines for the implementation of Regulation 58 of the Education (Hostels) Regulations 2015.

Policy

1. Any report or suspicion that a boarder is experiencing abuse must be taken seriously and subsequent action must be based on the paramount principle that the interests of the child come first.
2. Any concern in relation to abuse should immediately be advised to the Senior Boarding Manager or directly to the Chief Executive Officer. Where advice is given to the Duty Manager, the Duty Manager will notify the Senior Boarding Manager or directly to the Chief Executive Officer at the earliest opportunity.
3. The Chief Executive Officer will make a procedural decision in relation to the disclosure, based on 'a belief on reasonable grounds', after considering the source of the information, and any relevant physical, behavioural or circumstantial evidence available at the time:
 - (a) The Chief Executive Officer will advise the person whose actions have led to the disclosure of the allegation and ask for a response within a reasonable period of time.
 - (b) If the Chief Executive Officer (as the Proprietor's authorised representative) considers that it is necessary to ensure that no further inappropriate behaviour towards any boarder occurs he will require the person (whether a member of the hostel's staff or boarder or other person) who may have / be abusing, harassing or seriously neglecting a boarder to stay off the hostel premises.
4. Where the Chief Executive Officer forms the belief that abuse, harassment or serious neglect of a boarder has taken place then written notice of this must be given to a least one of the following within 24 hours: the parents of the boarder concerned, Oranga Tamariki, or the New Zealand Police.
5. The Chief Executive Officer will issue guidelines and give direction as to the application of the above policy to kāinga staff.

Refer: HR Policies - Harassment
Hostel Relationships Policy

Rangatahi Records Policy and Procedures

Purpose

To ensure that full and accurate records for all rangatahi are created, captured, maintained, stored and legally disposed of in accordance with legislative requirements.

Policy

InZone Education will ensure that records are:

- (a) created and maintained for each rangatahi
- (b) maintained with appropriate confidentiality
- (c) made available for inspection under the Education Act and
- (d) held for at least 1 year after the rangatahi ceases to be a rangatahi at InZone.

Procedures:

1. The Chief Executive Officer will ensure that there is an electronic database which captures the following information for each rangatahi:
 - (a) The rangatahi name, date of birth, and home address or addresses
 - (b) The name and, if it differs from the rangatahi address, the home address of all guardians of the rangatahi; and
 - (c) the place at which, or the means by which, at least 1 guardian of the rangatahi (or a person nominated by a guardian of the rangatahi) may be reached while the rangatahi is accommodated at the hostel; and
 - (d) the names and addresses of people who (by direction of a person who has the role of providing day-to-day care for, or custody of, the rangatahi) should be consulted if the rangatahi is ill or injured; and
 - (e) the names and addresses of the people authorised by a guardian of the rangatahi to collect the rangatahi from the hostel and, if applicable, people who, by law,
 - (i) are entitled to have contact with, or access to, the rangatahi; or
 - (ii) are forbidden to have contact with, or access to, the rangatahi, or have an entitlement to have contact with, or access to, the rangatahi, that is subject to conditions.
2. In addition, the database shall hold:
 - (a) particulars of every accident and every illness occurring to or experienced by the rangatahi while at the hostel, and of any actions taken in response; and
 - (b) details of any chronic illness from which the rangatahi suffers, and of any medication the rangatahi has to take as a result; and
 - (c) details of all medicines of any kind administered by hostel staff to the rangatahi while at the hostel, the occasions on which they were administered, and by whose authority they were administered.
 - (d) records of the rangatahi absences on leave from the kāinga.
3. All such information is personal information and shall be treated as such in accordance with our Privacy Policy.

Supervision, Staffing and Security Policy

Purpose

To ensure that our rangatahi are supervised by appropriate staff, in the appropriate numbers and that access to rangatahi is managed so as to ensure the safety and wellbeing of our rangatahi.

Policy

1. The Chief Executive Officer will ensure that at all times while boarders are present at the kāinga those boarders, are supervised by a responsible person and that all staff members are adults.
2. The Chief Executive Officer will ensure that the Employment Checks set out in the Human Resources Policies are followed, such that all staff who have regular access to the Hostel or have unsupervised access to the rangatahi are safety checked.
3. The Chief Executive Officer will ensure that the adequate staff ratio is determined. This ratio shall be determined so as to ensure the safety of our rangatahi having regard to:
 - (a) the number of rangatahi, their ages and needs and
 - (b) the nature of any activities being undertaken (including the locations and time of day) and
 - (c) the training and qualifications of the staff or other adults concerned.

When calculating the staff ratio, people must not be counted as staff if they:

- (a) have no duties beyond administration, cleaning, food preparation and serving, or maintenance or
- (b) are having meal breaks or periods during which they are not in contact with, or accessible to, the rangatahi.

Staff on meal breaks or involved in other approved activities will have their primary supervisory duties allocated to other personnel for the duration of their absence from the kāinga.

4. When undertaking an excursion outside the kāinga, the appropriate ratio will be calculated on the basis set out in clause 3 above. InZone will seek consent from whānau at the beginning of each year to allow their rangatahi attend supervised kāinga arranged trips. The Duty Manager or other staff member will complete a Hazard & Risk Management Form.
5. The Senior Boarding Manager shall ensure this is reflected in the rostering of residential Staff. The Senior Boarding Manager will draw up staff rosters for each term, which will then be approved by Chief Executive Officer. The Chief Executive Officer will develop additional processes and principles regarding rostering of residential staff.
6. The Senior Boarding Manager will review the rosters weekly in advance and any necessary adjustments made to cover rangatahi numbers on site and any activities.
7. All shifts are to have a Duty manager in charge. If there is more than one Duty Manager per shift, then the roster is to make it clear which one is leading that shift. This is to be signposted in an area clearly visible to all Staff, rangatahi and visitors.
8. The Chief Executive Officer will ensure that there are processes and procedures in place to ensure that visitors to the kāinga sign in and are supervised by staff. This includes rules around the areas of the kāinga that whānau members can access.

9. The Chief Executive Officer will ensure that a rangatahi parent can have contact with, or access to, the rangatahi whenever the rangatahi is present at the hostel; and no good reason exists to deny that contact or access as set out in the Education (Hostel) Regulations (including court order prohibiting access, suffering from infectious or contagious disease, under the influence of alcohol or other substance or is exhibiting behaviour that is or is likely to be disruptive to the kāinga effective operation).

References:

- Human Resources Policies
- Residential Staff Principals and Processes
- Generic Consent Form (Whānau)
- Hazard & Risk Management Form

Food and Nutrition Policy

Policy

InZone Education Foundation will ensure that health eating is promoted and the food provided to our rangatahi is nutritional and meets the required standards.

InZone Education Foundation is committed to promoting healthy eating and nutrition and the provision of food that meets the required standards as outlined in the Education (Hostels) Regulations 2005.

Principles

The Chief Executive Officer will ensure that:

- (a) food is served in the hostel at such times, and in such variety, quantity, and quality, as to meet the boarders' nutritional needs; and
- (b) food is, when stored, prepared, and served, free of, and adequately protected against, contamination; and
- (c) an ample supply of potable water is available at all times to the boarders for drinking.

Procedures

1. The Chief Executive Officer will ensure that InZone complies with the relevant sections of the Food Act 2014, including the Food Control Plan.
2. The Senior Boarding Manager will ensure that:
 - (a) There is a range of healthy food available, including a choice of salads and/or fruit at selected appropriate meals
 - (b) A vegetarian/vegan meal option is available when this requirement is notified in advance of a meal;
 - (c) Menus are constructed monthly
 - (d) The consumption of foods high in fat, sugar or salt is actively discouraged.
 - (e) Carbonated drinks with a high sugar/caffeine content will only be available for special occasions approved by the Senior Boarding Manager
 - (f) No vending machines will operate on the premise.
3. Clean water will be available to rangatahi at all times through the drinking water dispensers that are located in the Dining Room and the kāinga.

Promotion of Health Policy

Policy

InZone Education Foundation is committed to promoting and maintaining a safe and healthy environment for all their employees, boarders, rangatahi, volunteers and others.

Procedures

Rangatahi illness/accidents

1. The kāinga has a sick bay which contains one bed and appropriate first aid equipment.
2. All rangatahi who are taken ill or are involved in an accident, should report to the Duty Manager in the kāinga.
3. All incidents/accidents involving rangatahi MUST be reported to the Duty Manager and the Senior Boarding Manager.
4. The Duty Manager will assess their condition and take appropriate action. Where serious illness, or a call for immediate medical aid, the Duty Manager will without delay, ensure that all reasonably practicable steps are taken to get medical assistance.
5. The Duty Manager or other staff will notify the Parent or Guardian when medical assistance is sort. Parents are responsible for paying for the costs associated with such care.
6. In the interests of a rangatahi safety and wellbeing, at enrolment the Senior Boarding Manager shall be given the authority to act in-loco-parentis (in place or position of a parent) by the rangatahi parent(s) / guardian(s) to consent to urgent hospital / medical treatment when the parents are not readily available to authorise such treatment. Where practicable, prior to exercising this responsibility the Senior Boarding Manager will take all reasonable steps to contact the parent(s) / guardian(s).
7. The Chief Executive Officer will ensure that InZone rangatahi have access to a full range of general health and other support services (including personal counselling), at the expense of the rangatahi / their family.

Infectious and other diseases

1. InZone Education Foundation will take all reasonably practicable steps around good practice in the prevention and control of infections through ensuring staff and rangatahi practice standard infection controls such as regular hand washing and using gloves and protective clothing when appropriate.
2. The Chief Executive Officer will ensure that any rangatahi or staff member who is:
 - (a) suffering from or is an or suspected to be suffering from, an infectious disease listed in [Schedule 2](#) of the Health (Infectious and Notifiable Diseases) Regulations 1966 is excluded from the hostel for the period of isolation specified in Schedule 2.
 - (b) exposed to an infectious disease listed in [Schedule 2](#) of the Health (Infectious and Notifiable Diseases) Regulations 1966 is excluded from the hostel for the period of incubation and isolation specified in Schedule 2.
3. The Chief Executive Officer may also, after consultation with a medical practitioner, exclude for a period of time, a rangatahi suffering from an ailment, illness, or other condition affecting the boarder's health.

4. The Medical practitioner or emergency clinic providing services to InZone Education Foundation will notify the Ministry of Health/Medical Officer of Health of any notifiable disease identified. InZone Education Foundation will follow the Medical practitioners/Medical Officer of Health instructions specifically isolation and other precautions.
5. When necessary, the Chief Executive Officer will give the Medical Officer of Health or an environmental health officer all information that he or she may request concerning cases of infectious disease and contacts with them.

Rangatahi Alcohol, Tobacco and Drugs Policy

Purpose

The Board has a responsibility to ensure the health and safety of all employees and rangatahi in the InZone kāinga by maintaining a boarding environment that is a tobacco, drug, alcohol and mind-altering substance free zone.

Policy

1. InZone has a zero tolerance for alcohol, drugs and tobacco. The InZone kāinga and grounds are smoke free zones in accordance with the Smokefree Environments Amendment Act 2003. This includes the use of e-cigarettes, vaporizers or a similar device. InZone activities away from the kāinga, such as noho marae or sports trips, are also smoke free.
2. Rangatahi must not, when in the kāinga or as part of the InZone community or in InZone's care (including when Rangatahi are representing InZone, or attending any event as a rangatahi of InZone in the wider community or on any InZone outings):
 - (a) drink, consume, be under the influence of, possess, sell, purchase, provide or exchange alcohol or
 - (b) use, consume, be under the influence of, possess, sell, purchase, provide, or exchange illegal substances, drugs or solvents (or related items or objects such as party pills and drug paraphernalia whether lawful or not) or
 - (c) smoke, consume, be under the influence of, possess, sell, purchase, provide or exchange tobacco, (or look alike tobacco products such as, but not limited to, e-cigarettes/vaping).
3. Rangatahi must not use prescription or over-the-counter medicines inappropriately at InZone.
4. If any rangatahi has any involvement with the above substances or commits physical assault, immediate contact will be made with the whānau by the Senior Boarding Manager, with the possibility of immediate removal from the kāinga.
5. Rangatahi attending a private function outside of the kāinga, are not permitted to return to the kāinga if under the influence.
6. In order to ensure compliance with this policy and to maintain an alcohol-free hostel environment, rangatahi may from time to time be asked to undergo alcohol testing where staff have a reasonable suspicion of a boarder being under the influence or alcohol. Alcohol testing shall be by way of breathalyser and will be carried out by the Duty Manager.
7. All incidents will be dealt with in accordance with the Rangatahi Disciplinary Policy and Procedures.
8. The policy regarding Staff consumption of alcohol, drugs and tobacco is set out in the Human Resources Policies.
9. No person who is perceived to be under the influence of alcohol or drugs will be allowed access to visit the kāinga.

Complaints Policy and Process

Policy

The Board has a responsibility to ensure that the right of the rangatahi, rangatahi parents to make a complaint is understood, respected and addressed within the appropriate legislation whilst recognising the need to facilitate the fair, simple, speedy, and efficient resolution of complaints.

This policy and process applies to complaints about:

- (a) Non-compliance with the Education (Hostel) Regulations or conditions of the license
- (b) Dissatisfaction about services provided by InZone Education Foundation
- (c) Dissatisfaction with the conduct of a staff member.

Complaints may be from:

Rangatahi, Parents, Staff members, School Board members or members of the public, however for a complaint about non-compliance of the Education (Hostel) Regulations 2005 may only be from a rangatahi or the rangatahi parent or member of the school board of school at which the rangatahi attends.

Complaint needs to be:

In writing or oral, however, if oral it must be put into writing by the Chief Executive Officer as soon as practicable if the complainant is unable to be put into writing themselves.

All complaints are to be addressed to the Chief Executive Officer in the first instance. If the complaint is in relation to the Chief Executive Officer, the complaint should then be addressed to Chair of the InZone Education Foundation Board of Trustees.

Procedure for resolving complaints

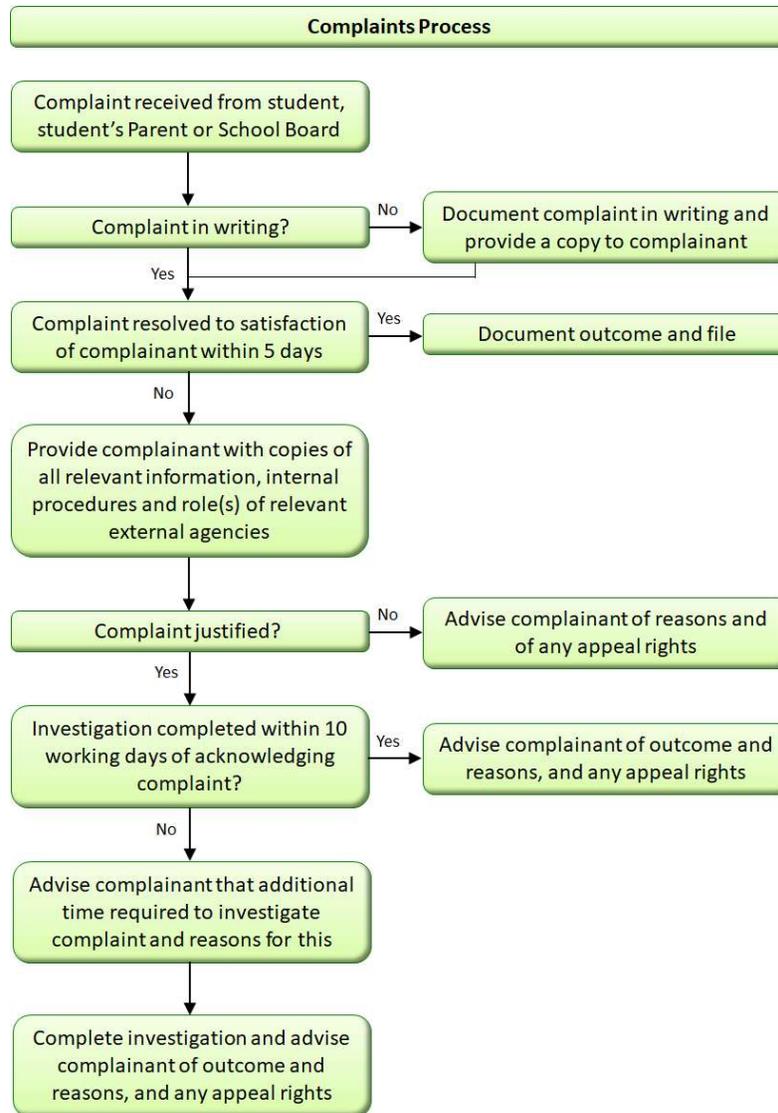
1. Within 5 working days:
The CEO, InZone Education Foundation Board (IZEF Board) as kāinga owner or the person representing the IZEF Board will:
 - Resolve the complaint or; send an acknowledgement letter of receipt to the complainant and inform the complainant of any relevant internal complaint procedures.
 - Where appropriate, decide whether the complaint is justified in accordance with the Hostel Regulations
2. Within 10 working days after acknowledgement of receipt of complaint, the CEO, IZEF Board or the person representing the IZEF Board will:
 - Decide that the complaint is, is not justified, or decide that additional time is needed to investigate the complaint. In this case the IZEF Board or the person representing the IZEF Board must determine how much additional time is needed and decide as soon as practicable whether the complaint is justified.

3. After making a decision

The CEO, IZEF Board or the person representing the IZEF Board must inform the complainant of:

- The reasons for the decision that the complaint is or not justified; and
- Any actions the CEO or IZEF Board proposes to take; and
- Any procedure the CEO or IZEF Board has in place to enable consideration of an appeal by the complainant against the decision on the complaint; and
- The role of any relevant external agency that may be available to assist the complainant or to investigate the complaint if it is not resolved to the complainant's satisfaction.

This is represented in the attached process.



Academic Policy

1. Purpose

The academic policy is central to InZone’s mission of inspiring and supporting our students to excel personally and collectively. The intent is carried in our *wero* to every student in our care: “*Me Rangatira te tū – Carry yourself like a Rangatira*”. It is also expressed in our central commitment to *kia māia* – the determination to strive for excellence. This focus also honours the long-standing whakatauki of our partner schools - “*per angusta ad augusta*” (through struggle – honour).

At the heart of our pastoral care obligations and the trust placed in us by whanau, is our commitment to supporting our students to strive intellectually and maximise the opportunities afforded by their access to two of Aotearoa premier schools. We see our hostels and our duty of care as a continuum of schooling. We expect that the way staff manage, relate to and support our students will actively contribute to their academic aspiration, motivation, resilience and achievement – both individually and collectively.

2. Goal

InZone’s vision, over time, is to make a significant contribution to Maori and Pasifika being proportionally represented in the social, economic and civic life of Aotearoa. In academic terms, our objective is to ensure that InZone students maximise their personal potential and collectively perform at or above national averages [all students] in nationally moderated examinations and qualifications.

3. Entry testing

To properly support our students, we need to build an academic profile on each of them. That profile starts with entry base-line testing. Without uniform assessment requirements in the pre-secondary years, we cannot rely on previous schools to consistently provide reliable performance evaluations on our new entrants. To that end, we expect all year 9/10 students, upon entry into the InZone programme, to undergo appropriate diagnostic testing, using well proven, nationally moderated tools [PATs or aTTle].

4. Progress Monitoring

Each student’s academic profile will be built progressively based on information from sources such as: diagnostic testing, school reports, liaison with teachers and deans, and external examination results. Delegated staff are expected to update these records on a regular basis and use the information to monitor individual student progress, regularly engage in progress review discussions with individual students and assist students [both individually and collectively] to access the support they require through the InZone tutoring programme and help available in the schools.

5. Prep and Examination Leave

A serious commitment to “prep time” is intrinsic to building students’ self-discipline, academic confidence and skill. The minimum expectation is that students commit 10 to 12 hours a week to prep over the course of a week, including weekend leave time. Hostel organisation, routines and timetables [Sunday to Thursday] must actively encourage and support this expectation. Delegated staff are expected to actively monitor individual’s prep timetables to ensure that students are managing demands in a balanced and

timely fashion and are accessing available tutorial and school-based assistance as required.

Delegated staff are expected to see that the opportunity of examination leave for senior students is well utilised.

Apart from exceptional personal circumstances, students on examination leave will not be granted home leave. At minimum, students on study leave are expected to be at their revisionary studies for the span of the school day. As with prep, delegated staff should be in-regular discussion with individual students helping to review and monitor the organisation and effectiveness of their study programme.

6. Tutoring

Regular access to and support from tutors is central to growing students' academic capability, confidence and commitment. These tutors are drawn from the ranks of senior students in partner schools but also include members of the wider community who are willing to cover usual prep times (evenings and weekends) and assist with additional study sessions prior to internal and external examinations.

To that end delegated staff are expected to:

- Build and maintain a network of tutors covering the range of major curriculum areas
- Ensure these tutors are appropriately vetted and inducted – so they feel welcome and connected to the organisation
- Maintain positive and constructive relationships with tutors so they feel supported and affirmed within the organisation
- Invite occasional guest speakers to run workshops covering topics including study skills, exam technique, note taking, essay writing
- Actively encourage students to use tutoring support, particularly in areas of identified weakness.

7. Analysis and Reporting

Through the Culture and Outcomes Committee, the Board expects to be kept regularly advised of trends and issues related to students' progress and achievement. Accordingly, the Chief Executive is expected to furnish academic "snapshot" reviews three times annually. These reviews¹ are not about individuals although they may comment, for example, on exceptional/unexpected individual performance or progress. In the main reviews are expected to be a well-considered, high-level analysis [both male and female] that: 1. highlights achievement & progress trends; 2. identifies related issues and risks; 3. proposes appropriate management and mitigation strategies.

8. Celebrating Success

The InZone prize-giving ceremony is one of the highlights of our annual calendar and all students are expected to be in attendance - the visible expression of the values that our kaupapa and this policy are grounded in. For precisely the same reasons, all InZone students are expected to attend the whole school prize-giving organised by their prospective schools.

¹ Notes on snapshot reviews:

- a. Beginning of year – a report which analyses prior year external results [including comparison with national trends and long-term InZone results], the diagnostic picture of our new intake and any updates on previous year intakes, take-outs from the Summer academic camp; and
- b. During the year – a couple of reports consistent with the schools' progress reporting cycles that pick up on large issues and trends [a lot of this will be qualitative judgement] arising from those reports eg: % of students performing below, at and above expectation; relative areas of curriculum strength and weakness; behavioural trends; at AGS - movement up and down between classes; responses within InZone's prep programme etc. What this presupposes is that delegated InZone staff will review every school report & incorporate key issues from those reports into our InZone academic profiles.