

**FINLAYSON PARK SCHOOL –ADMINISTRATION FOLDER**

*\* School Mission Statement, Vision Statement, School Strategic Objectives, Board Review Plan*

**CONTENTS:**

|   |   |     |   |
|---|---|-----|---|
| A | Ancillary Staff                             | L   | Library Skills Development                          |
|   | Appraisals                                  |     |   |
|   | Assemblies                                  | M   |   |
|   | Assessment & Evaluation Records             |     |   |
|   | Associate Teacher - Role & Responsibilities | N   |   |
|   | Attendance & Absenteeism                    |     |   |
|   | Attendance – Electronic Registers           | O   | Outwards Correspondence                             |
|   |   |     |   |
| B | Barriers to Achievement / ETAP              | P   | Printers / Copiers                                  |
|   |   |     | Planning & Preparation                              |
|   |   |     | Professional Development                            |
| C | Care of School Property                     |     | PCT's   |
|   | Copyright Act 1994                          | Q   |   |
|   | Crossing Patrols                            |     |   |
|   | Curriculum Development                      | R   | Reporting - Annual Continuum                        |
|   |   |     | Reporting - Literacy Continuum                      |
|   |   |     | Reporting - Maths Continuum                         |
| D | Dress Code                                  |     | Reporting - Team (6 Monthly)                        |
|   |   |     | Reporting – 3 Way Conferences                       |
| E | Educational & Interschool Sports Visits     |     | Reporting – Guidelines for Report writing           |
|   | Emergency Procedures Map                    |     |   |
|   | Enrolment Scheme                            | S   | School Buildings – Overnight Use                    |
|   | Exercise Books                              |     | Self Esteem   |
| F | First-Day Procedures                        |     | Senior Leader Responsibility - New Teachers & Teams |
|   | Fixed Term Management Units                 |     | Special Needs                                       |
|   | Fundraising                                 |     | Staff Meetings                                      |
| G | Gifts / Koha                                |     | Staff Responsibilities                              |
|   |   |     | Stand Downs / Suspensions                           |
| H | Handwriting Statement                       |     | Student Appearance                                  |
|   | Hazard Identification                       | T   | Teacher Absences                                    |
|   | Health Education Statement                  |     | Teacher Resource Room                               |
|   |   |     | Teachers at FPS                                     |
| I | Infectious Diseases x 2                     |     | Telephone / Teaching Materials                      |
|   | Innovative Teaching & Learning/Timetables   |     | Tidiness - School & Classroom                       |
|   |   |     | Trainee Teacher Guidelines                          |
| J |   |     | Thinking Strategies                                 |
| K |   | UV  |   |
|   |   | W   | Wet Day Routines                                    |
|   |   | XYZ |   |
|   |   |     |   |
|   |   |     |   |
|   |   |     |   |

