

School Polices and Procedures

All of the school's policies and procedures are located online. On the schooldocs site relevant to our school you can view all the documents and comment on any that are up for review.

1. Click on/ navigate to: www.schooldocs.co.nz
2. Click "**Search for your school.**"
3. Start typing the school's name and then select it from the dropdown list.
4. The username is "**ponatahi**" and the password is "**SchoolWithTheBible**". These are case sensitive. *Once you get this far, you should be able to save the password and a link to this page on your desktop.*
5. From the homepage you should have access to all of the school's policy statements which are on this website. There is a tab for quick access to the policy statements currently under review. There is also an easy-to-use search facility.

Specific Instructions to have your say in policy review.

On the homepage, click on this icon.

Current
Review

This opens a list of policies currently under review, and a review schedule in the months and years to come, God willing. Click on the one you want to review and once it is open, it is easy to obtain a printout which may be useful for the rest of the process.

1. Click the **red review button** at the top right-hand corner of the page.



2. Select your role (board member, staff member, or parent/caregiver) from the drop-down list.
3. Enter your name (optional).
4. Submit your ratings and comments.

The review boxes will be closed at the end of the term.

After this, the SchoolDocs team will submit a summary of ratings and feedback to the BOT, with suggestions for changes and improvements to go into a revised document for final BOT approval. The SchoolDocs team will also ensure legal compliance, which is not a minor matter for schools.

The **green general feedback button** can be used to send a general comment on the content or implementation of any policy at any time. **The green button does not work for policy review.** To participate in the review process, you need to click on the **red icon**.



The SchoolDocs site can work from a smartphone, but a desktop computer is advised. **This term we are reviewing a series of policy statements related to curriculum support**, which you will see on the Review Page.