SchoolDocs
Policies and Procedures

Quick Guide to SchoolDocs for the School Community

Information for school staff, students, parents, and whānau

SchoolDocs is an online policy platform for schools in Aotearoa. Your SchoolDocs site contains policies that are specific to your school and can be accessed by the whole school community.

Using SchoolDocs

Website	https://governorsbay.schooldocs.co.nz/
Username	governorsbay
Password	Jetty

Enter the login information for your SchoolDocs site here.

Related policies are grouped together on SchoolDocs, with links to supporting information and resources.

- To find a policy, type a keyword into the search bar, or browse the site using the table of contents. Click the black arrows to open each section.
- Search for **Quick links for staff** and **Quick links for parents and whānau,** which provide links to useful policy information.
- For more information about using SchoolDocs, see the **Help** tab at the top of your SchoolDocs site.

Reviews and feedback

Start your review

All SchoolDocs schools follow a 3-year review cycle to keep policies up to date. For review information each term, see **Current Review** at the top of the site.

- You can provide **content feedback** to suggest changes to improve the content of a policy.
- You can provide **implementation feedback** about how the policy is implemented at your school.

If you find information that's incorrect during a review (e.g. location of first aid supplies), **do not** submit this through the review tool. Let the principal or board know that it needs to be updated.

If you'd like to comment on a policy that's not under review, you can use the **feedback button** to send an email to your school. This feedback is not sent to the SchoolDocs team.

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