



POLICY AND PROCEDURE WRITING PROCEDURE

RATIONALE

- To provide a format and procedure for policy and procedure writing. Policies/procedures will be consistent with our goals, aims, mission statement and guiding principles as outlined in our Charter.
- Policies/procedures will follow the guidelines in the *Handbook for Boards of Trustees of New Zealand Seventh-Day Adventist Schools*.

PURPOSES

1. To outline guidelines by which further policies/procedures are written.
2. To provide a framework for clarity and consistency in policies/procedures decided through consultation with staff, parents and community.
3. To provide information on where the school stands on any issue at any time.
4. To provide a consistent review procedure.

GUIDELINES

1. Policies/procedures will provide a framework for decision making and be aligned to the **first 6 of the 8 NAGS**.
2. They should reflect goals and objectives in the school's Charter.
3. They will be written succinctly and in plain language.
4. Where deemed necessary, consultation will be carried out with the larger school community, staff, smaller groups or Board of Trustees.
5. All consultation activity will take into consideration the requirements of the *Privacy Act*.
6. ***The Board will be responsible for the GOVERNANCE AND OPERATIONAL POLICIES and the PRINCIPAL DELEGATED RESPONSIBILITY FOR THE SCHOOL'S PROCEDURES.***
7. ***Review of policies only will be carried out on a regular annual schedule by the Board.***
8. ***Responsibility for reviewing procedures will take place by the specifically designated review group. Reviews will take place on an "as of need" basis and all changes reported, confirmed and dated by the Board.***

IMPLEMENTATION PLAN

1. Working groups or an individual shall oversee or write a procedure as appropriate and submit it to the Principal for initial perusal and approval.
2. Contentious procedures will be circulated to the school community after Board approval of a draft. All policies and procedures will be available at the school office or via the school’s website for the school community and ERO to view.
3. **Day to day management and operational procedures will be carried out at the discretion of the Principal.**
4. The Board of Trustees will consider all written requests to amend the Charter and school procedures/policies. In each case the community will be notified by the Board of Trustees when a decision is reached.
5. There should be a reference to: ***rationale, purposes (objectives), guidelines and conclusion*** on most policies/procedures.

CONCLUSION

Schools that are skilled in formulating and reviewing policies/procedures are usually very effective in providing for students’ learning and wellbeing.

An understanding of the school’s governance, management, administration and learning directions is vital to the successful operation of the school.

Review Responsibility: *Board Chair, Principal, Staff Rep., & AP*

Date Confirmed: 15 September 2020

Principal: *Karla Mitchell*