



SCHOOL POLICY: POLICIES

Rationale

Orini Combined School operates on a unique set of beliefs and philosophy which is an outcome of the nature of the school community and school staff. The students have specific and general needs related to their own community and the wider community in general. Goals for student educational outcomes are established on the basis of these needs and beliefs. These goals, needs and beliefs are addressed in the formulation of the School Charter. To fulfil the Charter it becomes necessary to identify key issues in the school and to formulate policy for each of them. These policies identify the purpose to be achieved and the broad guidelines by which they are to be achieved. Policies form the framework from which decisions are made. In most cases, the policy will have a procedural statement written in support of the policy. The procedural statement gives details on the specific action required to be carried out, relative to the policy.

Purposes

1. To specify the outcomes required for students with respect to key issues in the school. They may be curriculum areas and issues related to the support of learning and teaching.
2. To outline broad guidelines by which purposes or outcomes are to be achieved to ensure expectations are realistic and achievable.
3. To provide simple, documented statements of school policies to inform new staff, students and the community in general.
4. To provide reference statements for all school personnel to help ensure that consistency occurs in school planning and practices.
5. To provide information on where the school stands on any issue at any points in time to assist change processes.

Guidelines

1. Policy statements should not specify action but provide a framework for decision-making.
2. Clear, simple language should be used to write policies, in order to aid communication. It is recommended that they be written in point form.
3. A policy statement should be written on no more than a backed-A4 page, to make policies easy to read and understand.
4. Policy formulation will be a shared process within the school community, using target groups with a common interest.
5. School policies will take into account the “umbrella” policies and statements, regulations and laws of the Ministry of Education, NZEI and Government.



6. School Policies will be reviewed at regular intervals;
- An annual overview for review of policies will form part of the School Development Plan.
 - Policies, as required by Government Regulation, will be reviewed annually.
 - Those policies requested by the School Board, and/or School Managers, will come under review.
 - If 20% of the school staff and/or parents/caregivers, request that one or more policies be reviewed, then the Principal must act accordingly.
 - If the School Board receives a formal written request from either a staff member or a parent/caregiver for the review of one or more policies, the Principal must act accordingly.

PRINCIPAL

BOARD CHAIR

Dated: May 18, 2015