

GUIDELINES FOR POLICY DEVELOPMENT AND REVIEW

RATIONALE:

The Board of Trustees is required to develop and implement policies in each of the National administration Guidelines areas (NAG 2)

PURPOSE:

1. To ensure consistent and concise policies are in place with respect to each of the NAG areas.
2. To ensure policy development and review occurs regularly and is a shared and consultative process within the school community.
3. To reflect the diverse ethnic and cultural heritage of NZ people and the principle of inclusiveness as per the NZ Curriculum document.

GUIDELINES:

- 1.1 The Board of Trustees is responsible for ensuring policies are in place, are reviewed regularly and are implemented.
- 1.2 A common format for policies will include a statement of NAG area, rationale, purposes, guidelines and review timeframe.
- 2.1 Each NAG folder of policies will be reviewed on a three yearly cycle as determined by the BOT.
- 2.2 Any policy, procedures or guideline may be reviewed more frequently on a needs driven basis.
- 2.3 Policies will be written in consultation with the school community. Refer *Guidelines for Community Consultation, Communication and Reporting*.
- 3.1 Policies will reflect Maori aspirations and concerns and the cultural diversity of all New Zealanders.
- 3.2 All policies and guidelines will be reviewed for compliance with Human Rights Act 1993 (non discrimination clauses).

REVIEW: This policy will be reviewed according to the Board of Trustees triennial programme of self review (2011)

DATE REVIEWED: 29 May 2008