



SCHOOLDocs & EKETAHUNA SCHOOL POLICIES

Our school has been working with SchoolDocs to create a website for our policies and procedures. We are excited to announce that the site is now live and available to our school community. The school works on a subscription basis with SchoolDocs to maintain, update, and review our policies. SchoolDocs provides us with a comprehensive core set of policies, which have been well researched and follow the Ministry of Education National Administration Guidelines.

The policies and procedures are tailored to our school, and the school supplies specific information such as our charter, and procedures for behaviour management, reporting to parents, etc.

SchoolDocs updates, modifies, or creates policies in response to changes in legislation or Ministry guidelines, significant events, reviews/requests from schools, and regular reviewing from the SchoolDocs team. Our board of trustees has the opportunity to view changes/additions and comment on them before they are implemented. We will advise you when policies are up for review and how you can take part in the review.

We invite you to visit the site at <https://eketahuna.schooldocs.co.nz> (note that there's no "www."). Our username is "eketahuna" and password "4900".

When do we review our policies and procedures?

By law, the school must review our policies and procedures at regular intervals. The 3-year review schedule on our SchoolDocs site indicates when these reviews will happen. SchoolDocs will send an email advisory to the school when it's time to review a policy and/or procedure. Some reviews are done by the board (B), but the majority are reviewed by both the board and staff (B-S), or the whole school community (board, staff, and parents B-S-P). We will advise you through our school newsletter what review needs your feedback.

Take a look!

We invite you to log in to our SchoolDocs site and explore. Your reviews and feedback are valuable, and it's important to be familiar with our school's policies and procedures. For more information, go to the SchoolDocs website and watch our video.

Term 4 scheduled reviews open now:

In term 4, board, staff, and parents review 'Sun Protection' and 'Education Outside the Classroom'. Information about the current review is on your dashboard!

