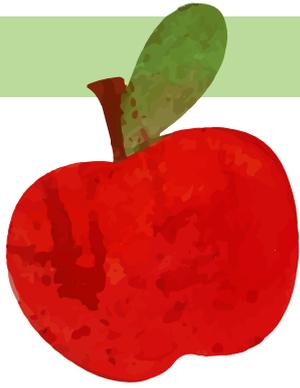


## Information for school staff and new board members



### Why is the school subscribing to the SchoolDocs service?

SchoolDocs manages our school's policies and procedures **online**, in a way that allows us to maintain, review, and update them regularly. It ensures that our policies and procedures are up to date, that we're following Ministry of Education best-practice guidelines, and that we're meeting our reporting requirements.

The SchoolDocs team sends regular email advisories to our designated contacts (usually the principal, a board member, and the office administrator) to let us know about updates and other news.

### What happened when we signed up to SchoolDocs?

- The principal (or other designated staff) completed a **tailoring questionnaire** so the SchoolDocs core set of policies and procedures could be adjusted using our school-specific details.
- We supplied **additional information** and documents, such as our charter, behaviour management plan, and how we report back to parents. This means our site is **unique to our school**.
- We checked over all the information, and then our SchoolDocs site was made available online.
- We can (and do!) send updates and changes to the SchoolDocs team when needed, to ensure the information stays current.

### Our SchoolDocs site

The site is organised into policy topics, which outline the board's responsibilities and are based on the Ministry's National Administration Guidelines. Below each top-level topic are supporting policies and procedures, which are generally the responsibility of the principal, senior management, and other staff.

The site is designed to be a 'single source of truth', eliminating the need for paper manuals that are more time- and labour-intensive to keep up to date.

That said, each topic on the site can be printed if you need a particular page for reference.

#### Exceptions:

- A paper copy of the **emergency procedures** is held in the school office and in each teaching space.
- SchoolDocs recommends that our reverse evacuation/lockdown procedure is **only** held in paper and is not published on the website.

### 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 our contacts 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**).

**NOTE:** Those with access to the site can offer general feedback at any time, using the Send Feedback button on each topic. (The feedback goes to the principal.)

When a topic is up for review, we can consider both the content of the policy and how it's been implemented at the school.

### 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.

You can find out more information at the [SchoolDocs website](#).

The SchoolDocs module allows reviewers to rate content and its implementation 1-5 stars, and offer comments on both.

#### Herd benefits

The implementation feedback is **not** used by SchoolDocs, but is made available via the principal's Dashboard. However, the SchoolDocs team *does* collate the feedback on the policy content, using it to revise and update where appropriate. This means that our school benefits from the collective review of the policy, as other schools may have

- experiences dealing with issues that our school hasn't faced yet
- board personnel with particular skills and insights
- different cultures and contexts that provide a more well-rounded view on the policy/procedure.

Jot down our SchoolDocs site info here:

URL

Username

Password