



NEW PLYMOUTH BOYS' HIGH SCHOOL

TE KURA TAMATĀNE O NGĀMOTU

Title	POLICY MAKING AND REVIEW
Reference Number	A101
Section	Administration
Written By	Headmaster
Checked By	SLT
Approved By	Headmaster
Issue Date	24 September, 1998
Review Date	March, 2027
Associated Policies	
Associated Procedures	

RATIONALE :

To ensure the school has a comprehensive set of Governance and Operational Policies.

PURPOSE :

1. To specify the outcomes required for the Board of Trustees, pupils and staff, with respect to areas of the school. These may be curriculum areas, issues related to the support of learning and teaching, management, governance or the provision of resources.
2. To outline broad guidelines by which purposes or outcomes are to be achieved to ensure that expectations are realistic and achievable.
3. To provide simple, documented statements of school governance and operational policies to inform new staff, pupils and parents and the community in general.
4. To provide reference statements for all school personnel to help ensure that consistency occurs in school practice.
5. To provide information on where the school stands on any issue at any point 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, to aid communication. It is recommended that they be written in point form under the headings Rationale, Purpose and Guidelines.
3. A policy statement should be limited where possible to one or two typed pages to make policies easy to read and easy to amend if necessary.



4. Policy formulation should involve consultation where applicable.
 - Governance Policies are approved by the Board of Trustees
 - Operational Policies are approved by the Headmaster
5. School policies should take into account the `umbrella' policies of the Ministry of Education, and other key applicable organisations i.e. NZSTA.
6. Once adopted, policies should be dated with the current and review dates.
7. It shall be the responsibility of the Headmaster to maintain the file of approved policies.
8. Policies (Governance and Operational) will be available on the school website.