



NEW PLYMOUTH BOYS' HIGH SCHOOL

TE KURA TAMATĀNE O NGĀMOTU

Title	POLICY MAKING AND REVIEW
Reference Number	A101
Section	Administration
Written By	BOT Policy Committee
Checked By	BOT Policy Committee
Approved By	NPBHS Board of Trustees
Issue Date	24 September, 1998
Review Date	February, 2018
Associated Policies	
Associated Procedures	

RATIONALE :

To fulfil the charter it is necessary to identify key issues in the school and to formulate policy for each of them. These policies identify the purposes to be achieved and the broad guidelines by which they are to be achieved.

PURPOSE :

1. To specify the outcomes required for pupils and staff, with respect to key issues in the school. These may be curriculum areas, issues related to the support of learning and teaching, management 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 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 planning and practices.
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, Purposes 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 be a shared process within the school community.



- * New or revised policy will be considered by the Board Policy sub-committee in the first instance before being submitted to the full Board for approval in draft form. The sub-committee will include appropriate staff representatives.
 - * Draft policy approved by the Board will be advertised through the school newsletter and posted on the foyer noticeboard for staff, pupil and parent information and comment.
 - * Contentious policy will be considered by the Board in response to parent concern or comments on drafts received.
 - * Contentious issues will be addressed by the Board by the formation of a working party including people with stake or expertise in the issues involved.
5. School policies should take into account the `umbrella' policies of the Ministry of Education and Government.
 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 and bring policies to the Policy Committee for renewal.
 8. Copies of all policies will be available at the School Office for viewing by any interested party.

CONCLUSION :

Schools that are highly skilled in formulating policy are usually very effective in providing for children as they know where they are going and why.

