

## **Rotherham School Policies and Procedures**

Our school has been working with SchoolDocs to create a website for our policies and procedures. The site is available to our school community, to assist in reviewing policies that come up for community consultation.

SchoolDocs maintain, update, and review our policies. They provide 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.

This term the policies up for community Consultation are:

### **Education outside the Classroom**

#### **Sun Protection**

We invite you to visit the site at

<https://rotherham.schooldocs.co.nz>

Our username is "rotherham" and password "george".

1. Follow the link to the relevant policy as listed.
2. Read the policy.
3. Click the Policy Review button at the top right-hand corner of the page.
4. Select the reviewer type "Parent".
5. Enter your name (optional).
6. Submit your ratings and comments.
7. If you don't have internet access, school office staff can provide you with printed copies of the policy and a review form.