Three-Year Review Schedule

SchoolDocs Policies and Procedures

2022 | 2023 | 2024

TERM 1

2022

HEALTH AND SAFETY MANAGEMENT *(board)*
- Risk Management
- Health and Safety Induction
- Visitors

EMERGENCY, DISASTER, AND CRISIS MANAGEMENT *(board)*
- School Closure
- Emergency Management *(see subtopics)*
- Disaster Management
- Crisis Management

2023

LEGISLATION AND ADMINISTRATION POLICY *(board)*
Review main board-level policy
- Student Attendance
- Enrolment
- Privacy *(board)*
- Official Information Requests *(board)*
- Uniform / Dress Code
- Boarding House Policies *

2024

- Te Tiriti o Waitangi *(board)*
- Board Responsibility *(board)*
- Parent Involvement
- Communicating with Parents
- Community Conduct Expectations
- School / Special Character * *(board)*

DOCUMENTATION AND SELF REVIEW POLICY *(board)*
Review main board-level policy
- School Planning and Reporting
- Reporting to Parents on Student Progress and Achievement

TERM 2

2022

HEALTHCARE
- Medicines
- Managing Injuries and Illness
- Recording and Reporting Accidents, Injuries, and Illness *(board)*
- Infectious Diseases

BEHAVIOUR MANAGEMENT *(board)*
- Bullying
- Searches, Surrender, and Retention of Propery

2023

EDUCATION OUTSIDE THE CLASSROOM *(board)*
- EOTC Planning and Review
- EOTC Risk Management
- EOTC Coordinator
- EOTC External Providers
- EOTC Staff Competence
- EOTC Event Categories
- EOTC Communicating with Parents

2024

EMPLOYER RESPONSIBILITY POLICY *(board)*
Review main board-level policy
- Appointment Procedure *(board)*
- Teacher Relief Cover
- Safety Checking
- Classroom Release Time *(primary)* Timetable *(secondary)*
- Media
- Professional Development
- Staff Conduct
- Staff Leave

TERM 3

2022
- Child Protection *(board)*
- Abuse Recognition and Reporting
- Supporting Student Wellbeing
- Food and Nutrition
- Sun Protection *(board)*
- Staff Wellbeing and Safety
- Harrassment *(board)*

2023
- Inclusive Education *(board)*
- Māori Educational Success *(board)*

LEARNING SUPPORT
- Learning Support Coordination
- Identify Learning Support
- Gifted Learners

2024
- Performance Management
- Principal Professional Growth Cycle *(board)*
- Teacher Professional Growth Cycle
- Concerns and Complaints *(board)*
- Protected Discloure *(board)*

TERM 4

2022

HEALTH, SAFETY, AND WELFARE POLICY *(board)*
Review main board-level policy
- Alcohol/Drugs and Other Harmful Substances *(board)*
- Digital Technology and Cybersafety
- School Bus Transport *
- School Swimming Pool / Swimming Off Site * *(board)*

2023

CURRICULUM AND STUDENT ACHIEVEMENT POLICY *(board)*
Review main board-level policy
- Student Achievement Information *(primary)* Student Assessment and Achievement *(secondary)*
- Home Learning
- Distance Learning
- Religious Instruction / Religious Education *(board)*
- Religious Observances * *(board)*
- Health Education *(board)*

2024

FINANCE AND PROPERTY MANAGEMENT POLICY *(board)*
Review main board-level policy
- Managing Income and Expenditure *(board)*
- Financial Conflict of Interest *(board)*
- School Donations
- Expenditure
- Asset Management and Protection *(board)*
- Property Maintenance
- Prevention of Bribery, Corruption, Fraud, and Theft *(board)*

REVIEWS BY YEAR

Year	Policy	Terms
2022	Health, Safety, and Welfare Policy	Terms 1–4
2023	Legislation and Administration Policy	Term 1
	Curriculum and Student Achievement Policy	Terms 2–4
2024	Governance and Management	Term 1
	Documentation and Self-Review Policy	Term 1
	Employer Responsibility Policy	Terms 2–3
	Finance and Property Management Policy	Term 4

WHO SHOULD REVIEW

Reviews are open to the whole school community: board, staff, and parents/caregivers/whānau.
Shaded rows indicate the topics boards should focus on.

HOW TO REVIEW

Topics being reviewed have a specific review button. Click on the button to access the review tool and submit your feedback.
* Some topics/sections are optional, such as School Bus Transport. If you don't have an optional topic, you don't need to review it.

NOVEMBER 2022