

Policy and Procedure Review Process

BEFORE THE REVIEW

SchoolDocs reminds schools about upcoming review topics in an advisory and on Facebook.

Print the review schedule. Go to Documentation and Self Review Policy > Review Schedule on your school site, or your [Dashboard](#). The current year schedule and a full 3-year schedule are available as PDFs.

DURING THE REVIEW

Review period starts

STEP 1

SchoolDocs sends out an advisory at the start of the term, notifying schools that the topics are now open for review.

Alert your reviewers

STEP 2

Alert the appropriate reviewers (board, staff, and/or parents) what's being reviewed and how to participate. Instructions for how to do so are available from the Current Review tab on your site.

Provide staff and parents with the community login username and password. The principal and board use the admin login details.

Do the review

STEP 3

To complete a review:

1. Click the red Policy Review button at the top-right of the topic page.
2. Follow the prompts.

Do not email your review feedback to the SchoolDocs team!

Staff and boards may wish to discuss topics under review together, and submit their feedback as a group.

Check your reviews

STEP 4

You can view any feedback that's been submitted by going to your [Dashboard](#) and clicking on the link in View your Reviews.

Review closes

STEP 5

The review closes on the last day of the term.

AFTER THE REVIEW

STEP 1

SchoolDocs collects the policy feedback from the review.

Principals and boards: Review your content AND implementation feedback, via the [Dashboard](#).

STEP 2

Based on the feedback received, SchoolDocs may determine some topics need revision or updates.

If so, we will create drafts of those topics and put them on the [SchoolDocs Demo site](#).

STEP 3

SchoolDocs emails an advisory to schools about the draft topics and their proposed roll-out dates.

Check [Upcoming Changes on the Demo site](#) to view the draft topics.

STEP 4

Compare your current topic with the draft on the Demo site.

If you're happy with the draft content, do nothing. Your site will automatically update when the draft content is rolled out.

Some schools have especially school-specific content that may differ significantly from the generic topic and its revised draft. You can tell if yours differs significantly by comparing it to the same topic on the [Model site](#).

If your topic is very school-specific, you will need to choose one of the options below:

- Adopt the new SchoolDocs draft topic.
- Keep your current topic as is.
- Make changes to your topic.

STEP 5

Email or ring the SchoolDocs team if you need changes, or have questions about the draft topics:

✉ admin@schooldocs.co.nz

☎ 03 977 8639

Actions for schools

Actions for SchoolDocs

We recommend that schools adopt the new draft to ensure you have the latest, most robust information.