



RANGIORA NEW LIFE SCHOOL

POLICY AND PROCEDURES MANUAL

Providing quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes.

Procedure	Curriculum	Academic Course Addition and Amendment	
Established	July 2007	Principal	
Last Review		Principal	

RATIONALE

Any new or amended course of learning need formal approval in order for the school to ensure that students needs are being met appropriately and its resources are being utilised effectively. The same needs to be considered before deleting a course.

PROCEDURES

Adding or Amending an Existing Course:

The application process:

- Discussion of proposal should first take place in the Curriculum Committee of that learning area.
- The HOC is to formally apply in writing to the Curriculum Committee.
- Any application should be made no later than 15th August, unless subject to exceptional circumstances. This is to ensure that if the additions/emendation are accepted they can then be included in the student course selection booklet that outlines courses on offer for the following academic year produced in late August.

The applicant will need to consider the following criteria in their submission:

- Targeted student needs
- Resources required, staffing and other
- Time allocation
- Sustainability
- Professional development needs
- Essential learning area
- Year level
- Curriculum achievement level
- Content outline
- Assessment schedule qualification, e.g. NCEA if applicable

The Head of Curriculum is entitled to present their application in person to the Curriculum Committee. The Committee is to consider the above criteria before making their final recommendation back to the HOC meeting and Board.

Implementation Process

Once the Curriculum Committee has formally approved a course the Head of Curriculum will need to meet the following requirements:

- The course is to be fully documented in either part of an existing scheme or as a stand alone scheme. This means adhering to the school's scheme writing requirements, a copy to be submitted to the Curriculum Committee by the end of October
- A budget to be submitted by the end of October to the Principal
- Staffing needs to the Principal by mid-Term 4.
- Professional Development needs to the Head of Secondary by mid-term 4.

Deleting a Course:

Any such proposal must be in writing to the Curriculum Committee. A course may be deleted for a variety of reasons including

- That the course no longer meets the needs of students
- That student interest in the subject has declined to a point where it is no longer viable
- That the knowledge and skills of the course are provided to students through other courses.

Suspending a Course:

This may be triggered off by a decline in numbers and may happen at any time during the school year.

Suspensions will not occur without consideration of:

- Student trends in the course over a period of time and at various levels
- Availability of suitable staffing
- Community views and needs

Being suspended does not mean the course has been deleted. A course may be suspended by the Curriculum Committee in consultation with the HOC Group.