



# 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.

<b>Procedure</b>	<b>Planning, Review and Reporting</b>	<b>Policy Writing</b>	
Ratification	February 2007	Chairperson	
Last Review	February 2007	Chairperson	

### **RATIONALE**

- The Rangiora New Life School policies are intended to provide guidelines for staff, pupils and parents in following the procedures which apply to the various areas of school life. It is our desire, as the Bible instructs us that "everything is to be done decently and in order".
- All policies are to be considered as inherently flexible and may be reviewed as required.
- Policies also serve as a framework for the ongoing assessment and appraisal of the School in terms of meeting the Special Character and the requirements of relevant Ministry of Education regulations.

### **RESPONSIBILITIES**

The Board of Trustees is responsible for approving and adopting policies. They may delegate responsibility for drafting policy to committees or to the principal.

### **PROCEDURES**

- The Board of Trustees will maintain a list of required policies and establish both action priorities and a timetable for completion.
- The relevant committee shall ensure that consultation with all involved parties (e.g. principal, parents, staff) takes place before a draft policy is brought to the Board for discussion and possible ratification.
- All policies, once ratified by the Board, shall be communicated to the appropriate and affected parties as soon as practicable.