



St. Michael's Church School Policy and Procedures Documents to 10 December 2014

Policy Group	Ref. No.	Policy	Date last reviewed	Review completed	Next Review
1) General	1:1.1	St.Michael's Statute and	For reference	--	--
	1:1.2	Parish Memorandum of Understanding document	For reference	-	-
	1:2	Policy on Policy Making	2012	April 2013	2017
	1:3	Job Description for Board Members	2010	2010	2014
	1:4	Strategic Plan	2009	2009	2014
	1:5	Mission Statement	2009	Ongoing 2013	2014
2) Codes	2:1	Statement of Ethos	2009	2013	2017
	2:2	Code of Ethics + Appendices 2:2.1 & 2:2.2	Dec 2011	2013	2017
	2:3	Code of Conduct	Nov 2005	2013	2017
	2:4	Code of Values	New	November 2012	2017
	2:5	Staff Discipline	Nov 2012	July 2012	2017
	2:6	Staff Extra-Ordinary Competency Appraisal	Nov 2012	Aug 2014	2017
			Oct 2012	November 2012	2017
3) Staffing	3:1	Employment Policy	2006/2009	2013	2017
	3:2	Employment Procedures for all school staff	2006/2008	2013	2017
	3.3.0	Job Description for Principal	new	September 2014	As nec
	3.3.1a	Job Descript for Deputy Prin.	new	Oct 2014	As nec
	3:3.1	Job Description for Teaching Principal	May 2014	May 2014	As nec
	3:3.2	Job Description for Experienced Teacher	2013	November 2013	As nec.
	3:3.3	Job Description for Classroom Teacher	2013	November 2013	As nec
	3:3.4	Job Description for Beginning Teacher	2014	June 2014	2018
	3:4	Beginning Teacher Policy	2012	September 2014	2018
	3:5	Equal Employment Opportunities Policy	May 2008	April 2012	2014
	3:6.1	Job Description for Promotion/Marketing	2013	September 2013	As nec.
	3:6.2	Job Description for Exec. Administrator	2014	August 2014	As nec.
	3:6.3	Job Description for Office Assistant	pending		As nec
	3:7	Relief Teachers Procedure	2002	July 2012	2017
	3:8	Police Vetting Policy	New	May 2012	2016
	3:9	Police Vetting Procedure	New	May 2012	2016
	3:10	Privacy Policy	2005	April 2012	2016
3:11	Complaints Policy	Nov 2012	Oct 2014	2017	
3:12	Complaints Procedures	Nov 2012	Oct 2014	2017	
3:13	Resolution of Employment Relationship Problems	Feb 2007	November 2012	2017	
3:14	Harassment Policy	2013	2014	2017	
3:15	Policy on Leaving Questionnaire for Staff	2009/10	2010	2014	
3:16	Leaving Questionnaire for Staff	2009/10	2010	2014	
3:17	Leaving Questionnaire for Parents	New	2014	2017	
4)Enrolment	4:1	Enrolment Policy	Nov 2003	2013	2017
	4:2	Enrolment Form	2010	2012	2014
	4:3	Fees and Disbursements Policy	May 2002/10	November 2012	2015

	4:4	Accounting Policy (NB, new system 2014)	Jan 2012 Sept 2014	Aug 2012 pending	2014 pending
	4:5	International Students Policy	April 2012	June 2014	2018
	4:6	Appendices to International Students	April 2012	June 2014	2018
	4:7	Overdue Fees Collection Procedures	Oct 2012	November 2012	2015
5) Health and Safety	5:1	After School Care Policy	June 2008	March 2012	2015
	5:2	After School Care Procedure	June 2008	May 2012	2015
	5:3	Child Abuse Policy	Jan 2012	March 2012	2015
	5:4	Health and Safety Policy	July 2002	May 2012	2015
	5:5	Crisis Management Procedures.	July 2002	July 2012	2016
	5:6	Emergency Evacuation School.	2008	July 2012	2016
	5:7	Emergency Evacuation Church.	New	July 2012	2016
	5:8	Earthquake Evacuation Procedure.	New	May 2012	2016
	5:9	Storm Procedures	New	July 2012	2016
	5:10	First Aid and Accident Procedure.	Undated	July 2012	2016
	5:11	Road Safety Policy	Undated	June 2012	2016
	5:12	Security of Pupils Policy	Jun 2008	March 2012	2015
	5:13	Serious Illnesses Policy	July 2002	May 2012	2015
	5:14	Serious Illnesses Procedures	June 2012	Nov 2014	2018
	5:15	Smoke-free Policy	July 2002	May 2012	2016
	5:16	Sun Safety Policy	2009	February 2012	2016
	5:17	HIV, AIDS and Hepatitis Procedures	June 2012	Nov 2014	2018
6) Education	6:1	Assessment and Evaluation Policy	Undated	July 2012	2015
	6:2	Behaviour Management Policy	March 2012	Dec 2014	2018
	6:3	Discipline Procedures	June 2004	October 2012	2016
	6:4	Suspension and Expulsion Policy	June 2004	October 2012	2016
	6:5	Suspension and Expulsion Procedures	June 2004	October 2012	2016
	6:6	Education outside the Classroom	Feb 2004	July 2012	2016
	6:7	Extension Teaching	Undated	July 2012	2016
	6:8	Health Education Policy	July 2002	May 2012	2015
	6:9	Homework Policy	June 2008	March 2012	2015
	6:10	Information Technology Policy	undated	July 2012	2014
	6:11	Learning Support Resource Teaching Policy	Aug 2004	May 2012	2015
	6:12	Fixture Planning Procedure	2002	July 2012	2017
7) Buildings	7:1	Hall Bookings procedure	new	pending	