

POLICY: Parent Information Booklet / Teacher Handbook

RATIONALE: The parent information booklet and Teacher Handbook Information represent important statements of systems/procedures. Formalising those documents as representing official school policy will help ensure current good practise is continued.

GUIDELINES:

1. All information in the Teacher handbook is to be regarded as official school policy. This specifically includes:
 - a) The Parent Information Booklet
 - b) The 'Teacher Information' section
2. The above documents are to be updated by staff each year and presented to the BOT by the end of each year.
3. All parents will be issued a 'Parent Information Booklet' at the start of each year.
4. All teachers will be issued with the 'Teacher Handbook' at the start of each year.

LAST REVIEWED: Feb 2016