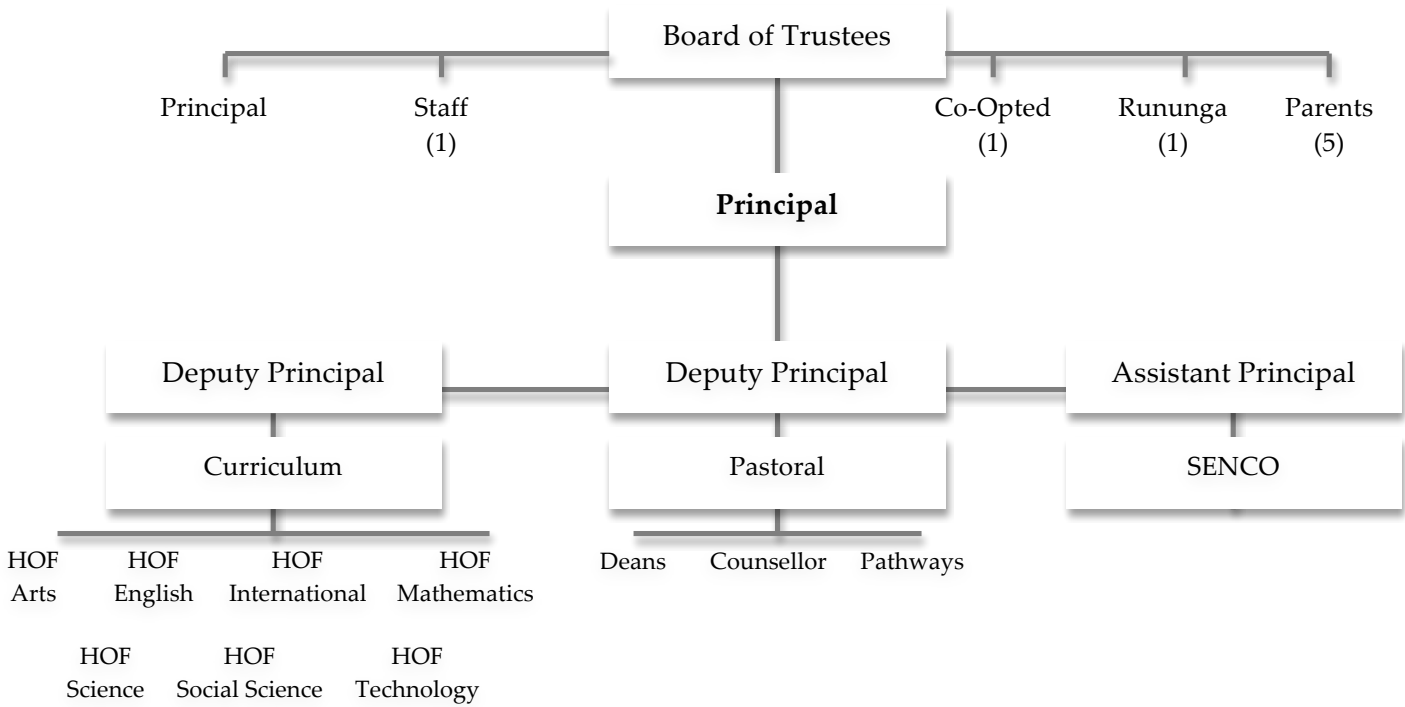


# Kaiapoi High School School Structure & Policies



## Policies and Procedures

### CHARTER

The Charter establishes the mission, aims and goals of the school, as set out by the Board of Trustees. It includes the annual plan, which sets the targets for the current year. An example of a target could be: At least 85% of Year 12 students will achieve Level Two.

#### GOVERNANCE POLICIES

Policies that the Board believe to be **foundation** policies. Examples include: Governance, Code of Ethics & Delegations.

#### OPERATIONAL POLICIES

Policies that the Board has passed over to **management**. They tend to be for more specific areas. Examples include: Curriculum, Health & Safety & Complaints.

#### OPERATIONAL PROCEDURES

Procedures cover **best practice** and are the responsibility of management. Examples include: Lockdown, Cyber safety & Copyright.