

# Board of Trustees Policies and Reviews

22nd November 2019



Dear Parents / Caregivers

This term the Board of Trustees are reviewing two school policies;

- Education Outside the Classroom (EOTC)
- &
- Sun Protection

We encourage you to get involved and have your say with this important part of our school governance structure.

Below is some information regarding how to access our school policies online.

Instructions on how to share your feedback:

1. Visit the website <http://pukehou.schooldocs.co.nz/1893.htm>
2. Enter the username (**pukehou**) and password (**pukehou174**).
3. Follow the link to the relevant policy as listed.
4. Read the policy.
5. Click the Policy Review button at the top right-hand corner of the page.
6. Select the reviewer type "Parent".
7. Enter your name (optional).
8. Submit your ratings and comments.
- 9.

If you don't have internet access, school office staff can provide you with printed copies of the policy and a review form.

The final cut off date for parental feedback for this policy is **Friday 29th November**. The Board will then review all feedback and the policy themselves at our next meeting on Monday 9th December .

If you have any questions or struggle to gain access please do not hesitate to contact me.

Kind regards



*Chris Birch*  
Principal