

March 2, 2016

Dear Parents / Caregivers

The Ministry of Education has instructed all schools to plan for an influenza pandemic as part of each school's Emergency planning activities. Therefore, we have developed a Pandemic Plan so that we are prepared and know what actions to take in the event of a pandemic emergency.

We have been advised that schools will be closed to prevent the spread of infection as soon as a handful of cases have been identified in this region. For this reason, it is vital that we have accurate contact information for caregivers of each child, and that we reconfirm this with you regularly. Please ensure that the school has up to date contact details for your child, you can do this by going to our website <http://www.kapanui.school.nz/13/forms/3-update-your-contacts/submissions/new>.

Another part of our plan is to reinforce basic hygiene messages – even when no specific illness is in the community. Please help us by encouraging and reminding your children to:

WASH HANDS	Wash their hands before eating and after going to the toilet – by rubbing their hands together for about 20 seconds in warm soapy water, and then drying them on a clean towel.
COVER MOUTH	Cover any coughs or sneezes with a tissue, or even with their upper sleeve (but not their hands).

In addition, if your child is ill, please keep them at home.

If you have any questions about our school's pandemic preparation, please contact the school or visit our web site: www.kapanui.school.nz

Policy Review Term 1

Updating Procedures and Policy - Schooldocs

The Kapanui Board maintains a set of policy and procedure documents detailing how the school implements required laws, Ministry of Education policy and the NZ Curriculum. Some of these are individually tailored by the school and some are shared across the group of school that use a facility called Schooldocs. Using Schooldocs and sharing with other schools allows us to benefit from the collective wisdom of the group and to keep up when requirements either through law changes, such as the recent Vulnerable Children's Act or when Ministry policy is changed or developed.

The Board has a 3 year schedule of policy and procedures to update. Some policy reviews are completed by the Board, some by Board and staff and some by Board, staff and parents. The process for you as parents to be involved is set out below and the Board would welcome your feed back and suggestions.

The SchoolDocs module allows reviewers to rate content and its implementation 1–5 stars, and offer comments on both. The implementation feedback is not used by SchoolDocs, but is made available to the Board via the principal's Dashboard. However, the SchoolDocs team does collate the feedback on the policy content, using it to revise and update where appropriate. This means that our school benefits from the collective review of the policy, as other schools may have

- Experiences dealing with issues that our school hasn't faced yet
- Board personnel, staff or parents with particular skills and insights
- Different cultures and contexts that provide a more well-rounded view on the policy/procedure.

Your suggestions / comments are anonymous unless you choose to add your name and taken into consideration by the Board and Schooldocs to assist with the review. Changes may be made by Schooldocs to the group documents or the Board can choose to make changes to it's individual documents. If you wish to see if any changes have been adopted you are able to log in following the end of the review date or check with the Board meeting minutes.

Note: Those with access to the site can offer general feedback at any time, using the Send Feedback button on each topic. (The feedback goes to the principal.)

For 2016 the Board invites you to assist review the following
Term 1 - Alcohol/Drugs and Other Harmful Substances
Term 4 – Education outside the Classroom
Term 4 – Sun Protection

Instructions to provide feedback :

1. Visit <http://kapanui.schooldocs.co.nz/> and search for your school- Kapanui
2. Click on the link and enter the username (kapanui) and password (kapanui).
3. Open the green Current Review tab on the top of the page.
4. Follow the link to the relevant policies as listed.
5. Read the policy.
6. Click the Policy Review button (small red icon) at the top right-hand corner of the page.
7. Select the reviewer type "Parent".
8. Enter your name (optional).
9. Submit your ratings and comments.

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

Yours sincerely

Des Hedley

Principal