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# Macleans College - POLICIES & DIRECTIVES

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SECTION NO: **100**

POLICY NO: **104**

ISSUE DATE: 11/08/11

TITLE: **QUALITY SYSTEMS**

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## Quality System Policy

### RATIONALE:

The Macleans College Board of Trustees accepts that to fulfil the school's Mission Statement printed below, planning, decision making, implementation processes and systems, and review processes are necessary

*"The mission of Macleans College is, within the resources available to us, to work with the local community to create a school where every student is educated to achieve his or her full potential as a whole person; to create opportunities, to expand horizons, reward effort and to encourage excellence in the efficient, disciplined, caring and supportive environment of the whanau house system; to foster equity, respect, self-worth, interpersonal skills and a worth while value system, so enabling each student to make a lifelong positive contribution to society."*

### PURPOSES:

- 1 To deliver education and development opportunities of the highest quality.
- 2 To be at the forefront of the personal development of young people.
- 3 To care for our staff and ensure that they reach the highest personal levels of professional expertise.
- 4 To continually enhance our unique values, standards and traditions.
- 5 To continually assess the changing needs of our community and reflect these in the operations of the school.

### GUIDELINES:

- 1 The Quality System will be orientated to the creation of a school environment that enhances and facilitates student learning.
- 2 The Quality System will ensure that the school has a qualified and skilled staff, with clear job descriptions.

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- 3 The Quality System will put in place, structures and processes supportive of the educational goals of the school.
- 4 The Quality System will provide valid data on which student progress can be established.
- 5 The Quality System's implementation, maintenance, review and development will be the responsibility of all staff.
- 6 The Quality System will have the following elements:
  - a) **Planning and Decision Making:**

There will be a system for ensuring that high quality planning and decision making occurs. Regular review of planning and decision making processes and systems will take place.
  - b) **Curriculum:**

There will be policies and procedures for developing, approving, implementing, and evaluating coherent teaching programmes.
  - c) **Resources:**

(Financial, Administrative and Physical)  
There will be policies and procedures to ensure that adequate and appropriate resources are, and will continue to be, available to enable all learning activities to take place.
  - d) **Staffing:**

There will be policies and procedures to ensure that a teaching staff with the necessary knowledge and skills is maintained through staff selection and appointment, appraisal and development.
  - e) **Student Entry to Learning Programmes:**

There will be a system for establishing and publicising student entry requirements for any programme of study.

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**f) Student Framework Information and Support:**

There will be a policy and procedure to ensure that all students receive accurate information on current programmes and qualifications and adequate support in decision making.

**g) Off-site Components:**

There will be a policy and procedure to ensure that off-site activities are fully integrated into school- based programmes and are subject to the same quality requirements as all other programmes.

**h) Assessment:**

There will be policies and procedures which ensure that all assessment is **fair, valid and consistent**.

**i) Reporting:**

There will be a policy and procedure for providing students with fair and regular feedback on progress and final achievement. Student achievements will be archived and reported as required to New Zealand Qualifications Authority (NZQA).

**j) Review, Reflection and Appraisal:**

The Edpotential system will be utilised extensively by the staff and senior management team for on-going self-review and reflection and appraisal and will be a primary device to drive on-going teaching and learning and best practice.

**k) Safe School:**

There will be policies and practices that ensure that Macleans College has a safe environment for learning.

**l) Staff Employment:**

Policies, practices and expectations are clear to all staff with regard to performance and their conditions of service.

**m) Co-curricular Activities:**

A guiding principal of Macleans College is a commitment to involvement of students in a wide range of co-curricular activities.

**n) Board of Trustees Management:**

The Board of Trustees of Macleans College will have sound management practices that are within sound Quality Systems practices.