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# Macleans College - POLICIES & DIRECTIVES

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## Quality System Procedures Manual

### **RATIONALE:**

There is a need for a readily accessible and logical body of information which when necessary, provides practical help interpreting the implementation of Board of Trustees policy.

### **PROCESS:**

The Board of Trustees and Senior Management Team have decided to provide this information link in a quality management format by the creation of a “Procedures Manual” which provides a source of reliable and easily accessed detail for the everyday operation of the school.

Each procedure will provide direction on implementation of Board of Trustee policy, where this is deemed necessary. This facility is seen as a means to show how to achieve standards of operation, but also as a means of guidance on procedure for new or unfamiliar staff.

### **GUIDELINES:**

- The Procedures Manual is seen as a living and growing system. It will provide information progressively on a “perceived need” basis, but not all enveloping.
- By its nature it is expected to reflect what actually happens within the school – and as such should be subject to constant review by those implementing it.
- The Board of Trustees expects that by means of the combination of Policies and Directives Manual, Procedures Manual and Staff Handbook, a system will exist which provides the sum of definite information on school issues that will avoid invalid decisions and uninformed action.