

Title: Policy regarding policies		Version/Revision	2 of 2018
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	3/3/2018
Hard Copy Signed & Archived: pending	Digital Copy: Policy regarding policies.docx		



IN CRUCE SALUS

# HOLY CROSS HIGH SCHOOL

## Policy Regarding Policies

***This policy is underpinned by:***

- The constitution of the Republic of South Africa contained in Act 108 of 1996 (hereafter “the Constitution”)
- Article 15 of the South African Schools Act No. 84 of 1996 (hereafter the Schools’ Act)
- The Communications Protocol agreement signed between the Department of Basic Education (DBE) and the National Alliance of Independent School Associations (NAISA) in 2008.
- The Religious and Educational Philosophy and Constitution of the Board of Governors of the Holy Cross Sisters Schools 1995. Revised in 2012.
- The Child Safeguarding Policy
- South African Schools’ Act
- The Code of Conduct for Learners (of Holy Cross High)

### Preamble

In order to uphold good governance practices, it is critical that Holy Cross High School maintains a policy framework which is current, effective and efficient and relates to the management of internal processes, financial matters as well as employees and conditions of service.

### Purpose

The purpose of this policy is to clearly state the criteria related to the development of new Holy Cross High School policies and procedures and the review of existing policies and procedures.

### Ownership

The Board of Governors is the final custodian of the Holy Cross High School Policies. An falls under the authority of the owners of the School: *The Holy Cross Sisters of Southern Africa*

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## Criteria

The development of a new policy and its related procedure or the review of an existing policy and its related procedure may be initiated in one of the following ways:

1. At the request of the Board of Governors, its Committees or the owners of the school
2. At request of a recognized stakeholder (parent learner, education department);
3. By a decision of the School Management Committee;
4. At the request of a Holy Cross High School employee; and
5. By the custodian at least once in every three years.

The review of an existing policy and its related procedure must commence three months before the review date of the policy. A policy may be reviewed prior to the review date if deemed necessary by the custodian, the School Management Committee, the Owner, or if it becomes warranted due to a change or legislation.

If a policy and its related procedure are not reviewed prior to the review date, it retains its approved status and is still applicable.

Simultaneously with the development or review of a policy, the related procedures must be drawn up or reviewed in accordance with the provisions of the policy, and submitted for approval with the policy.

The School Board of Governors may delegate the principal a subcommittee to approve policies and their related procedures which are of an operational nature. However, such policies and their related procedures must initially be tabled before the School Board of Governors in order for the delegation to be approved.

All new policies and their related procedures or amendments to existing policies and their related procedures must be approved by the School Board of Governors, or in the case of operational policies, the principal or subcommittee, where delegation has been approved by the School Board of Governors.

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As of 2018 all reviewed and new policies must have the following displayed in the header of the document:

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Status of Holy Cross High School Policies:

- Draft: applicable to newly drafted policies or procedures;
- Final Draft: applicable to a policy or procedure that is ready to be presented by the principal to the School Board of Governors for recommendation to the School Board of Governors
- Approved: applicable to a policy or procedure that has been approved by the School Board of Governors, or the case of operational policies the principal or a subcommittee and implemented at