At Opunake Primary we use School Doc to manage all of the school policies.

All Opunake Primary School policies can be viewed at

www.opunake.schooldocs.co.nz   The user name is "**opunake**" and the password is

"**pride**"

Policies are reviewed regularly , and sometimes community feedback is sought on

policies.

This can be done by following the directions on the School Docs web page.

All reviewers

1. Visit the website *https://opunake.schooldocs.co.nz/1893.htm*
2. Enter the username (opunake) and password (pride).
3. Follow the link to the relevant policy as listed.
4. Read the policy.
5. Click the **Start your review** button at the top right-hand corner of the page.
6. Select the reviewer type.
7. Enter your name (optional).
8. Follow the prompts to show that you've read the topic and enter your feedback if you'd like to comment.
9. Agree to the privacy statement and click "Submit review".

If you don't have internet access, school office staff can provide you with printed copies of the

policy and a review form.