

## Policy review form

Name of policy/procedure for review:

Reviewer type (e.g. staff member, board member, parent, student):

Your name (optional):

- ☐ I've read the topic and I'd like to comment.  
Please complete the questions below.
- ☐ I've read the topic and I have no comments.

1. Comment on the content of this policy:

2. Comment on the implementation of this policy:

3. Rate the implementation of this policy at our school (optional):

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4	5
Very poor	Poor	OK	Good	Excellent

This information will be entered as an online review on SchoolDocs by a representative at the school.

If you would like to have a copy emailed to you, please provide your email address:

Thank you for your feedback. Please indicate that you have read and agreed to the **privacy statement** over the page, then deliver this form to the school office.



## Review submission privacy statement

Please indicate that you've read and agreed to this statement by checking the box at the end of this page.

This information may be entered into the online review tool by a representative at the school. It is the school's responsibility to ensure this information is entered accurately. By entering your email, you are requesting to be sent a copy of the feedback that will be submitted on your behalf.

When you submit review feedback, SchoolDocs collects the following personal information:

- name (if supplied)
- email address (if supplied)
- your review feedback.

Providing some information is optional: you do not have to enter your name or email address. If you choose not to enter your email address, SchoolDocs can't email you a copy of your review feedback.

SchoolDocs staff and designated staff and board members at your school will be able to view your name, if supplied, so they can see who has submitted feedback. Your email address, if supplied, is only used to send a copy of your feedback and is not seen by school staff.

SchoolDocs staff collates the feedback received from schools and their communities and uses this information to improve the content of generic school policies and procedures.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong.

If you'd like to ask for a copy of your information, or to have it corrected, please contact us at [team@schooldocs.co.nz](mailto:team@schooldocs.co.nz) or on 03 977 8689.

☐

I have read and agree to the privacy statement.

### OFFICE USE ONLY

Search for the topic name on SchoolDocs and enter this information as a review.  
If an email address is provided, enter this to send a copy to the reviewer.

If the topic is no longer under review, file this form as appropriate.

Entered by:

Date: