



## **MEF INTERNATIONAL SCHOOL PREPARATION AND REVIEW OF DOCUMENTS PROCEDURE**

### **STATEMENT OF AIM**

This procedure describes the method for the preparation and review of all written procedures, documents and curricula used by the school.

### **RATIONALE**

1. MEF IS regularly reviews procedures and curriculum in order to maintain a cycle of continuous improvement.
2. To ensure that all procedures, school documents and curriculum documentation reflect current practice in the school.

### **PROCEDURE**

#### **Preparation of New Documents**

A new document may be identified through a number of different methods, including:

- Introduction of a new practice or technology
- Regulatory compliance
- Outcome of an audit or accident investigation

When there is a need for a new school based document, a person or persons will be appointed to write a draft. The draft is then distributed for consultation. Final drafts are to be ratified by the Leadership Team and Head of School. The new document is then placed in the procedures folder on google drive. This is accessible by all teaching faculty and administrators.

#### **Document Review**

- Procedures or aspects of the curriculum are reviewed on a 3-5 yearly basis through a process of consultation and/or collaboration with school community members as relevant.
- Procedures may need to be updated more regularly according to need and as changes are made to Ministry of Education regulations. When a procedure or aspects of the curriculum are reviewed a person or persons are appointed to document the changes.
- Curricula documentation may need to be updated more regularly according to need and as changes are made to IB or Cambridge requirements.
- All procedures and curriculum documents need the date they were last revised.

Document History		
Date	Details	Responsible
May 2016	Policy created	Figen Sonmez