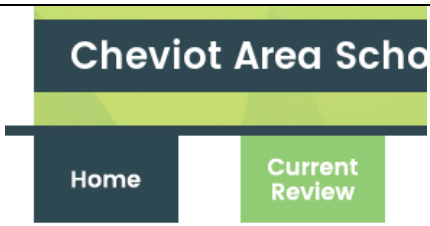




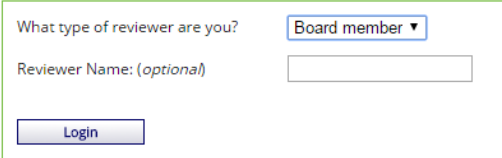
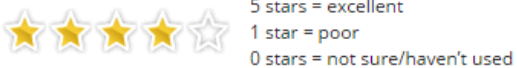


## School Docs Policy Reviews – help sheet

<b>Step 1</b>	Go to this site (username and password both 'cheviot')	<a href="http://cheviot.schooldocs.co.nz/">http://cheviot.schooldocs.co.nz/</a>
<b>Step 2</b>	Click on 'current review'  Top left hand side of the page	
<b>Step 3</b>	Click on the blue procedures under the term's review – try clicking on <b>Emergency Planning and Procedures</b> (See the note though that some procedures are not part of this review, some are done on their own.)	
<b>Step 4</b>	Click on the blue links  Give feedback via the green speech bubble	
<b>Step 5</b>	Use the arrows at the top of the document to go back and forwards until they are all read	
<b>Step 6</b>	When you've read them all, click on the red flag to rate the procedure/policy	
<b>Step 7</b>	Use the drop box to find who you are – your name is really helpful in the next box, then click on 'login'	
<b>Step 8</b>	Rate the policy <b>AND</b> rate its implementation by dragging over the stars until the right number are coloured in for your rating	
<b>Step 9</b>	Use the comment box if there is something you think needs changing – Debbie and I read all of these and they are helpful	
<b>Step 10</b>	Click on the submit button	