

Schools to receive new WACE Procedures Manual

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Schools will receive a WACE Procedures Manual 2008 early in Term 1.

This manual has been developed to reduce the amount of material sent to schools throughout the year. Schools will still receive the usual reminder that Council requires information relating to a particular procedure in the manual. Schools can then refer to this reference in the file.

The manual also includes instructions for Excel, MAZE and SIS (depending on your sector/system). SIRS information will be included for all schools.

The index provides a comprehensive list of procedures and forms required by Council. Where Council cannot yet provide documents, it has been indicated in the index these will be provided later. Updates will be sent to schools via the new eCirculars late in terms 1-3.

The manual has been set up as pages in a 2D ring file to make it easier for users to access and update documents.