

	GLOSSARY
	APPLICABLE TO ALL POLICIES, STANDARDS, PROCEDURES AND GUIDELINES
	VERSION 1.0

1. INTRODUCTION

St Andrew's will be reviewing all policies relevant to its operation as an educational institution. This glossary is to be developed and maintained to promote consistency in the use of expressions and language contained in the policies and the documented procedures, standards and guidelines that will support the policies.

New expressions requiring definition within the context of their use at St Andrew's, or which may become commonly used in policies and supporting documents, may be added to the glossary. The Head, or her representative appointed for this purpose, shall approve any additions, amendments, substitutions and deletions of expressions, or terms recorded in the glossary.

2. PURPOSE

The purpose of this glossary is to promote consistency of use of expressions and language in all St Andrew's policies, procedures, standards and guidelines.

3. GLOSSARY

3.1 Unless inconsistent with the context, in any policy, procedure, standard or guideline developed and implemented by St Andrew's an expression which denotes:

3.1.1 any gender includes the other genders;

3.1.2 a natural person includes an artificial person and vice versa;

3.1.3 the singular includes the plural and vice versa.

3.2 Unless inconsistent with the context or expressly defined to have a different meaning, the expressions used in any policies, procedures, standards or guidelines developed and implemented by St Andrew's shall have the following meanings:

3.2.1 "Board of Governors" means the Board of Governors elected to oversee the running of St Andrew's as a business and an educational institution.

3.2.2 "campus" the grounds on which St Andrew's School for Learners is situate and all buildings from which education is provided.

3.2.3 "Deputy Head" means the person appointed by the Board of Governors as the deputy to the executive head of St Andrew's or any person acting in that capacity.

3.2.4 "educator" means any person appointed as a educator by the Board of Governors of St Andrew's (whether in a permanent or temporary capacity).

3.2.5 "Executive Council" means the person/s appointed by the Board of Governors and the Head to run St Andrew's on a day to day basis.

- 3.2.6 “Head” means the person appointed by the Board of Governors as the executive head of St Andrew’s or any person acting in that capacity.
- 3.2.7 “Housemistress” means the persons appointed by the Executive Council to oversee the running and management by the learners of house activities and who is responsible for the day to day welfare of learners in that house.
- 3.2.8 “information” means all information of whatever nature whether retained or stored in physical or electronic form, that is owned or under the control of St Andrew’s.
- 3.2.9 “information system” means cumulatively all computers, computer devices, hardware, software, networks, data and telephone lines used to process or communicate information that is owned, leased, borrowed, under the control of, or used by St Andrew’s .
- 3.2.10 “Information Security Forum” means a person appointed by the Head to oversee information security at St Andrew’s.
- 3.2.11 “learner” means any person enrolled to be educated at St Andrew’s.
- 3.2.12 “owner” in the context of information means the person assigned control of any information owned or controlled by St Andrew’s.
- 3.2.13 “parents” means the parents of learners enrolled at St Andrew’s and shall be interpreted to include the legal guardian of any learner.
- 3.2.14 “parents association” means the persons elected by the parents to represent the body of parents.
- 3.2.15 “School Council” means the council of senior learners appointed by the Head to consider issues pertaining to the learners at St Andrew’s and represent their interests.
- 3.2.16 “St Andrew’s” means St Andrew’s School for Girls, an educational institution situate at St Andrew’s Avenue, St Andrews, Bedfordview.
- 3.2.17 “St Andrew’s community” means the Board of Governors, educators, administrative staff, (including persons in temporary positions), consultants to St Andrew’s, the learner’s and their parents.
- 3.2.18 “systems administrator” means the person appointed by the Information Security Forum to administer St Andrew’s information systems.
- 3.2.19 “virus” means any computer code that may interfere with the proper functioning of the information system or corrupt information.

4. APPLICATION

The Glossary shall apply to the following policies and any procedures, standards or guidelines published to support those policies.

4.1 Communication and Information Security Policy;

4.2 Acceptable Conduct Policy;

4.3 Interaction between Parents and St Andrew's Staff Policy;

4.4 *Further policies may be added as and when they are developed. Currently the glossary cannot apply for instance to the drug policy or Boarders Policy as terms used in those policies and their interpretation may differ from those defined in the glossary.*