

Purpose

The policies of the school guide and describe the main processes, functions and operations of the school. The development and review of policies should therefore have an agreed process so that various stakeholders are part of the consultation and review process.

Objectives

To have the best school policies in place to best guide the operations and directions of the school.

Implementation

- The policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- The process of considering school policies will be managed by the Principal and will be a continuous cycle, and will use a transparent and consultative process.
- All policies will use the school policy layout.
- When developing a new policy, the Principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy will then be circulated for comment to the appropriate committee/s, to all staff members, the leadership team and finally to the School Council for ratification, if required, preferably within a term.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A database of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained.
- When reviewing an existing school policy as per the three-year review cycle, the Principal will consult with all staff and the appropriate Committee/s, and to School Council for ratification.
- Changes as a result of policy developments and/ or reviews will be widely advised to staff and parents.
- All staff will have opportunities to provide input into any policy development or review process.
- The focus of all school policies must remain the needs of students, staff and school operations.
- Any concerns relating to the structure of the school must be directed to the Principal or School Council President.
- Relevant policies will also be loaded onto the school website for community observation.

Evaluation

This Policy was last updated in June, 2 and will be reviewed annually.