POLICY: COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE

PURPOSE:

The policies of the school guide and describe the main processes, functions, and operations of the school. The development and review of policies is part of an agreed process to ensure that key stakeholders are part of the consultation and review process.

AIMS:

To ensure that the school's policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

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 assistant principal and will be a continuous cycle and will use a transparent and consultative process.
- New policies will be added and modified to reflect the growth and evolution of the school and new programs.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period.
- When developing a new policy, the assistant principal will consult with appropriate personnel to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, to staff members and to parents, before ratification by school council.
- 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 will provide a timeline for reviews.
- Changes as a result of policy developments and or reviews will be widely advised to students, staff and parents.
- Staff will be given opportunity to provide input into the policy development or review process.
- The focus of all school policies will be the needs of the students and school operations.
- Relevant policies will also be loaded onto the intranet and school website.

COMMUNICATION:

This policy will be communicated to our school community in the following way:

- Available publicly on our school's website
- Placed in a school newsletter.
- Discussed at staff briefings/meetings as required.

POLICY REVIEW AND APPROVAL:

Policy last reviewed	31/10/2023
Consultation	Consultation with and approved by school council
Approved by	James Bell, principal
Next scheduled review date	October 2026