

POLICY DEVELOPMENT

POLICY – TAWONGA PRIMARY SCHOOL

Rationale:

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.

Aims:

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, will be a continuous cycle, and will use a transparent and consultative process.
- All policies will use the school policy layout including the following elements: School Name, policy name, rationale, aims, implementation, evaluation and cycle review time.
- 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 and available to parents to view by announcement in the school newsletter, back to the policy subcommittee and finally to the School Council for ratification.
- Policies will be developed taking into account Department of Education policies, memos and circulars relevant to each 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 committees and to School Council for ratification.
- Changes as a result of policy developments and / or reviews will be widely advised to staff and parents through the newsletter and current policies made available on the school website.
- A policies folder will be located at the front office for viewing by 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 ensure the needs of students and school operations are met.
- Any concerns relating to the structure of the school must be directed to the principal or School Council president.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

May 2017