



Communication of School Policies, Procedures and Schedule Policy

Rationale

Our policies outline and guide the main processes, functions and operations of the School. We develop, review, maintain and update them by including the School community members as part of the process. We strive to make our School's policies accurately reflect our operations, directions and goals, while at the same time meeting all legislative, compliance and duty of care requirements.

Implementation:

- The policies will be written so as to describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- The process of developing, reviewing and updating policies will be managed by School Council and specifically an Education & Policy Sub Committee.
- Policies will be developed, reviewed and updated using a transparent and consultative process. This will include circulation to the School community for consultation and feedback via the School website before ratification by School Council.
- All policies will use the school policy layout, meet legislative and compliance requirements and have a designated review period.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- We will maintain a database of policies and a review schedule to provide a timeline for reviews.
- We will make available relevant policies via the School website.
- New policies or changes as a result of policy developments or reviews will be advised to students, staff and parents by such means as the School newsletter.
- Staff will be given opportunity to provide input into the policy development or review process.

Evaluation:

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

This policy was ratified by School Council in November 2015