

# POLICY - DEVELOPMENT AND REVIEW

## POLICY

### Rationale:

1. Our school's philosophy guides the development and implementation of our policies.
2. The policies of the school guide and describe the main processes, functions and operations of the school. The development and review of policies have an agreed process so that various stakeholders are part of the consultation and review process.

### Aims:

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

### Implementation:

1. The policies describe the rationale, aims and implementation of the operations and directions of the school as a whole.
2. The process of considering school policies will be managed by the Assistant Principal, through a continuous cycle, and will use a transparent and consultative process.
3. All policies will use the school policy layout including the following elements: School Name, policy name, rationale, aims, implementation, evaluation and cycle review time.
4. When developing or reviewing a policy, the Assistant 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 school committee/s, to all staff members, to parents via the Education and Policy Committee, back to the Leadership Team and finally to the School Council for ratification, preferably within a term.
5. Policies will be developed taking into account Department of Education and Early Childhood development policies, memos and circulars relevant to each policy area.
6. 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 by the Assistant Principal.
7. When reviewing an existing school policy as per the three-year review cycle, the Assistant Principal will consult with all staff and the appropriate committees and then to School Council for ratification.

The process will be that:

- i. The School Leadership Team will recommend policy for development and review to staff.
  - ii. Staff will develop and review the policies for recommendation to School Council.
  - iii. The Education and Policy Committee will meet at an agreed time prior to the scheduled School Council meeting to provide feedback to the Leadership Team.
  - iv. This meeting will usually be two weeks prior to the council meeting.
  - v. Draft policies will be distributed to committee members at least three days prior to the committee meeting to allow time for consideration.
  - vii. The Assistant Principal will endeavour to provide supporting or explanatory material regarding the proposed changes to policy.
  - viii. Policies will be discussed at the scheduled meeting.
  - ix. If members are unable to attend the meeting, emailed or written responses will be accepted up to and including the meeting time and these will be considered as part of the discussion.
  - x. Once feedback has been discussed for these policies the Assistant Principal will circulate the updated version to the Leadership Team and Education and Policy sub-committee members.
  - xi. Once agreed by the Education and Policy sub-committee, the policy will go to the School Leadership Team and then to School Council for ratification
8. Changes as a result of policy developments and / or reviews will be widely advised to staff and parents.
  9. The focus of all school policies must remain the needs of students and school operations.

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

This policy was last ratified by St Kilda Park PS School Council in... **July 2015**