Laurimar Primary School

Policy Development
POLICY

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 (including parents, school council members, teachers and students) 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 policy and planning sub committee, 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 and appropriate personnel will draft the initial policy statement. The draft policy will then be circulated for comment/review to all the policy and planning committee members, to all staff members, be mentioned in the school newsletter, back to the policy and planning sub committee. The Policy and Planning sub committee will present a report at subsequent School Council meetings. School Council will discuss and ratify policies or request that policies are returned to the Policy and Planning committee for alterations.
- Policies will be developed taking into account Department of Education (DEECD) 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 by the policy and planning sub committee facilitator.
- When reviewing an existing school policy as per the three-year review cycle, the policy and planning committee will consult with all staff and the appropriate committees and then submit to School Council for ratification.
- Changes as a result of policy developments and / or reviews will be widely advised to staff, parents and students where appropriate.
- All staff, parents and students where appropriate 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 and school operations.
- All ratified policies will be made available on the school website.

Evaluation

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

| This policy was ratified by School Council in.... | **May 2015** |