

## Policy Development and Communication

### 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 school policies in place to best guide the operations and directions of the school.

### Implementation:

- The policies describe the rationale, aims and implementation of the operations and directions of the school.
- The process of considering school policies will be managed by the principal or nominee, will be a continuous cycle, and will use a transparent and consultative process where applicable
- The Department of Education and Training (DET) Consolidated Policy Review and Communication Spreadsheet will be followed when consulting and communicating
- Policies where approval is required, consultation is required or recommended as per the DET Spreadsheet, will be presented to School Council for ratification
- All policies will use the school policy layout including the following elements: School Name, policy name, purpose, scope, implementation, evaluation, cycle review time and Child Safe statement
- Policies will be developed considering DET guidance, memos and circulars relating to a particular policy area
- Consultation from relevant stakeholders will be sought to support policy development and review
- A database of policies and a policy schedule aligned to the DET recommended review cycle is to be maintained under the guidance of Leadership
- Changes as a result of policy developments and/or reviews will be widely advised to staff, families and community if deemed necessary
- DET communication requirements will be followed to ensure clear and timely access and communication of policies
- The focus of all school policies must remain on the needs of students and school operations.
- Relevant policies will also be loaded onto the school website for community observation

### Review Cycle and Evaluation

This policy will be evaluated as part of a 3-year cycle of policy review  
This policy was last updated on 22<sup>nd</sup> September 2021 and is scheduled for review in September 2024.

### **Version: Final**

Review Date: March 2024