



CLYDE PRIMARY SCHOOL COMMUNICATION OF SCHOOL POLICIES

Rationale:

School policies guide and describe the main processes, functions and operations of the school. The development and review of policies is part of an agreed process to ensure that key stakeholders are part of the consultation and review process.

Aims:

1. To ensure that school policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.
2. To communicate the policies and procedures on the care, safety and welfare of students to the school community.

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 and will be a continuous cycle, and will use a transparent consultative process.
- New policies will be added and modified to reflect the growth and evolution of the school and new programs.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period.
- When developing a new policy, the Principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, to staff members, to parents, to students before ratification by School Council.
- Policies will be developed taking into account Department policies, memos and circulars relating to a particular 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 staff and the appropriate Committee/s and to School Council for ratification.
- Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents.
- Staff (and students where appropriate) will be given opportunities to provide input into the policy development or review process.
- The focus of all school policies must remain the needs of students and school operations.
- Any concerns relating to the structure of the school should be directed to the Principal or School Council president.
- Relevant policies will also be loaded onto the school server and school website for community information and feedback.

Evaluation:

This policy will be reviewed as part the three–year review cycle.

Endorsement:

This policy was ratified by School Council on 23/04/18
This policy is due for review in 2021