Warragul North Primary School
DEVELOPING SCHOOL POLICY
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 are part of the consultation and review process.

Policies will be developed using these guidelines for each aspect of the school curriculum and administration considered necessary by Department of Education and Training, School Council and School Community.

Aims:

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

Implementation:

- The ratification of Policy is the responsibility of School Council. However all sections of the school community, Principal, Staff, Parents, Subcommittees, and, in many cases the students, should have the opportunity as appropriate of taking part in the development of Policy.
- All policies will use the same school policy template, including the following elements: school name, policy name, rationale, aims, implementation, resources, evaluation and cycle review schedule.
- Each new policy developed should use the following stages of development.

Stage One

(a) First draft – developed by a team of people involved at direction of School Council. (School Council will nominate a Policy Development team of three to five people. The team will consist of a mix of staff and parents. At least one member of the team must be a School Council member.)

(b) Staff have the opportunity to suggest amendments and inclusions.

Stage Two

(a) Second draft – by appropriate subcommittee or people involved.

Stage Three

(a) School Community informed through the school newsletter.

(b) Randomly selecting twenty (20) school families for their comments.

(c) Circulating the second draft to the school staff.

Stage Four

(a) School Council Policy Team members consider responses from the School Community, and produce the third draft.

Stage Five

(a) Recommendation of third draft to School Council.

(b) Ratification of School Policy by School Council.

- Policies will be developed with reference to DET policies, memos and circulars relating to the particular policy area.
- A database of policies and a review schedule is to be maintained.
- The focus of all school policies must remain the needs of students and school operations.

Resources:

Victorian Government School's Reference Guide.

Policy and Advisory Library (P.A.L.) on DET website.

Evaluation:

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

C:\Users\st01361\Desktop\Developing School Policy.doc

This policy was ratified by School Council on 18th July, 2006
This policy was reviewed by School Council on 16th August, 2016
This policy was reviewed by School Council on 18th May, 2021