CHALCOT LODGE PRIMARY SCHOOL

POLICY: POLICY DEVELOPMENT

INITIAL COPY	Ratified
16/5/93	**June 2022**

PURPOSE:

To ensure that all policies are produced in a consistent manner and that appropriate collaborative processes are applied to take account of the needs of the school community, Department of Education and Training (DET) and Strategic Plan goals, priorities and projects.

GUIDELINES:

- School policies provide a sense of purpose and direction for a school community;
- School policies will take account of the Strategic Plan, DET policies, guidelines and initiatives;
- Policies form the basis of all evaluation and program development;
- Policies enable a school to embrace changes in society, educational philosophy and to subsequently respond to such changes;
- Policy development is a collaborative process with all school community groups being given the opportunity to participate; and
- School Council is responsible for development, review and ratification of school policies.

IMPLEMENTATION:

- Policies should be set out in a concise statement under the following headings:
PURPOSE, a general statement as to what the policy aims to achieve
GUIDELINES, which details the guiding principles of the policy in concise points
IMPLEMENTATION, which specifies the practicalities in adopting the policy
EVALUATION, shows how, when and by whom the policy will be evaluated;

- The process for policy development and review is:
1. The person or committee responsible, reviews or develops the policy.
2. At the top of each newly written policy, prior to ratification, there needs to be written 'Draft Initial Copy' & date at the top of the page, to the right of centre.
3. Following School Council Ratification of a new policy, there needs to be written 'Initial Copy' & the date at the top of the page to the right of centre.
4. Following review of a policy, there needs to be written 'Draft Review' & date at the top of the page in the right hand corner.
5. After the reviewed policy has been ratified by School Council, there needs to be written 'Ratified Review' & date at the top of the page in the right hand corner.
6. Staff will be given the opportunity to provide input into the policy development and review process.
7. A hard copy of the new policy being developed, or of the draft being reviewed, is to be presented to Education Policy Committee for 'first checking'.
8. The leader of the Education Policy Committee will return the draft new policy or draft review to the responsible committee leader if too many alterations or additions need to be made.
9. If the policy is approved by Education Policy Committee, with perhaps only a few alterations, then the leader of the Education Policy Committee must place it in the next possible Weekly for community observation, input and comment.

10.   If there is **no** community input, the Education Policy Coordinator will give a hard copy to the Secretary of School Council for presentation to School Council for ratification.

11.   If there **is** community input, the draft policy and suggestions need to be re-presented to Education Policy Committee prior to School Council.

12.   After School Council ratification, the Education Policy Coordinator will enter this ratified policy into the Policies Ratified folders on the admin network and on google drive.

13.   The Education Policy Coordinator will be responsible for updating the Policy Development and Review Schedule and Month by Month schedule and will distribute hard copies to the Principal, AP and members of the Education Policy Committee;

●   The Education Policy Coordinator must submit to the secretary of School Council, a written report from Education Policy Committee, along with policies to be ratified, for distribution prior to School Council;

●   The administration files will consist of two folders. One will be a read only folder named 'Policies - Ratified', containing the latest version of the policies that have been ratified by School Council. The other will be 'Policies - Current Drafts'' for policies being worked on;

●   The address for the admin network will be U:NWS\Document\ Policies – Ratified or Policies - Current Drafts;

●   When a policy is to be reviewed, the Education Policy Committee Coordinator will provide the responsible program leader with a hard copy of the policy to be reviewed and a reminder of the date of the meeting; and

●   Interim policies may be developed at short notice and will be recognised as operational policies until the final copy is ratified.

●   Once ratified policies are made available with the school community via the schools website and newsletter

EVALUATION:

The Policy Development Policy will be reviewed every three years or sooner if required, by the Education Policy Sub Committee of School Council.