

Adopted: Oct 2001

Review Date: March 2019

Reviewed and Amended: March 2016

Communication of School Policies, Procedures and Schedule

RATIONALE

The policies of the school 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

- The Policy and Program Review will ensure documentation of the school continues to reflect current thinking and best practice on matters which affect students' learning.
- To ensure that policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

IMPLEMENTATION

- The policies describe the rationale, aims and implementation of the operations and directions of the school as a whole.
- The process of considering school policies will be managed by the School Council, in conjunction with the Principal. The process will be a continuous cycle and will use a transparent and consultative process.
- New policies will be added and modified to reflect the growth and evolution of the school and school 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 School Council and Principal will consult with appropriate personnel in order to draft the 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.
- School policies will be developed taking into account DET 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.

Buln Buln Primary School Policies and Procedures

- When reviewing an existing school policy, the School Council and Principal will consult with staff and appropriate committee/s prior to ratification.
- Changes as a result of policy developments and / or reviews will be advised to students, staff and parents via the newsletter.
- Staff will be given opportunity to provide input into the policy development or review process.
- The focus of all school policies must remain in the best interest of students and school operations.
- As part of our commitment to transparency, policies will also be loaded onto the intranet and school website. The wider community is welcome to comment on these policies by emailing the school.

- Policies will be communicated to the school Community via the following means:

Staff	Students	Parents	Community
Staff induction handbook	Enrolment pack	Enrolment pack	School website
Staff meetings	Classroom discussion	Available on request	School Newsletter
Consultative meetings		School website	
		Parent information night	
		Parent newsletter	
		School Council Meetings	

EVALUATION

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

RESPONSIBILITY

- Principal
- School Council