



Communication of School Policies

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 is part of an agreed process to ensure that key stakeholders are part of the consultation and review process.

Aims:

- To ensure that Frankston East Primary School's 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 Principal and will be a continuous cycle. Frankston East Primary School will use a transparent and 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 stake holders before ratification by School Council.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- When reviewing an existing school policy as per the four-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 will be given opportunity to provide input into the policy development or review process.
- Relevant policies will be loaded onto the intranet for staff; school website for community access; in the school newsletter and a hard copy available to look at in the school office.

Evaluation:

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

This policy was last ratified by School Council in....

May 2014