RIPPONLEA PRIMARY

POLICY DEVELOPMENT and COMMUNICATION

POLICY

Policies guide and describe the main processes, functions and operations of Ripponlea Primary School (RPS). The development and review of policies should therefore have an agreed process so that various stakeholders are part of the consultation and review process.

PURPOSE

To have school policies in place to best guide the operations and directions of RPS in line with advice from the Department of Education and Training (DET).
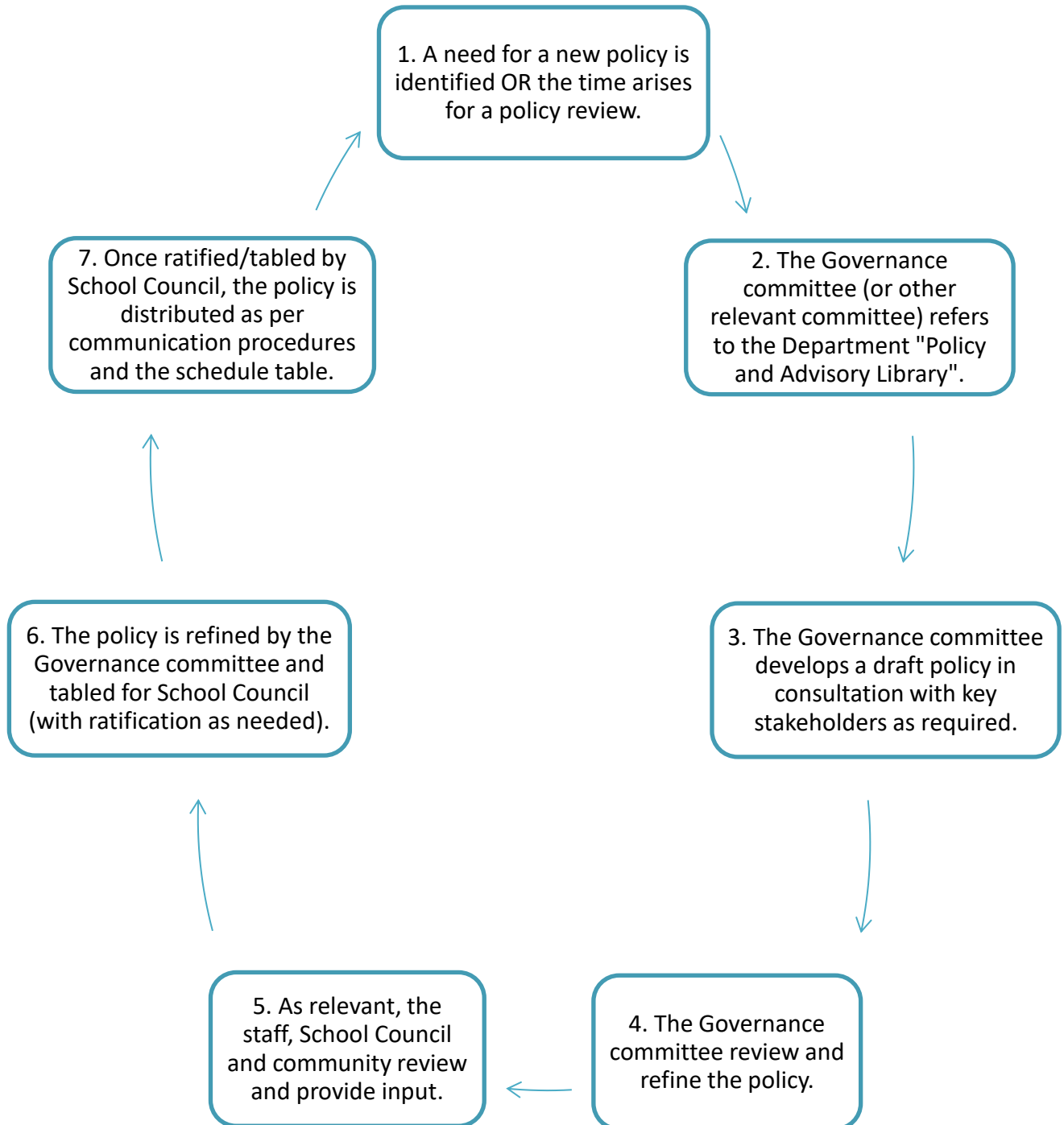
IMPLEMENTATION

1. The policies describe the rationale, aims and implementations of the operations and directions of RPS as a whole with a focus on the needs of students and school operations.

2. The process of considering school policies will be managed by the Principal via the Governance Committee and will be a continuous cycle, and will use a transparent and consultative process.

3. All policies will use the RPS policy layout including the following elements: school name; policy name; purpose; implementation; evaluation; and review time.

4. Policies will be informed by DET policies, memos and circulars relating to a particular policy area.

5. Policy development and review will follow the process outlined in the Policy Development and Review Flowchart (**Appendix 1**).

6. When developing a new policy, the Governance Committee convenor will consult with appropriate personnel including the Principal in order to draft the initial policy statement. The draft policy will then be circulated for consultation as appropriate to RPS committee(s), students, staff, and parents/carers.

7. When reviewing an existing school policy, the Governance Committee convenor will consult with appropriate personnel including the Principal to plan for appropriate consultation similar to above.

8. Following consultation, the Governance Committee will revise the draft as appropriate and present to the School Council for ratification (where required) or for tabling, preferably within a term.

9. All staff will have opportunities to provide input into policy development and review process.

10. Once ratified or tabled by School Council, the policy is distributed as per advice provided by the DET according to its guidance for required and recommended communication methods.

11. A database of policies and a review schedule will be maintained by the Governance Committee to provide a timeline for reviews either annually or as recommended by the DET.

12. School Council will maintain a register of school policies and copies of policies will be stored and managed on the school's secure server.

13. Changes as a result of policy developments and/or reviews will be communicated to staff and parents/carers as appropriate.

14. Relevant policies will also be loaded onto the school website for community access and comment.

REFERENCES:

DET Policy and Advisory Library: https://www2.education.vic.gov.au/pal

Appendix 1: Policy Development and Review Flowchart

1. A need for a new policy is identified OR the time arises for a policy review.

2. The Governance committee (or other relevant committee) refers to the Department "Policy and Advisory Library".

3. The Governance committee develops a draft policy in consultation with key stakeholders as required.

4. The Governance committee review and refine the policy.

5. As relevant, the staff, School Council and community review and provide input.

6. The policy is refined by the Governance committee and tabled for School Council (with ratification as needed).

7. Once ratified/tabled by School Council, the policy is distributed as per communication procedures and the schedule table.

Date of review: June 2021
Next review date: June 2025