



# St. Anne's

## Primary School

60 KNEES ROAD, PARK ORCHARDS, VICTORIA 3114

### **POLICY: WRITING OF POLICIES POLICY**

#### **RATIONALE:**

It is important that we have a clear process for their formulation and review of policies to ensure their development is efficient and effective.

#### **AIMS:**

- To ensure relevant stakeholders have input into the development and review of policies
- To ensure that there is a clear policy for the development and review of policies
- To ensure that policies are developed and reviewed in an efficient and effective manner
- To ensure that policies are easily accessible to staff and parents

#### **IMPLEMENTATION:**

- Policies should be limited to two pages (whenever possible) and presented in a common format
- When appropriate consider engaging experts or specialist organisations in the development or review of policies
- Policies are to be stored on the school google drive and hard copies made available for parents as requested. The latest version of policies will be uploaded onto the School Website.
- The Principal will present a Policy Review Schedule to the School Education Board (SEB) each year. This will contain a list of policies that the SEB and staff review together.

### **A. Policy Review Process:**

- The Principal reviews or initiates the policy. Where relevant staff are consulted in this process. The Principal or Deputy Principal shares the policy with the SEB Policy Sub-Committee
- The School Education Board Policy Sub-Committee reviews and adds suggestions for consideration by the Principal
- The Principal accepts or rejects suggestions and explains the rationale for these decisions at the next SEB meeting
- The Policy is presented to the whole School Education Board for ratification
- If there are changes suggested where there is a lack of consensus to various components of the policy then the policy will be taken to the next SEB meeting for discussion to allow for further consideration
- If major changes are suggested, staff may again review the policy. If the Principal decides this is necessary it will then be sent to the SEB Policy Sub-Committee after the staff considers the recommendations of the Policy Sub-Committee
- The Policy is presented to the whole School Education Board for final ratification. The Policy is uploaded onto the school website by the Principal or a nominee of the Principal
- Past policies are archived on the Google Drive

### **EVALUATION:**

Evaluation of the Writing of Policies Policy will take place every four years, or when necessary, by all stakeholders.

This policy was reviewed in 2018

The next review will be in 2022

