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## COMMUNICATION OF POLICY PROCEDURES AND SCHEDULE POLICY

### **Rationale**

The policies of the school guide and describe the main processes, directions, and goals 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**

This policy aims to ensure that policies are developed, reviewed and communicated in a timely and effective manner and that the school meets all legislative, compliance and duty of care requirements.

### **Implementation**

- The process of considering school policies will be managed by the Principal or nominee and will be a continuous cycle, using a transparent and consultative process.
- New policies will be added to reflect the growth and evolution of the school and the addition of new programs.
- All policies will use the EHPS policy template, meet legislative and compliance requirements, and have a designated review period.
- When developing a new policy, the Principal or nominee will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, to staff members, to parents, to students and community members before ratification by School Council.
- A database of policies and a review schedule to provide a timeline for reviews, including communication procedures will be maintained.
- When reviewing an existing school policy, the Principal will consult with staff and the appropriate Committee/s, and then submit to School Council for ratification.
- Changes as a result of policy developments and / or reviews will be widely communicated.
- Policies will be available on the school's intranet and the EHPS website for community observation and comment. Hard copies are also available on request.
- A signed hard copy of all policies will be maintained in the EHPS Policy Manual located in the Administration Office.

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## **References**

DEECD School policy Advisory Guide: <http://www.education.vic.gov.au/school/principals/spag/pages/spag.aspx>

## **Evaluation**

This policy will be reviewed every three (3) years in accordance with the Essex Heights Primary School Evaluation Schedule or more often if necessary due to changes in regulations or circumstances.

Andrew Crossett

Trevor Sharrock

Principal

School Council President

School Council November 2014