

Policy Development

1.0 Rationale

To provide information and direction regarding the curriculum and organisation of the school to improve educational opportunities for the students, by the effective implementation of local policies.

2.0 Goals

All policies will:

- Be based on Department of Education and Training (DET) provided templates (if available) to ensure they are compliant and consistent with:
 - DET policy requirements in the School Policy & Advisory Guide (SPAG);
 - Minimum standards for school registration and school reviews;
 - Any legal requirements
- Be formatted with the CEPS policy template
- Implement the goals of the school
- Reflect best practice and community beliefs
- Be reviewed on a regular basis.

3.0 Implementation

- School principals are responsible for operational school policies, procedures and decisions.
- There are a small number of policies that must be developed and approved by the School Council because of legal requirements or DET policy (eg. uniform, fundraising). The functions of a School Council are specified in the Education and Training Reform Act 2006 (Vic) and include:
 - Establishing the broad direction and vision of the school within the school's community.
 - Raising funds for school-related purposes
 - Maintaining oversight of the school's grounds and buildings and ensuring they are kept in good order and condition
 - Ensuring that all money coming into the school is expended for proper purposes relating to the school
 - Stimulating interest in the school in the wider community
 - Informing itself of and taking into account the views of the community
 - Regulating and facilitating the after-hours use of school premises and grounds.
- School Council delegates responsibility for policy development of these mandated policies to Policy & Promotions Sub Committee (with the exception of financial policies which will be drafted and updated annually by the Business Manager). School Council will approve these draft policies once presented.
- Key stakeholders in the school community should be consulted when updating or introducing new policies. Even where a policy does not require School Council approval, occasionally the Principal may choose to consult with and/or seek approval from School Council on non-operational policies, at their discretion. School Council can play a valuable role in developing these policies, particularly by

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supporting the Principal to understand and consider the views of the school community, where appropriate.

- Consultation may include:
 - circulating draft policies amongst leadership, staff, teachers and parents for comment
 - discussion about draft policies amongst Policy & Promotions Sub Committee
 - placing notices in the school newsletter inviting input into policy development, where appropriate.
- Key policies are to be published on the school website after their adoption. Operational policies are to be communicated to school staff to ensure that they are well understood and consistently applied and uploaded to the school's shared Google Drive for reference.
- All policies should be regularly referenced in all decision-making processes and staff meetings and included in staff induction. The effectiveness of policies should be reviewed regularly, using collected data (such as student survey results, parent survey results and incident registers) to help measure their success.
- Policies will be reviewed on a cyclic basis as established by the school. Each policy shall be reviewed within three (3) years or as deemed necessary by School Council or the priorities identified by the School Strategic Plan.

4.0 Resources

- [DET School Policy Templates Portal](#)
- [School Policy & Advisory Guide](#)
- Policy documents from other schools

5.0 Evaluation

This policy was last updated on 3 August 2018 and is scheduled for review in August 2021.

6.0 End of Document