

COMMUNICATION OF SCHOOL POLICIES AND PROCEDURES

RATIONALE

Ashby Primary School's policies 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 – staff, students and parents/carers - are part of the consultation and review process.

GUIDELINES

- To ensure that Ashby Primary School's policies frame and accurately reflect the school operations, directions and goals and meet all legislative, compliance and duty of care requirements.
- To ensure that the Ashby Primary School community is aware of the school's policies, procedures, how they are applied and how they may be accessed.

IMPLEMENTATION

- The policies describe the rationale, aims and implementations of the operations and directions of Ashby Primary School as a whole.
- The process of considering school policies will be managed by the principal and will be a continuous cycle, and will use a transparent and consultative process.
- New policies will be added and modified to reflect the growth and evolution of the new 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 committee/s, staff members, parents/carers, and/or students before ratification by School Council.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A database of policies and a review schedule to provide a timeline for reviews either annually or on a four year basis is to be maintained.
- When reviewing an existing school policy as per the 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.
- The focus of all school policies must remain the needs of students and school operations.
- Any concerns relating to the structure of the school should be directed to the principal or School Council president.
- Relevant policies can be located on the Ashby Primary School website for community observation, comment and reference.

CERTIFICATION This policy is not longer in review or included on the school policy review list as described by the Department of Education.