

COMMUNICATION OF POLICIES PROCEDURE AND SCHEDULE

PHILOSOPHY

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.

PURPOSE

- To ensure that policies are developed, reviewed and communicated in a timely and effective manner
- To ensure 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 Mount Waverley North Primary School 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.
- An Evaluation of Policies Timetable, incorporating a review schedule, 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 where required and appropriate.
- Policies will be available on the school's website for community information and comment. Hard copies are also available on request.

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| Policy Approved by: | Principal Team |
| Effective Date: | January 2021 |
| Review by Date: | February 2022 |