



Natte Yallock P.S. – No 1347

Communication of School Policies

Rationale:

The policies of the school 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 are part of the consultation and review process.

Aims:

To ensure that Natte Yallock Primary School policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

Implementation:

- The policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- The process of considering school policies will be managed by the principal and will be a continuous cycle.
- 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 will be regularly reviewed by the School Council, Principal and Staff.
- 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, to staff members, to parents, before ratification by School Council.
- Policies will be developed taking into account DEECD policies, memos and circulars relating to a particular policy area.
- A review schedule to provide a timeline for reviews on a three-year basis is to be maintained.
- When reviewing an existing school policy as per the three-year review cycle, the principal will consult with staff and and to School Council for ratification.
- Changes as a result of policy developments and / or reviews will be advised to, staff and parents.
- Staff will be given opportunity to provide input into the policy development or review process.
- 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 will also be loaded onto the school website for community observation and comment.
- Hard copy of policies to be maintained in the office.

- Staff to be advised of any changes at the beginning of each school year or as required.
- Parents to be notified of any changes in the newsletter, on the school Facebook page or on the school webpage.

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