



Moe (South Street) Primary School 4662

'Be Safe, Be a Learner, Be Respectful'

Communication of Policy

1. Rationale or Purpose

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.

2. Policy Statement

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

3. 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 in conjunction with the School Council Policy sub-committee 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 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, to staff members, to parents, to students before ratification by School Council.
- Policies will be developed taking into account DEECD 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 2 year basis is to be maintained.
- When reviewing an existing school policy as per the 2 year 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.
- 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.
Reference the school's Duty of Care Policy
- 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 intranet and school website for community observation and comment

Possible flow to develop/ review a policy

Development/ review of Policy. → Policy Sub Committee → Staff → Parents
through newsletter → Policy Sub Committee → Principal → School Council Ratification

4. Evaluation and review

This policy will be reviewed according to the School Council Calendar Policy Review

5. Definitions

Nil

6. References

Further information can be obtained on the following website:

7. School Council Ratification

This policy was ratified by School Council on 10/12/2019