



FLEMINGTON PRIMARY SCHOOL POLICY HANDBOOK 2008

Flemington Primary School Policy statements provide the framework within which our school operates. There are four components of policy: Administration, Curriculum Student Wellbeing and Staff Wellbeing Policies. There is some overlap.

Policy development at our school is a continuous process of research, development, implementation and review in a three yearly cycle as per DEECD guidelines.

Administration Policy is developed in line with DEECD regulations and complies with all State and Federal Government Legislation and Practices.

Curriculum Policy is developed within the context of the mandated curriculum set by DEECD and encompassing the culture, ideals and beliefs of the community. All policies are aligned with the values explicitly developed by the community and our You Can Do It! Program. A review of values was undertaken this year in preparation for the development of the new School Strategic Plan. The new community values are:
Care & Compassion, Honesty, Respect and Responsibility.

The curriculum taught at Flemington PS is that set in the Victorian Essential Learning Standards {VELS} which specifies content areas, specific knowledge, skills, behaviours and attitudes, year level curriculum and associated assessment and evaluation practices.

The development of policy is a collaborative process that involves staff, student, parents and other relevant stakeholders. The process for policy review is:

- ❖ Curriculum teams review and develop policies.
- ❖ That policy is presented to the Education sub- committee of school council for discussion and feedback.
- ❖ Feedback is then reviewed by Education sub- committee.
- ❖ Policy is presented to school council for input and ratification.

Administration Sub Committee

The Administration Sub Committee is coordinated by the Principal and includes the Assistant Principal, Operations Manager, Office staff, School Support Staff and members of the Consultative Committee.

The Education Sub Committee meets monthly.

Education Sub Committee

The Education Sub Committee is coordinated by a teacher School Council Representative with a curriculum leadership role in the school. The sub committee includes the Curriculum Coordinator, key curriculum leaders, parent School Council representatives and interested parents.

The Education Sub Committee meets two weeks prior to each School Council meeting.

All policies are developed using a common framework which includes:

- ❖ Rationale
- ❖ Aims
- ❖ Implementation
- ❖ Evaluation
- ❖ School Council ratification date
- ❖ Review date
- ❖ References

The primary references used should be:

Government Schools Reference Guide

DEECD website <http://www.education.vic.gov.au/principal/default.htm>

Worksafe <http://www.worksafe.vic.gov.au/wps/wcm/connect/WorkSafe/Home/>

DEECD OH&S <http://www.eduweb.vic.gov.au/HRWeb/ohs/accp/guide.htm>

VELS <http://vels.vcaa.vic.edu.au/essential/>