

Flemington Primary School

Communication of School Policies and Procedures

Policy



1. PURPOSE AND RATIONALE:

The policies and procedures of the school guide and describe the main processes, functions and operations of the school. The development and review of policies and procedures 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 our policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

3. DEFINITIONS:

- **Policy** – a school document that provides guidance on a particular issue important to the school's operations and achieving the school's goals and targets. Policies guide operational matters. The establishment and review of a policy is undertaken by the School Council.
- **Procedures** – are school operational documents which are the responsibility of the principal and staff. Procedures are developed in line with Departmental guidance and legislative requirements. Most routine matters are best dealt with through procedures and do not require a policy.

4. ACTION GUIDELINES:

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 School Council. Policies will be reviewed on a regular 3 year cycle using 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 standard layout, meet legislative and compliance requirements, and have a designated review period (or earlier if required).

When developing a new policy, the principal will consult with appropriate personnel to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, staff members, parents, and students before final ratification by the School Council.

Policy development and review will take into account DET policies, memos, guidance, templates and circulars relating to a particular policy area.

5. **MONITORING, REPORTING AND REVIEW:**

A database of policies and a review schedule will be maintained to provide a timeline for reviews either annually or on a three-year basis..

When reviewing an existing school policy as per the three-year review cycle, the principal will consult with staff and the appropriate Committee/s, and to the School Council for ratification.

Changes as a result of policy developments and reviews will be widely advised to students, staff and parents.

Staff will be given the 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.

Relevant policies will be loaded onto the school website for community observation and comment.

In extraordinary circumstances the Department may release a policy which requires expedited review and publishing, and cannot be reviewed per the usual process above. In these cases the policy will be reviewed and approved by the principal to ensure relevance and accuracy to the school. The school council will then ratify the policy at their subsequent meeting

6. **RELATED POLICIES:**

- All FPS policies

7. **REFERENCES:**

- DET School Council documents
<http://www.education.vic.gov.au/school/principals/management/Pages/schoolcouncil.aspx>
- DET Policy & Review reference
<http://www.education.vic.gov.au/Documents/school/principals/governance/PolicyandReviewph.pdf>
- School Policy Advisory Guide
<http://www.education.vic.gov.au/school/principals/spag/Pages/azindex.aspx>

8. **REVISION HISTORY:**

This policy was ratified by School Council on August 27th, 2020.

It will be reviewed as determined by School Council or every 3 years.