

## **Policy Formulation Policy**

### **Background**

The School Council in consultation with the Principal, teachers and school community is required to develop a series of policy statements which accurately reflect the goals, values and beliefs of the school community. These policies provide the basis upon which the school is governed and operated, educational programs are developed and school resources allocated.

### **Purpose**

To:

- Develop school policies that are consistent with the Department of Education and Training (DET) guidelines and procedures.
- Ensure that relevant policies are compliant with the Victorian Registration and Qualifications Authority (VRQA)
- Develop relevant school policies that accurately reflect the school's goals, values, beliefs and processes.
- Provide information to the school community on school procedures.
- Review all policies on a cyclical basis across a three year cycle.

### **Implementation**

- The Principal has the overall responsibility of implementing this policy, but may delegate certain roles to suitably qualified staff.
- The Principal has the overall responsibility for the implementation of this policy, but may delegate roles to qualified staff.
- Policy statements should be easy to understand and be written using policy template and format used in this policy statement.
- Staff, School Council and parents and students (where appropriate) should be encouraged to participate in the development and revision of school policies.
- A policy should be initially drafted by people who have responsibility for, or expertise in the areas addressed by that policy.
- Policy drafts will be made available to the Leadership Team, staff and School Council for feedback prior to final ratification.
- The policy's author will be given the opportunity to provide further information and/or present his/her comments on any amendments made to the policy.
- Once a policy is ratified by School Council it is the responsibility of the Principal and staff to ensure it is implemented appropriately.
- Relevant policies will be placed on the school website.
- Copies of policies will be kept on the school network and in hard copy in a policy folder.



- The steps for policy development/review are:
  - Identification of policy for review
  - Review conducted by staff and/or School Council
  - Draft presented to Leadership Team, staff and School Council
  - Final revisions made
  - Presented to School Council for ratification.

### **Evaluation**

This policy will be reviewed as part of the school's 3 year cycle or as needed to comply with DET policy changes. Recommendations for review may be made by any member of the school community.

### **Certification**

This policy was endorsed by School Council at the meeting held on 18 August 2015.

Signed.....

**Principal**

Signed.....

**School Council President**