

# Policy Development Policy



CAMBERWELL SOUTH  
PRIMARY SCHOOL

## 1. Rationale

The policies of Camberwell South Primary 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.

## 2. Purpose

To ensure that the Camberwell South Primary School policy frame, accurately reflects the school operations, directions, and goals and meet all DET guidelines, legislative, compliance and duty of care requirements.

## 3. Guidelines

The Education Sub committee of School Council is responsible for oversight of the policy development Process, including:

- annual review of the existing policies and determination of a schedule of policies for development and review
- consultation with the school community to ensure policy development is informed by community views
- consultation with DET and other authorities, to ensure policy consistency with external benchmarks and policy guidelines
- the development and drafting of school policies for consideration and approval by School Council
- maintenance of an up to date policy index accessible for reference by staff and parents
- notification of new and revised policies within the school community.

## 4. Implementation

- The policies describe the rationale, purpose, guidelines, 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, and 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 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 will then be circulated for comment to the appropriate committee/s, to all staff members, to parents via the newsletter, back to the leadership team, followed by the Education Committee and finally School Council for ratification, preferably within a term.
- Policies will be developed taking into account Department of Education policies, memos and circulars relevant to each policy area.
- A data base of policies and a review schedule to provide a timeline for reviews on a cyclical basis, the principal will consult with all staff and appropriate committees and to School Council for ratification.
- Changes as a result of policy developments and / or reviews will be widely advised to staff and parents.
- All staff will have opportunities to provide input into any 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 must be directed to the Principal or School Council President.
- Relevant policies will be loaded onto Compass and the school website for community observation and comment.

## 5. Evaluation

A committee of staff and the Education Subcommittee will review the Policy Development Policy on a cyclical basis according to the School Council Policy Review Schedule. The review will ensure that the school's programs and procedures are adequately reflecting Statewide curriculum developments and the changing needs of the Camberwell South community.

Ratified by:	Date	
Education Committee	10.08.16	
Staff	3.8.16	
School Council	31.8.16	Name: <i>Katie Ferguson</i> Signature: <i>Katie Ferguson</i>