Moorabbin Primary School

Communication of Policy
15/10/2021

Rationale:

The policies are 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.

Aims:

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

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 Assistant Principal and will be a continuous cycle. A transparent and consultative process will be employed.
- New policies will be added, and modified, to reflect the growth and evolution of new school 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 Assistant 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 DET guidelines, 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 three-year basis is to be maintained by the Assistant Principal.
- When reviewing an existing school policy, as per the review cycle, the Assistant 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.

3. Evaluation

This policy will be reviewed every four years according to the policy review structure implemented by the Education Committee.