

**Mount Waverley Primary School
Communication & Management of
Policies and Procedures**



'Achieving Excellence Together'

2016

Principal: Greg Paine

School Council President: Michael Seelig



MOUNT WAVERLEY PRIMARY SCHOOL

RATIONALE

The policies of the school guide and describe the main processes, functions and operations of the school. The development and review of policies should therefore have an agreed process so that various stakeholders are part of the consultation and review process.

PURPOSE

To have the most effective and comprehensive school policies in place to properly guide administration and operations in line with VRQA and Department of Education & Training requirements.

POLICY GUIDELINES

All schools are required to have processes in place to enable the effective communication of policies and guidelines to the wider school community. Policies must be regularly reviewed and updated as part of an ongoing cycle and a record kept of the policy review schedule.

POLICY IMPLEMENTATION

The policies describe the rationale, aims and implementation of the operations and directions of the school as a whole.

1. The process of considering school policies will be managed by the Principal and will be a continuous cycle, and will use a transparent and consultative process
2. All policies will use the school policy layout.
3. 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 and to staff where appropriate. The policy will then be tabled at School Council for ratification
4. Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area
5. 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
6. When reviewing an existing school policy as per the three-year review cycle, the Principal will consult with all staff and the appropriate committee(s), and to School Council for ratification
7. Changes as a result of policy developments and/ or reviews will be widely advised to staff and parents
8. All staff will have opportunities to provide input into any policy development or review process via Compass and the school newsletter.
9. The focus of all school policies must remain the needs of students, staff and school operations
10. Any concerns relating to the structure of the school must be directed to the Principal or School Council President
11. Relevant policies will also be loaded onto the school website for community observation as determined by the Assistant Principal responsible for polices. All VRQA compliance policies will posted on the school website.

EVALUATION

This policy will be reviewed as part of the school's regular evaluation cycle and will be reviewed in four years' time or as required.

**Policy Area:
Administration &
Operations**

**Ratified by School Council:
November 21st, 2016**

**Next Review:
2020**