

Procedure for Setting School Policies

Rationale

The formulation and revision of school policies should be done in a consistent and concise manner, and communicated to whole school community.

Aims

The purpose of the Procedure for Setting School Policies is to achieve consistency.

The format of school policies shall contain a rationale, aim(s) and the implementation.

Where possible, policies should be kept to one page.

Policies will be based on the Department of Education's 'Schools' Policy and Advisory Guide' (SPAG) when available, and can be informed by other knowledgeable agencies.

Implementation

1. The Education Committee is given the task of formulating, revising and processing policies.
2. The School Council, the Department of Education, other school committees, the principal, staff or a member of the school community can all identify and communicate the need for a revised or new policy.
3. School policies drafted by other committees must be presented for comment and ratification via the Education Committee to ensure consistency with previously ratified school policies and to ensure that the correct formatting style is used. Following the preview of draft policies by staff and School Council, and if changes are suggested, they will be considered by the Education Committee for consistency and referred back to the proposing committee for further consideration.
4. Draft policies are to be sent to staff for initial comment.
5. Draft policies that have been presented to staff are then referred to School Council for comment.
6. Written proposals for any changes to a draft must be sent to the Education Committee convenor for discussion at the next Education Committee meeting.
7. The Education Committee will consider any suggested amendments and make decisions on proposed changes to the draft policy.
8. The Education Committee will recommend the final policy draft to School Council for ratification.
9. Following ratification, new policies will be presented to staff at the following staff meeting.
10. Notification of new and revised policies will be announced in the school newsletter and published on the school's website.
11. Each finalised policy shall have the date of issue attached.

Evaluation

This policy will be reviewed as part of the School's three year review cycle.