



Communication of School Policies Policy

PURPOSE

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

To communicate the policies and procedures on the care, safety and welfare of students to the school community.

SCOPE

This policy applies to the development of all policies at Langwarrin Primary School.

POLICY

- The focus of school policies will be per the needs of students, school operations and directions of the school.
- The process of school policy development will be managed by the Principal.
- Policies will be developed taking into account DET policies, memos and circulars.
- New policies will be added and modified to reflect the growth and evolution of the school and new programs.
- All policies will use the school policy layout of purpose, Scope and Policy, meet legislative and compliance requirements, and abide by DET recommended review cycle.
- When reviewing an existing school policy, the Principal will consult with the appropriate School Council Sub-Committee and/or School Council for ratification, where required.
- When developing a new policy, the Principal will consult with the School Council Sub-Committee and/or School Council in order to draft the initial policy statement, where required.
- Draft policies will be circulated for comment to the appropriate committee/s (staff members, parents and students where applicable) before ratification by School Council.
- Policy development will be a transparent consultative process. Key stakeholders, including students where appropriate, will be given opportunities to provide input into the policy development or review process.
- A database of policies and a continuous review schedule to provide a timeline for reviews either annually or per DET recommended review cycle will be maintained.
- All ratified policies will be housed in the Principal's office.
- Policies will be loaded to the school Administration server and school website for community information and feedback.

FURTHER INFORMATION AND RESOURCES

- *Communication Procedures and Schedule Policy*

REVIEW CYCLE

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

This policy was updated on 1st January 2019 and is scheduled for review in January 2022.