



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.

Policy Statement

It is Oberon Primary School policy to have in place, policies that will best guide the operations and directions of the school.

Implementation

In order to meet the requirements of our Policy Statement, Oberon Primary School will implement the following processes:

- Each school policy will clearly define the rationale or purpose of the policy, concisely state what the policy is (i.e. Policy Statement or Aims), and detail the processes that will be enacted/followed in order to implement the policy.
- The process of considering school policies will be a continuous cycle managed by the Principal, and will use a transparent and consultative process.
- All policies will use the school policy layout including the following elements: school name, policy name, rationale, policy statement or aims, implementation, evaluation, cycle review time, and date last ratified by school council.
- 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, School Council members and to all staff. Once the policy subcommittee has addressed any issues raised by staff or council members, and made relevant amendments, the policy will be submitted to School Council for ratification.
- Policy development will take into account relevant Department of Education and Training (DET) policies, memos and circulars.
- Electronic copies of policies will be available to staff and a review schedule will to be maintained by the Principal.
- When reviewing an existing school policy, as per the three-year review cycle, the Principal will consult with all staff and the appropriate school council subcommittee. The policy will then be presented to School Council for ratification.
- Staff and parents will be advised of any policy changes, which occur as a result of policy developments and/or reviews.
- All staff will have opportunities to provide input into any policy development or review process.
- All school policies must focus on delivering the best outcome possible for students, staff and school operations.
- Any concerns relating to the structure of the school must be directed to the Principal or the School Council president.
- All ratified policies will be made available via the Oberon Primary School website. Copies of Oberon PS policies may also be obtained from the Principal.

Evaluation

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

This policy was ratified by the School Council on: 18/06/2019

NEXT REVIEW DATE: June 2022

Policy prepared by Genefor Walker-Smith — June 2016