

COMMUNICATION OF SCHOOL POLICIES PROCEDURES AND SCHEDULE POLICY

KATANDRA SCHOOL

NOVEMBER 2020

Contents

RATIONALE	3
AIMS	3
IMPLEMENTATION	3
REVIEW CYCLE	4

RATIONALE

The policies of 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 Katandra School policies frame and accurately reflect the school operations, directions, and goals and 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 Principal and will be a continuous cycle, and will use a transparent and consultative process.

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, meet legislative and compliance requirements, and have a designated review period.

When developing a new policy, the 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 policies, 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 two-year basis is to be maintained.

When reviewing an existing school policy as per the review cycle, the 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.

Where appropriate 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.

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 school server and school website for community observation and comment.

REVIEW CYCLE

This Code of Conduct or Policy was endorsed/approved by the Katandra School Council in November 2020 for review if legislative or other changes require in the interim or no later than November 2022.

Date Implemented	November 2020
Author	Rhett Watts
Approved By	School Council
Approval Authority (Signature & Date)	School Council President: Kellie Easton Signature Date
Date to be Reviewed	November 2022
Responsible for Review	Rhett Watts, Thomas Cazaly
References	Victorian Government Schools Reference Guide