



MACEDON PRIMARY SCHOOL

POLICY REVIEW, SCHOOL PLANS and REPORTS POLICY

1. Purpose Statement:

The purpose of this policy is to assist in the development, implementation and review of all policies and other significant plans/reports at Macedon Primary School.

The school has a collaborative and consultative process for the development of policies, school reports and plans, and the systematic review of policies by the Macedon Primary School Council on behalf of the school community.

2. Overview:

2.1 The establishment of policies is supported by community consultation and clear and consistent procedures as set out in this policy.

2.2 Consultative processes include, where appropriate, seeking staff and School Council (or Subcommittee) input before presenting any new policy (or significant amendment) to the School Community for feedback.

2.3 Policies will be reviewed in a timely manner (usually on a bi-annual roster) or in light of DET policies and guidelines.

2.4 School plans and reports such as the School Strategic Plan (SSP), Annual Implementation Plan (AIP), Annual Report will be finalised and approved by DET deadlines wherever possible.

2.5 School Council is responsible for the final approval of many (but not all) policies, school plans and reports.

2.6 Where policies, plans or reports do not require School Council approval, the Principal is responsible for such approval.

3. Process for preparation of policies

3.1 The Principal will review and monitor the existence and status of policies from time to time and may identify any new policies which are required to be prepared by the School. The Principal may ask the Education and Policy Subcommittee (**E&P Subcommittee**) to assist the Principal in this role.

3.2 The Principal may ask the E&P Subcommittee to prepare a first draft of any policy, for review and input by the Principal. The Principal may in turn seek the feedback and input of school staff or other stakeholders as required.

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3.3 Where appropriate, the School Leadership Team or E&P Subcommittee will seek direction from DET documents and advice, and obtain expertise from outside the school community when required.

4. Content, language and expression

4.1. The authors of all new policies or amendments to existing policies will use their best efforts to ensure that the language used in policies is inclusive and in clear, plain English.

4.2 Where appropriate, references to parents should refer to “parents, guardians or carers”. In other contexts where a broader expression is required, a policy should refer to “members of the school community”.

4.3 All policies should include a policy statement (rationale/background), aims (where applicable), guidelines/implementation statements, links to other policies and DET web pages (where applicable), and an evaluation section. Where relevant, policies will have an appendix section detailing procedures related to the implementation of the policy, a review date (and version number) and a sunset date by which the policy must be reviewed.

4.4 Consistent design and format should be followed when creating or reviewing policies

5. Consultation

5.1 Once a first draft of a policy (or any significant amendment) has been prepared in line with section 3 above, the policy is released, by email, to a randomly selected sample of the school community for consultation. The community is to be given a minimum of 7 days to comment on the draft policy, wherever possible.

5.2 Following expiry of the consultation period, the Principal will collect any feedback received and circulate it to the E&P Subcommittee and any other person the Principal considers should be aware of the feedback received.

5.3 The Principal, together with the E&P Subcommittee will consider all feedback received and may amend the draft policy if, in their discretion, it is required.

5.4 Any policy requiring the approval of School Council will then be tabled at the next School Council meeting and the School Council is then asked to approve the policy.

5.5 Any policy not requiring the approval of School Council may be approved by the Principal, without approval from the School Council.

Note: DET keeps a list of which policies require School Council approval. This is available from the Principal on request.

6. Implementation:

6.1 In order to keep the school community informed, upon approval, details of the policies, school plans or reports such as the Annual Report, will be published:

- (a) in the next school newsletter; and

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(b) made accessible via the school website with the date of School Council approval on the footer. The exception to this will be those documents required for annual review by the DET.

7. Review and Evaluation:

7.1 The Principal will maintain a Policy Register which lists all policies in place at Macedon Primary School, their creation date, their last review date and the date of next review.

7.2 The Principal, with the assistance of the E&P Subcommittee will monitor the Policy Register periodically to ensure that policies are reviewed as required. The Principal may delegate this monitoring function to the convenor of the E&P Subcommittee or such other member of the School Council or staff as selected by the Principal in his or her discretion.

7.3 This policy will be reviewed bi-annually or more often if necessary due to changes in legislation, DET policy or local circumstances.

Policy version: No 2

Date: 20 November 2018

Last review: 20 November 2018

Date of next review: 20 November 2020

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