



POLICY DEVELOPMENT PROCEDURES

RATIONALE

The policies of Thomastown Secondary College 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.

AIMS

- To have the best school policies in place to best guide the operations and directions of the school.
- To keep the community informed of policies and procedures through school's website and newsletters.
- To keep all staff members informed through meetings, documentation and staff intranet filing system.

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 Education Sub-Committee of school council.
- The process will be a continuous cycle of review and it will be transparent and consultative.
- All policies will use the school policy layout including the following elements: School Name, policy name, rationale, aims, implementation or guidelines, evaluation, cycle review time and any references. All policies will be dated on ratification at school council and date of next review noted.
- 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, to all staff members, to parents via the newsletter, back to the leadership team and finally to the School Council for ratification, preferably within a term.
- Policies will be developed taking into account DET (Department of Education & Training) policies, memos and circulars relevant to each policy area.
- A database of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained.
- When reviewing an existing school policy as per the three-year review cycle, the principal will consult with all 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 staff and parents.
- All staff will have opportunities to provide input into any 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 must be directed to the principal.