

POLICY DEVELOPMENT POLICY

1. Rationale:

1.1 The policies of Kingston Heath Primary 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.

2. Aims:

2.1 To have the best school policies in place to best guide the operations and directions of the school.

3. Implementation:

- 3.1 The policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- 3.2 The process of considering school policies will be managed by the Education Committee, will be a continuous cycle, and will use a transparent and consultative process.
- 3.3 All policies will use the school policy layout guide (Appendix 1).
- 3.4 When developing a new policy, the Education Committee 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 email, back to the Education Committee and finally to the School Council for ratification.
- 3.5 Policies will be developed taking into account DE&T policies, memos and circulars relevant to each policy area and any relevant laws.
- 3.6 A register of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained.
- 3.7 When reviewing an existing school policy as per the three-year review cycle, the Education Committee will consult with all staff, the appropriate committee/s, parents and to School Council before ratification.
- 3.8 All policies will be available for all staff and parents via the school website.
- 3.9 All staff will have opportunities to provide input into any policy development or review process.
- 3.10 The primary focus of all school policies must be the needs of students and school operations.
- 3.11 Any concerns relating to the structure of the school must be directed to the principal.

4. Evaluation

4.1 This policy will be reviewed as part of the school's three-year review cycle. This policy was ratified by School Council on 17th August 2015.

APPENDIX 1

Policy layout guide:

All policies must use the following format:

Margins – Moderate

School Letterhead: inserted at top of page

Policy title: Calibri, Uppercase, Size 12

Policy content: Calibri, Size 12

Section Headings: Calibri, Size 12, Underlined, Bolded and Numbered

1. Rationale

2. Aims

3. Implementation

4. Evaluation

Use following text: This policy will be reviewed as part of the school's three-year review cycle. This policy was ratified by School Council on