



POLICY MAKING PROCEDURE

Brunswick South Primary School

Policy Implementation Date 2015	Review Date 2018	Responsible for Review Policy Subcommittee
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Rationale

The policy and procedure for initiating, developing, amending reviewing and ratifying policies needs to be transparent and accessible to the whole school community.

Aims

To clearly state how policies are initiated, developed, amended, reviewed and ratified to clarify when community consultation occurs.

Policy

Brunswick South Primary School will develop, maintain, communicate and monitor a suite of policies that enable the school to function optimally.

Policies and procedure will be kept to a minimum while ensuring circumstantial and compliance needs are monitored and met.

Policies will be clear and concise.

All policies must be ratified by School Council to come into effect.

The policy sub committee will manage a policy review schedule and is responsible for policy and procedure drafting, and managing community consultation where appropriate.

Procedure

1. **Need identification** – anyone within the BPS community, including parents, guardians, carers, community members, teaching staff and principal can initiate discussion for a proposed policy development or amendment.
2. **Inform Leadership team** – school community members are requested to inform the school leadership (principal/assistant principals) team about a policy they feel is required to be made or amended. Person making the request may be involved in the development of the policy.
3. **Leadership team assessment** - whether there is good reason to initiate a new policy or amend an existing policy. In some cases policies will be initiated by the school leadership team.
4. **Approval for policy to be formulated** – not all policies that are raised by the school community will be assessed as requiring a new policy or a policy amendment. Existing policy or procedures may require some amendments. The leadership team will assess whether the request is procedural or policy.

5. **New policy development or existing policy amendment** - when the leadership team determines that a new policy is required, or an existing policy is to be amended this request is taken to the policy subcommittee for drafting.
6. **Draft approved by school council** – the policy subcommittee will present a draft policy to school council for feedback. The policy subcommittee is responsible for redrafting any recommendations from school council. School council decides when/if a policy is to be distributed to the school community for feedback.
7. **Operational Policies**- operational policies do not require community consultation. Nonoperational policies do require community consultation.
8. **Community Consultation process**- The policy subcommittee will notify the school community via the newsletter, Twitter and the website (under the Community section) that community input is sought on a policy development or amendment and the timeframe. (a minimum of seven days). All comments are to be sent to the school via email or hard copy left at the front office within the time frame provided. If anyone requires assistance providing comment, please approach a member of the leadership team (principal/assistant principals).
9. **Including input**- the policy subcommittee will finalise the draft taking into consideration any input and submit to school council for approval.
10. **Timeline**- the leadership team, school council and policy subcommittee will endeavor to act promptly to requests for policy development or review.
11. **Ratification** – a policy is effective once it has been ratified by school council.
12. **Communication**- the policy subcommittee is responsible for ensuring policies are communicated to the school community. This occurs via the newsletter, Twitter and the website.
13. **Review of policies** – all policies will be reviewed within a four year period. The policy subcommittee meets at the beginning of every school year to determine the annual review schedule.