



Policy Communication

Policy

Policy review team members:
Dean Charge, Deb Gardener, Jane Herring, Carolyn Smith, Kim Wheeler, Bev Harvey, Michelle Polley

This policy was last ratified by School Council on 21/6/21

Rationale:

Developing school-based policies that reflect a variety of factors including relevant legislation, VRQA accreditation requirements, DET policies and guidelines and the school community's expectations are an important element in guiding both planning and management practices in a school. Developing policies that truly represent the necessary elements and ensuring they are communicated effectively to the school community is important to ensure all stakeholders are aware of the factors used in decision making and management processes.

Aims:

To ensure that Mt Eliza Primary School develops and communicates policies effectively and in a timely manner.

Implementation:

- School policies will generally be developed and presented in the agreed MEPS proforma under the sub-headings of: Rationale, Aims, Implementation and Evaluation unless there is a mandated DET policy available.
- Policy templates are available from DET and will be adapted when formulating policy.
- Policies will be discussed and developed through the relevant sub-committee of school council and presented to school council for ratification. All school councillors will receive a copy of the proposed policy prior to the school council meeting.
- Once a policy has been ratified, the following principles will be used to communicate the policy:
 1. Consideration will be made as to who the policy affects and who should receive direct communication
 2. The policy will be saved on the staff drive, accessible to all staff
 3. Staff will be made aware of the policy and its contents, whether it is new or a review at the next available staff briefing (this will also be a reminder for staff of the different school policies)
 4. Parents and the wider school community may be informed of a policy by providing a full copy or reference to it in the weekly school newsletter and school website depending on the relevance consideration made in point 1
- The Education sub-committee chair will be responsible for ensuring the above communication procedures are undertaken within a month after the ratification of each policy.

Evaluation:

This policy will be reviewed as part of MEPS four year review cycle

School Council President: Dean Charge

Signature:

Date:

