	Briar Hill Primary School POLICY	
	Policy Number:	Title: Policy Development, Implementation and Communication

PREPARED BY: Policy Sub-Committee

APPROVED BY 9.12.18
SCHOOL COUNCIL:


1. AIMS

The purpose of this policy is to ensure Briar Hill Primary School:

- Policies are framed and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements
- Has a process to allow input into the preparation of policies by the relevant sections of the school community, which may be staff, parents and carers, students and/or School Council committees.
- School community is advised of new and revised policies; and the school community can access the school's policies.

2. IMPLEMENTATION

- All policies will describe the rationale, aims and implementation of the operations and directions of the school as a whole.
- The process of considering school policies will be managed by the principal and will be a continuous cycle, and will use a transparent and consultative process.
- New policies will be added and modified to reflect the growth and evolution of the school and its programs.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period.
- When developing a new policy, the principal will consult with appropriate personnel to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, to staff members, to parents, and to students, before ratification by school council. (Appendix 1).
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A database of policies and a review schedule to provide a timeline for reviews is to be maintained.
- When reviewing an existing school policy as per the review cycle, the principal will consult with staff and the appropriate committee/s, and to school council for ratification.
- Changes as a result of policy developments and / or reviews will be communicated to students, staff and parents.
- Staff will be given an opportunity to provide input into the policy development or review process.
- The needs of students and school operations, remains the focus of all school policies.
- Any concerns relating to the structure of the school should be directed to the principal or School Council president.


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- Relevant policies will be loaded onto the intranet and school website for community observation and comment.
- Appendix 2 outlines the school's policies and how they will be communicated.

3. EVALUATION

This Policy will be reviewed biannually or more often if necessary due to changes in regulations or circumstances.

Date implemented	11/12/ 2018	Responsible for review	Policy Committee
Approved by	School Council	Approval Authority (Signature & Date)	
Review date	December 2019	Date reviewed	

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APPENDIX 1 - LETTER TO INFORM ABOUT NEW / REVIEWED POLICIES

Date xxxxx

Dear parents, staff, and members of School Council,

I write to invite feedback on the 'provisionally approved' XXXX Policy, (attached). **Please review the policy carefully and submit written feedback to the school's office by the XXXXXX date.**

For those parents new to Briar Hill Primary School, I wish to draw your attention to the 'Policy Development, Implementation and Communication Policy'. This policy describes the process by which policies are created and reviewed within the school and includes provision for the school community to comment on draft policies. You can access this policy on the school website or obtain a copy from the office.

Thank you for your consideration review of the attached xxxx Policy which will, in part, help refine the draft document and ensure it meets the needs of the school community consistent with our legal obligations.

With Kind Regards

Chair, Policy Subcommittee