

POLICY DEVELOPMENT POLICY

PURPOSE

The Education Committee is responsible for overseeing the development of curriculum, organisational and administrative policies which take in to account DET guidelines, and the needs of the school community.

OBJECTIVE

To provide clear guidelines for the development and review of Tecoma Primary School's policies.

GUIDELINES FOR IMPLEMENTATION

- The Education Committee will monitor the establishment and cyclic review of policy statements.
- Policies will be reviewed on a cyclic basis according to the processes and priorities established by the Education Committee.
- Consultation and input from the members of the school community will be encouraged.
- Policies are to be written according to the proforma (see Appendix 1) and guidelines established by the Education Committee.
- Draft policies recommended by the Education Committee will be presented to the School Staff for consideration, where appropriate.
- Final approval will be made by School Council.
- A register of approved policies is to be maintained by administration. Hard copies of these policies will be available in the Assistant Principal's office.
- School Council approved policies will be available to all member of the school community via the school's website and to school staff on the Google Drive.

POLICY REVIEW AND APPROVAL

<i>This policy has a review cycle of 3-4 years</i>	<i>This policy was approved by School Council on 17th May, 2022 and is scheduled for annual review in May, 2026.</i>
<i>Reviewed by</i>	<i>Di Double, Rohan Thompson, Chelsey Robins, Lisa Dell, Matt Ford, Stuart McLean, Lisa Hoskins-Faul, Neshadi Weeratunga</i>
<i>Approved by</i>	<i>Principal – Di Double School Council President – Lisa Dell</i>

Appendix 1
GUIDELINES FOR WRITING POLICIES

To accompany the Policy Development policy.

OVERVIEW OF PROCEDURE

1. The Education Committee is responsible for the review or development of a policy statement.
2. For the purpose of policy writing children/pupils will be referred to as students.
3. The draft policy is to be submitted to the School Council for consideration by the due date as determined by the Education Committee.

PRESENTATION

The presentation and format of Policy statements will contain the following headings:

PURPOSE

A brief statement describing why the school has the program.

OBJECTIVE/S

A brief statement in logical sequence (dot points) as to what is to be achieved.

SCOPE

Outlines who this policy is for.

POLICY

A series of statements (dot points) as to how the objectives will be achieved.

COMMUNICATION

List how the community and staff will know about this policy.

FURTHER INFORMATION AND RESOURCES

Any further information or links to resources are included here

POLICY REVIEW AND APPROVAL

<i>This policy has a review cycle of ?</i>	<i>This policy was approved by School Council on ???, and is scheduled for review in ???.</i>
<i>Reviewed and approved by all members of School Council</i>	<i>Listing members of Education Subcommittee and/or School Council</i>
<i>Approved by</i>	Principal – Name School Council President – Name