



Communication of Policies and Procedures Policy

Purpose

The Kananook Primary School Policies, guide and describe the main processes, functions and operations of the school. The development and review of these policies is part of an agreed process that ensure that key stakeholders are part of the consultation and review process.

It is Kananook Primary School's aim to ensure that the school's policies frame and accurately reflect the school's operations, directions and goals. They will meet all legislative, compliance and duty of care requirements.

Implementation

- The policies describe the rationale, aims and implementations 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 new programs.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period (*see Communication Procedures and Schedule spreadsheet*)
- When developing a new policy, the Principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate staff members, to parents and/or students before ratification by School Council via the Education Sub Committee.
- Policies will be developed taking into account Department of Education (DE) policies, memos and circulars relating to a particular policy area.
- When reviewing an existing school policy the Principal will consult with staff and the appropriate Committee/s, School Community and to School Council for ratification where needed.
- Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents.
- Staff will be given opportunity to provide input into the policy development or review process, if applicable.
- The focus of all school policies must remain the needs of students and school operations.
- Any concerns relating to the structure of the school should be directed to the Principal or the School Council President.
- Relevant policies may also be loaded onto the school website for community observation and comment.

Evaluation

This policy will be reviewed as part of the school's annual review cycle.

Reviewed March 2023