

# Policy on policies

## Policy Statement

In order to guide and support the management of the school, the school council shall ensure that all policies are developed and approved in accordance with this **policy on policies**, as well as the **agreed policy processes** and **policy schedule**.

## Definition of policy

As determined by the school council, a policy may be defined as *a set of broad guidelines for action on a substantial issue. A policy is based on agreed principles and is developed to meet a stated purpose, need or occasion. In essence, a policy gives permission and authority for actions and procedures.*

## Rationale

This policy on policies serves to guide the development, approval and implementation of all school and board policies. It also reflects one of the school board's core governing responsibilities. Each policy should comprise the same components which include a policy statement, rationale, principles, responsibilities, and review date.

## Principles

The following principles underpin all school policies:

- 1 The school board is committed to the statement of purpose as noted in its constitution
- 2 The school board is committed to effective governing processes and informed decision making
- 3 The school board is committed to excellence and consistency of practice:
  - reflecting the mission and values of the school
  - responding to the needs of the most disadvantaged and marginalised families in the community
  - meeting the legal obligations under common law and legislation
  - meeting the standards of professional practice
  - being faithful to fairness and equity as fundamental criteria in approving policy
  - embracing education and training in policy which respects the rights of those who are affected by such policy

## Responsibilities

1. School council
  - to approve school policies
2. Principal
  - to facilitate development of, and subsequently recommend, policies in accordance with policy schedule
  - to implement all school policies and external compliance requirements
  - to ensure all staff are regularly briefed on policy approvals and expectations
  - to identify the manager of school policies
3. School staff
  - to ensure all actions and procedures relate to, and comply with, school policy

## Review

Every policy will have an approved review date nominated. Policies may be reviewed before the review date in response to relevant changes, or as requested by the principal or school council

**Approved by council: (date)**

**Review date:**