School policy processes

1. **Approving the school policy schedule**
   - Approval of the policy schedule should occur annually
   - Include policy schedule in school council's annual forward agenda
   - Principal or council may recommend new policies for inclusion in the policy schedule

2. **Justifying the development of a new policy for inclusion in the policy schedule: criteria**
   - Does it address an identified need?
   - What is the purpose of the policy?
   - Is there a substantive rational for the policy?
   - Is there a legislated changed requiring this policy?

   If a policy is approved for development, the principal determines who should be consulted in the development of this new policy.

3. **Monitoring the implementation of existing policies included in the policy schedule**
   - To be determined by principal in consultation with the school council

4. **Reviewing an existing policy** (as required by the policy schedule)
   A policy review is undertaken by the principal or his/her delegate. The outcomes of a policy review are subsequently formed into a report for the school council. The criteria for reviewing a school policy includes:
   - How effective was the policy?
   - Is the policy still consistent with current practice, school mission and strategic priorities?
   - Does the policy meet stakeholder expectations?
   - Does the policy meet current national policy or compliance?

5. **Policy approval process**

   Step 1 As per policy schedule, principal delegates to a relevant staff member to take carriage of the drafting of the policy review process

   Step 2 School executive team endorses the draft policy

   Step 3 Principal recommends draft policy to school council for approval

   Criteria to approve a policy include:
   - Is there compliance with the school's policy on policies?
   - Is there evidence of appropriate consultation?
   - Is there alignment with our school mission, values and strategic priorities?
   - Is this policy consistent with relevant legislative requirements?

   Step 4 School council approves the policy

   Step 5 New/revised policy is communicated to all staff and stakeholders