Rationale:
The policies of the school guide and describe the main processes, functions and operations of the school. The development and review of policies should therefore have an agreed process so that various stakeholders are part of the consultation and review process.

Aims:
To have:
- Effective school policies in place to best guide the operations and directions of the school
- A clear policy development process
- A clear policy release process.

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 Assistant Principals with assistance from the Policy & Planning Committee, and will be a continuous cycle, using a transparent and consultative process.
- All policies will use the school policy layout including the following elements: School Name, policy name, rationale, aims, implementation, evaluation review cycle and month & year last ratified by school council.
- Selected policies will be made publically available via the school’s web site at http://www.sandringhameastps.vic.edu.au/policies.html
- All policies are available upon request from either the Principal or Assistant Principals.
- When developing a new policy, the Principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy will then be circulated for comment to the appropriate committee/s, staff members and parents. Following this, the Policy & Planning Committee will produce the proposed policy document ensuring that it complies with SEPS policy document standards. Finally the policy is presented to the School Council for ratification. The schedule for all this will be according to the “Policy draft Procedure” (attached document).
- Policies will be developed taking into account DET policies, memos & circulars relating to a particular policy area and community expectations.
- A database of current policies and a review schedule is to be maintained. Review schedule is to provide a timeline for policy reviews on either an annual or a three-year basis.
- When reviewing an existing school policy in accordance with the agreed timeline, the Policy & Planning Committee will propose policy alterations based
on advice from the Principal and relevant personnel including other affected Committees. Finally the amended policy will be presented to School Council for ratification.

- The Policy Development Policy has an annual review cycle and is to be the first policy reviewed each year by the Policy & Planning committee. This ensures the policy process is understood and approved by all committee members and if found to be inconsistent in its current form, it is to be adjusted in a timely manner to suit current requirements.
- Changes as a result of policy developments and / or reviews will be widely disseminated to staff and parents.
- The focus of all school policies must remain the needs of students and school operations.
- Any concerns relating to the structure of the school must be directed to the Principal or School Council President.
- Policies are not required to go to School Council for ratification only when a name change is necessary after a change of Government occurs.
- All policies must go through the Policy & Planning subcommittee for ratification (even those not managed by this committee) to provide consistent governance and awareness of all SEPS policies.

**Evaluation**

This policy will be reviewed annually as the first policy reviewed by the committee.

*This policy was ratified by School Council – May 2018*
Policy Draft Procedure

All new or amended policies will be processed using the procedure as outlined.

Policies to be amended or introduced to be raised at sub-committee and given to one person as a primary reviewer, and one other person will act as a secondary reviewer for the primary person.

<table>
<thead>
<tr>
<th>Week</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Sub Committee Meeting&lt;br&gt;• Allocate policies&lt;br&gt;• Primary Person to review</td>
</tr>
<tr>
<td>Week 2</td>
<td>Primary and Secondary People to review</td>
</tr>
<tr>
<td>Week 3</td>
<td>School Councillors to review policies via link to Dropbox</td>
</tr>
<tr>
<td>Week 4</td>
<td>Sub Committee Meeting&lt;br&gt;• Changes made by the Primary Person&lt;br&gt;• Remind Councillors re policies for ratification&lt;br&gt;• Allocate new policies</td>
</tr>
<tr>
<td>Week 5</td>
<td>School Council Meeting&lt;br&gt;• Policies ratified&lt;br&gt;• Any urgent changes to be made during meeting (via policy displayed on IWB) and then ratified.</td>
</tr>
</tbody>
</table>

This is all based on the minimum time of four weeks between sub-committee meetings.

The above procedure is included in the Policy Development Policy, and sent out according to the proposed procedure. To be organised by the P&P convenor.