PURPOSE
To provide School Council with a framework to develop and review school policies.

POLICY GUIDELINES
• School Council is responsible for the development, communication and cyclical review of school policies;
• The principal is responsible for the implementation of policies;
• School policies will take account of DEECD policy, guidelines and initiatives; and support the KEPS Strategic Plan and Annual Implementation Plan;
• School policies must not exceed DEECD policy guidelines, Regulations or Government Legislation such as the Education Act, Equal Opportunity Act 1995 and Information Privacy Act;
• School policies provide a sense of purpose and direction for a school community, by articulating an agreed educational and philosophical approach to teaching and learning;
• Policies enable a school to embrace changing developments in society and educational philosophy; and to subsequently respond to such changes;
• Policy development is a collaborative process with all school community stakeholders participating;
• School council is responsible for ensuring a policy review schedule is developed and adhered to; and
• Documents supporting a policy should be listed in the policy guidelines section of the policy.

POLICY IMPLEMENTATION
All policy documents will be consistent in format and will include the following sections of: Purpose, Policy Guidelines, Implementation and Evaluation;
• PURPOSE details the rationale of ‘WHY’ the policy is being written;
• POLICY GUIDELINES details ‘WHAT’ the policy is intended to accomplish. It may also refer to background materials such as DEECD policy or more explanatory details regarding educational environment, legal, regulatory or other factors that led to the development of the policy; and key supporting documents;
• POLICY IMPLEMENTATION details ‘HOW’ the policy statement will be attained including outlining the process and who will be responsible for various parts of the implementation of the policy;
• EVALUATION which details ‘HOW WELL” a policy is implemented by regularly monitoring and reviewing all policies on a cyclical basis or as required, to reflect legislation or regulation changes and educational initiatives;
• Policies should be generally no more than a 2 page statement;
• All policies should be reviewed on a cyclical basis over a 4 year period in line with the Strategic Plan period or sooner if required;
• School Council will be responsible for developing a Policy Review Schedule which will:
  • categorise policies into Management, Finance, Communication, Teaching & Learning, and Student Engagement & Wellbeing;
  • identify the person and or team/s responsible for drafting a policy;
  • include policy draft date, policy ratification date, next review date;
  • include whether the policy is to be loaded onto the school website.
• Policy drafts will be the responsibility of individuals and or teams including the Principal, Assistant Principal, English, Maths and Teaching & Learning Annual Implementation Plan leaders, specialists, AIP teams, school council sub committees, or school council, as identified on the Policy Review Schedule;

• Draft policies are to be circulated to the school community via the newsletter and or email for input and feedback prior to finalising a final draft recommendation for School Council’s ratification;

• All policies must be ratified by School Council and dated accordingly;

• All ratified policies must be entered onto the intranet section for policies, added to website if required and placed as a hard copy into the policy folder;

• Policy folders will be distributed to all senior leadership team members and the School Council President; and updated on a regular basis by office staff;

• The Assistant Principal will be responsible for overseeing and maintaining the updating of policy folders, those policies to go on to the school website, and the distribution of policies to staff and School Council;

• Ratified policies remain current until replaced, withdrawn or modified;

• Interim policies may be developed at short notice and will be recognised as operational policies until the final copy is ratified at the earliest possible time;

• Policy areas may be identified by School Council, parents, staff or students;

EVALUATION
The Policy Development Policy will be reviewed on a cyclical basis or as required, by the Principal and or School Council.