

Policy Development and Communication Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Jennings Street School. – 9360 9322

The policies of the Jennings Street 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 the best school policies in place to best guide the operations and directions of the school.

Implementation

- The policies describe the 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/Principal delegate and will be a continuous cycle, and will use a transparent and consultative process.
- All policies will use the school policy layout including the following elements: School Name, policy name, evaluation and cycle evaluation review time.
- When developing a new policy, the Principal/Principal delegate will consult with appropriate personnel in order to draft the initial policy statement. The draft policy will then be circulated for comment to the policy subcommittee of school council which represents key stakeholders within the school community. It will go to school council for ratification and then uploaded on the appropriate communication portal for access by the school community. The DET Policy portal will provide an important reference guide to the development of content, with some policies requiring modifications, additions and branding.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A database of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained.
- When reviewing an existing school policy as per the review cycle, the Principal/Principal delegate will consult with all staff and the appropriate Committee(s) and to School Council for ratification.
- The DET Policy portal provides information relating to who to consult for policy endorsement.
- Changes as a result of policy developments and / or reviews will be widely advised to staff and parents.



- All staff have access to policies located on the staff share drive.
- 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
- Relevant policies will also be loaded onto the school website for community observation and comment.



EVALUATION

This policy will be reviewed every 3 years, or more often if necessary due to changes in regulations or circumstances.

Date Implemented	17/3/2015
Author	Rosemary Hayes
Approved By	
Approval Authority (Signature & Date)	
Date Reviewed	18.05.2022
Responsible for Review	Policy Sub Committee
Review Date	18.05.2025
References	

10.2014 – v0 – date of implementation

13.11.2018 – v1 – reformatted; updated footer.

19/3/2019 – v2

15/5/2019 – v3 – updates to better reflect our processes, removal of all appendices, no additional info is required.

V18.05.2022 – insert reference to translation support, insert Principal delegate, remove reference to school council president in second last dot point, update footer and evaluation box

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