



Warracknabeal Secondary College POLICY DEVELOPMENT

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

Implementation:

- All policies will use the school policy layout including the following elements: School Name, policy name, rationale, aims, implementation, evaluation and cycle review time.
- Policies will be developed taking into account Department of Education policies, memos and circulars relating to a particular policy area.
- 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.
- Upgrade of existing college policy or need for new policy can be identified by any member of school community.
- All draft policies and amendments will be sent to the Leadership team for approval. Once approved they will be sent to the whole staff for feedback.
- A final draft will then be prepared for submission to the school council for discussion and ratification.
- Upon ratification the new/updated policy will be placed on the website. It will also be placed in policy folders placed in the Principal's office, Assistant Principal's office, General office and staff room. All previous versions will be destroyed and the folder contents page will be amended.
- Review and updating of policies will occur every three years from the stated date of the last revision, or as required.

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

Ratified by School Council

Date:

~~25/6/12~~ 21/3/16

Signed:

Principal:

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School Council President: