

# POLICY DEVELOPMENT AND COMMUNICATION POLICY

Lowanna College: School Number 01-8821

## Rationale:

Policies guide and describe the main processes, functions and operations of a school. The development and review of policies at Lowanna College should therefore have an agreed process so that all relevant parties are included in the consultation and review process. The communication of policies to the College community should be regular, broad and inclusive.

## Aims:

To have the soundest policies in place to best guide the operations and directions of the College. To provide an outline of how the school communicates policies and procedures to staff, students and the College community.

## Implementation:

1. All policies will use the school policy layout, including elements as outlined with Department of Education and Training (DET) policy templates.
2. The process of considering school policies will be managed by the Principal or delegate; will be a continuous cycle; and will be a transparent and consultative process.
3. A database of policies and a review schedule to provide a timeline for reviews, is to be maintained.
4. Policies will be developed taking into account DET policies, memos and circulars relevant to each policy area.
5. When reviewing an existing school policy as per the review cycle, the Principal or delegate will consult with relevant staff and committee(s) as appropriate, and present to School Council for final ratification.
6. The College Principal has the right to return the policy to the relevant committee(s) for further consideration.
7. Changes as a result of policy developments and/or reviews will be communicated to staff, students and parents.
8. All members of staff and those with direct responsibility for operational matters in the College must follow the spirit and practice of the policies developed by the College.
9. The schedule of policy communication to staff, students and the College community is as follows:

COMMUNICATION OF SCHOOL POLICIES AND PROCEDURES TO THE LOWANNA COLLEGE COMMUNITY			
STAFF	STUDENTS	PARENTS	GENERAL COMMUNITY
<ul style="list-style-type: none"> <li>• Staff Handbook</li> <li>• Compass</li> <li>• Staff Meetings</li> <li>• Lowanna College Website</li> <li>• Lowanna College Facebook Page (notification following ratification by College Council)</li> <li>• Lowanna College Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Lowanna College Website</li> <li>• Lowanna College Facebook Page (notification following ratification by College Council)</li> <li>• Lowanna College Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment package *</li> <li>• Parent Information sessions * (*only relevant policies)</li> <li>• Lowanna College Website</li> <li>• Lowanna College Facebook Page (notification following ratification by College Council)</li> <li>• Lowanna College Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• Lowanna College Website</li> <li>• Lowanna College Facebook Page (notification following ratification by College Council)</li> <li>• Lowanna College Newsletter</li> </ul>

## **Evaluation:**

This policy can undergo a minor review at any time, with a major review as a part of the College's three-year review cycle.

This policy was last ratified by College Council on 29 April 2019.