

## Communication of Policies and Procedures

### Rationale

The policies and procedures of Berengarra School guide and describe the main processes, functions and operations of the school. The development and review of policies is part of an agreed process to ensure that key stakeholders are part of the consultation and review process

### Aims

To ensure that the Berengarra School policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

### 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; will be a continuous cycle; and will use a transparent and consultative process
- New policies and procedures will be added and modified to reflect the growth and evolution of the school and of new programs
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period
- When developing a new policy or reviewing existing policy the Principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to staff members, to parents, to students as appropriate before endorsement by the Board.
- A database of policies and a review schedule to provide a timeline for reviews will be maintained
- Changes as a result of policy developments and / or reviews will be advised to students, staff and parents
- Staff will be given the opportunity to provide input into the policy development or review process
- The focus of all school policies must remain the needs of students and school operations
- Relevant policies will also be published on the school server and the school website for community observation

### **Evaluation:**

*This policy will be evaluated as part of the school's review cycle.*

**Date ratified by Board: April 2018    Review date: April 2022**