



CAULFIELD PRIMARY SCHOOL  
COMMUNICATION AND POLICY PROCESSES  
POLICY NO. 5.5

### **Rationale**

The policies of the school guide and describe the main processes, functions and operations of the school. The development and review of policies follows an agreed process so that various stakeholders are part of the consultation and review process.

### **Implementation**

- The process of considering school policies will be managed by the Education and Policy sub-committee of School Council, will be undertaken on a continuous cycle, and will use a transparent and consultative process.
- All policies will use the school policy layout including the following elements: school logo, school name, policy name, policy number, rationale, policy and implementation, date of approval and date for review.
- A database of policies and a review schedule to provide a timeline for reviews either annually, or on a three-year basis is attached to this policy and will be updated after each school council meeting or whenever new or revised policies are approved.
- New policies will be developed on the basis of identified need, taking into account DET policies, memos and circulars relating to a particular policy area.
- When reviewing an existing school policy as per the three-year review cycle, the education and policy sub-committee will consult with members of the school community according to the attached schedule. Draft policies developed by the sub-committee will go to School Council for ratification.
- Changes as a result of policy developments and / or reviews will be communicated to staff and parents.
- The focus of all school policies must remain the needs of students and school operations. Conflicts of interest in the Education and Policy sub-committee or wider school council must be advised to the sub-committee convenor or School Council President.
- Relevant policies will also be uploaded to the school website for community observation and comment.

## Appendix 1

- Caulfield Primary School Master Policy List (based on DET Policy Schedule in PAL)

### Review Period

This policy was last updated and approved by School Council in November 2020 and is scheduled for review in 2023, as part of Caulfield Primary School's review cycle.

<b>Date of approval:</b> November 2020	<b>Date of review:</b> November 2023
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