

# POLICY DEVELOPMENT GUIDELINES

(to be read prior to the development/review of any policy)

## **Guidelines:**

All policy statements (where possible) will be contained by 1 A.4 sheet and should include a clear and precise purpose and broad guidelines for implementation including information related to assessment where appropriate.

Policy statements will be prepared by working parties of parents, teachers and children (where appropriate). These working parties will report to the Education sub-committee of School Council.

Notification regarding the development/review of specific policies will be given so that interested persons can join working parties.

Policies and Guidelines will be identified from wellbeing, student learning and Admin/operational needs arising from DET directives and the Sunshine strategic plan and annual implementation plans.

Where appropriate, working parties will seek direction from department of Education documents and advice and expertise from outside the school community.

The working party, will as far as possible ensure that adequate opportunity for discussion and debate be made available to all members of the school community, at the initial stage and during the drafting process through being circulated for feedback using Sunshine Feedback process.

Working parties will present final drafts of policies to the Education Committee. Representatives of the Education Committee will then present final draft policies to School Council for ratification.

Upon ratification policies will be published, including a date for major review and made accessible to the community via the school website.

The Leadership Team will regularly review all policies and make recommendations regarding the timing for major reviews which will then be cited in the following year's Curriculum timeline and annual implementation Plan