

Policy Statement on Policy

UNDERLYING PRINCIPLES

Accepting its responsibility to provide advice and support for the Principal, the School Council believes that:

- (1) there is a need for policy to be defined.
- (2) making of policy is one of the Council's prime functions.
- (3) the Council, in forming policy, should listen to and heed:
 - the teachings of the Church.
 - the Mission Statement of the School.
 - those with relevant expertise within and outside its membership.
 - those with a stake in its decisions.
- (4) policy statements must be consistent with contemporary Church, educational and organisational thought.

PROCEDURES

1. All Policy Statements shall be of consistent structure and format, as directed below.
2. Each policy statement shall have a statement of UNDERLYING PRINCIPLES consistent with Church teaching and with the Mission Statement of the School, specific to its subject matter.
3. The UNDERLYING PRINCIPLES shall be followed by a set of PROCEDURES.
4. Where applicable, a policy statement shall include discretionary/optional provisions and also flag resources required to support the policy. following the set of PROCEDURES.
5. Policy statements should be no more than two pages in length.
6. Policy should be developed in jargon-free, simple language, couched in positive terms.
7. Proposals for policy development may be initiated by the School Council, by any of its sub-committees, or by any individual Council member.
8. The priority order for the development and review of policy statements shall be established by the Council.
9. Policy statements shall be formulated only after extensive consultation with those having relevant expertise and with those affected by their implementation.
10. Existing related practice and documentation shall be considered when developing new policy on a particular issue.
11. For a draft statement or revision to be accepted as policy, a resolution of acceptance and adoption by the board shall be required.
12. Appropriate documentary evidence that these PROCEDURES have been

followed shall accompany policy statements presented to the Council for approval.

13. Once policy statements have been endorsed by the Council, the Principal shall ensure systematic distribution of the document to all those directly affected by the policy and to all those who need to know of its existence.
14. Policy statements shall be reviewed annually. If revisions are made and accepted as a result of the review, the updated policy shall be redistributed.
15. A Change Log shall be maintained to record material changes to policies. The Change Log shall record the date, nature of and the reason for the change.

BASES OF DISCRETION

1. Where elements of any policy statements are seen to be contentious, the draft policy may be presented to the Council with the various options outlined.
2. The Council may waive observance of PROCEDURES 9 and 12 when satisfied that policy statements can be developed by documenting existing acceptable practice.
3. Policy documents, once ratified, may lead to the development of support documentation describing specific procedures.

RESOURCES

This policy is to be found in the Council handbook, and on the School's website.

Comment [.1]: Add this in

REVIEW DATE

August 2008

Comment [.2]: Replace July 2007

SIGNED



DATE

26th August 2007

Comment [.3]: Replace 13 June 2005