

# Montmorency Secondary College

# POLICY DEVELOPMENT

## POLICY

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### **Rationale:**

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

### **Aims:**

To have the best school policies in place to best guide the operations and directions of the school.

### **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 Class, and will be a continuous cycle, and will use a transparent and consultative process.
- All policies will use the school policy layout including the following elements: School Name, policy name, rationale, aims, implementation, evaluation and cycle review time.
- When developing a new policy, the Principal Class will consult with appropriate personnel in order to draft the initial policy statement. The draft policy will then be circulated for comment to the appropriate committee/s, to all staff members, to parents via the newsletter, back to the leadership team and finally if appropriate, to the School Council for ratification, preferably within a term.
- Below is a breakdown of the various policy groups and their development and ratification process.
- Policies will be developed taking into account Department of Education policies, memos and circulars relating to a particular policy area.
- A database of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained.
- When reviewing an existing school policy as per the three-year review cycle, the Principal Class will consult with all staff and the appropriate Committee/s, and to School Council for ratification.
- Changes as a result of policy developments and / or reviews will be widely advised to staff and parents.
- All staff will have opportunities to provide input into any policy development or review process.
- The focus of all school policies must remain the needs of students and school operations.
- Once ratified, the person responsible for the development of the Policy must ensure that a copy is posted on the College website (see IT Tech) and stored on T Share → Admin → Policies → Current Policies

## Policy Development Flowchart

This document outlines the different ratification process policies must go through to be ratified and published, dependant on their audience.

### 1. Major Education/Student Welfare Policies that must be ratified by School Council

Strategic Planning  
Draft ⇒ Staff ⇒ Learning & Teaching ⇒ ESCOM ⇒ School Council (voted on by School Council)  
Sub-school team  
eLearning

### 2. Standard Education/Student Welfare Policies that should be ratified by School Council

Strategic Planning  
Draft ⇒ Staff ⇒ Learning & Teaching ⇒ ESCOM ⇒ School Council (accepted as part of report)  
Sub-school team  
eLearning

### 3. HR Implementation Policies that are ratified by staff

Draft ⇒ Responsible Committee ⇒ Staff (for comment) ⇒ Responsible Committee ⇒ Staff (for ratification)

### 4. Buildings & Grounds/Facilities/OHS&E Policies that are ratified by staff

Draft ⇒ Building & Grounds ⇒ Staff (for comment) ⇒ Building & Grounds ⇒ Staff (for ratification)

### 5. Buildings & Grounds/Facilities/OHS&E Policies that must be ratified by School Council

Draft ⇒ Staff ⇒ Buildings & Grounds ⇒ School Council (accepted as part of report)

### 6. Finance Policies that must be ratified by School Council

Draft ⇒ Finance ⇒ School Council (accepted as part of report)

### 7. Policies that are ratified by the Principal Class Team

Draft ⇒ Staff ⇒ Strategic Planning (as recommendation) ⇒ Principal Class Team  
Draft ⇒ SRC ⇒ Principal Class Team

### 8. SRC Policies that are ratified by School Council

Draft ⇒ Principal Class Team ⇒ SRC ⇒ School Council (accepted as part of SRC report)

## Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

June 2013