



# MONTMORENCY SECONDARY COLLEGE

## POLICY DEVELOPMENT POLICY

### PURPOSE

This purpose of this policy is to assist the Principal Team, School Council and staff of Montmorency Secondary College in the development, implementation and communication of College policies.

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

### SCOPE

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

### IMPLEMENTATION

- The policies describe the purpose, scope and implementations of the operations and directions of the College as a whole.
- The process of considering school policies will be managed by the Principal Class, will be a continuous cycle, and will use a transparent and consultative process.
- All policies will use the College policy template and layout, including the following elements: College name, policy name, purpose, scope, policy, further information and resources (where applicable), evaluation and review period.
- Policies will be developed taking into account Department of Education and Training policies, memos and circulars relating to a particular policy area. In particular, the College will access DET's School Policy Templates Portal to ensure DET guidelines are followed -  
<https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/Pages/home.aspx>
- 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, back to the leadership team if appropriate, and finally to the School Council for ratification, preferably within a school term.
- 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 if required.
- Staff and parents will be notified of any changes, as a result of policy developments and/or reviews.



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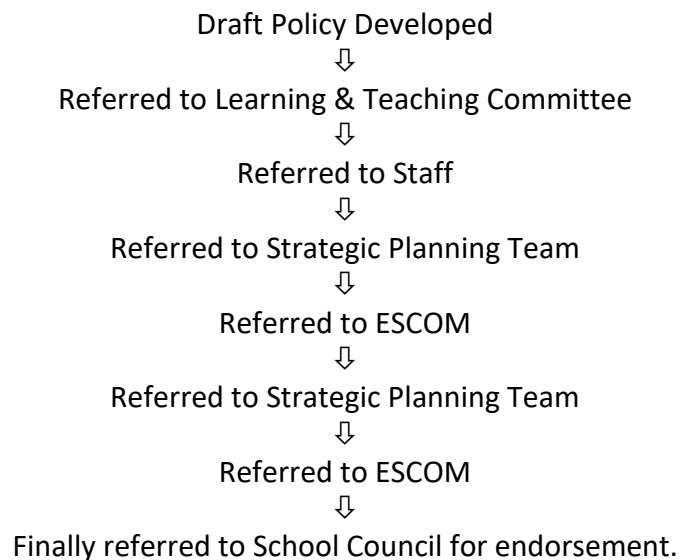
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- All staff will have opportunities to provide input into any policy development or review process.
- All school policies focus on positive student outcomes.
- Once ratified, the person responsible for the development of the Policy must ensure that a copy is posted on the College website (see IT Tech) and stored on T Share → Admin → Policies → Current Policies.

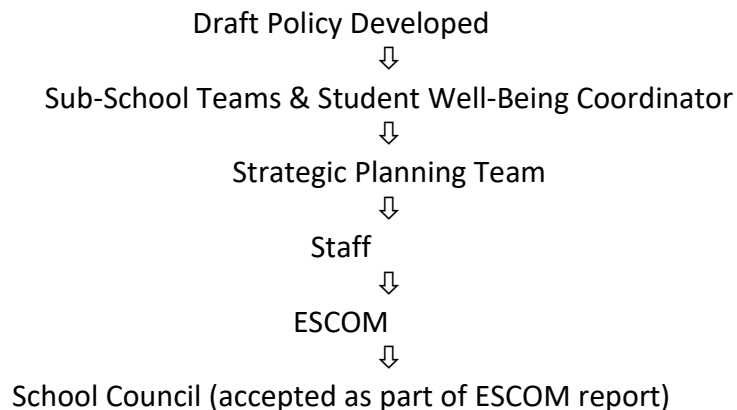
### Policy Development Flowchart

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

#### 1. Education Policies that must be ratified by School Council



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





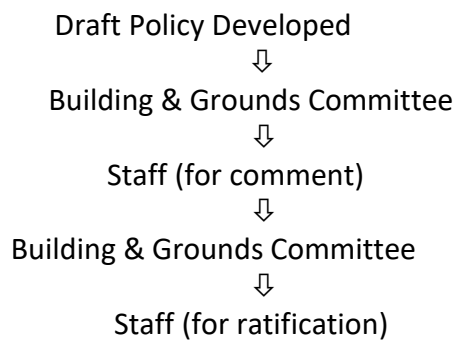
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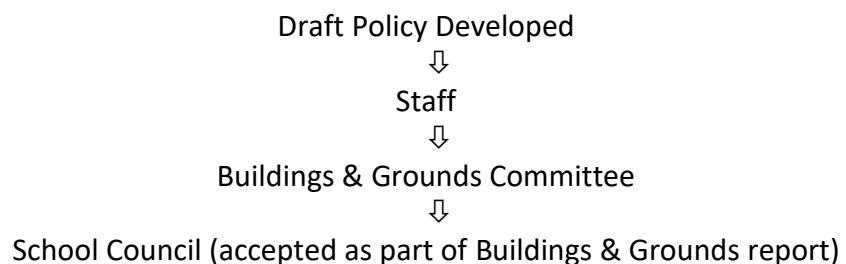
### 3. HR Implementation Policies that are ratified by staff



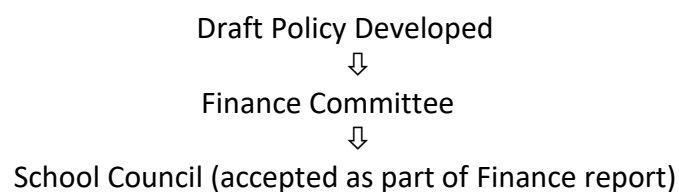
### 4. Buildings & Grounds/Facilities/OH& S Policies that are ratified by staff



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



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

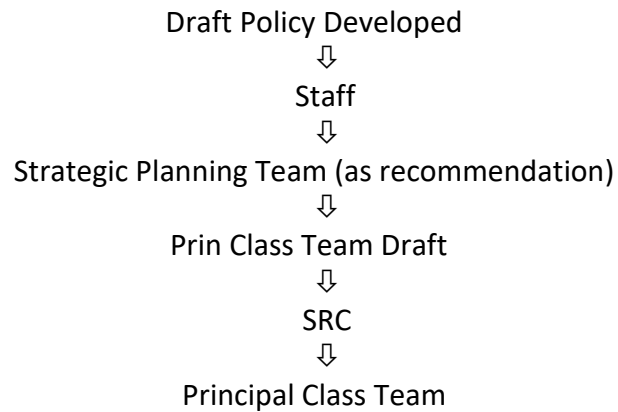




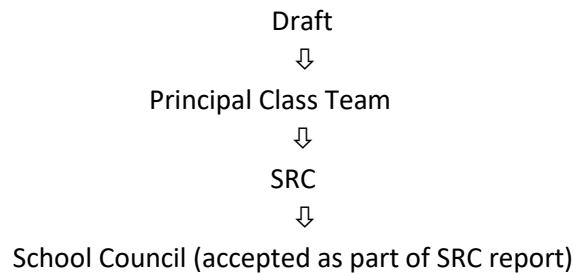
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## POLICY DEVELOPMENT POLICY

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



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



### Evaluation

This policy was reviewed in May 2019 and as part of the College's three-year review cycle will be reviewed in May 2022.