

C.P.S. COMMUNICATION OF POLICIES

POLICY

RATIONALE:

The policies of the school guide and describe the main processes, functions and operations of the school. The development and review of policies is part of an agreed process to ensure that key stakeholders are part of the consultation and review process.

AIM:

To ensure that CPS policies accurately reflect the school operations, directions and goals and meet all legislative, compliance and duty of care requirements.

IMPLEMENTATION:

1. The process of considering school policies will be managed by the Principal and will be reviewed using a consultative process.
2. New policies will be added and modified to reflect the growth and evolution of the school and its programs.
3. All policies will meet legislative and DET compliance requirements and have a designated review period.
4. When developing a new policy, the Principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, to staff members and parents before ratification by the School Council.
5. The focus of all school policies must remain the needs of students and school operations.
6. At the start of each school year, all staff will be reminded to access school policies on the school's Sharepoint.
7. Regular newsletter articles and notifications on the school website will remind parents that school policies are available for viewing at the school, upon request.
8. The Annual Report will be displayed on the schools website
9. All relevant Child Safety information will be displayed on the school website
10. Policies and procedures for care and safety of students will be displayed on the school website including Student Wellbeing & Engagement policy and Medication policy
11. A hard copy of all school policies will be kept at the school office and available to parents on request

Evaluation:

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

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

October 2017