

Procedure for the review of Policies and Procedures

Aim

To ensure the school maintains policies and procedures that are effective and current.

Process

1. Each area of policy/ procedure is subject to an in-depth review at least once every three years. Teachers, staff, Board members and the community participate in these reviews, using the relevant self review check list as a guide for the review and considering any changes to legislation.
2. Once the teachers and staff have reviewed the policies and procedures the community is notified of the amended policies and procedures through the newsletter and the revised policies and procedures are made available to them for comment. The community feedback then comes back to the Management Team and valid changes will be incorporated into redrafted policies and procedures for the Board to review.

This process ensures that policies and procedures are still current and relevant, and the checklists highlight whether there have been any issues in the school that could be better addressed in policies and procedures.

3. Outcomes of the review are reported to the School Board.
 4. Changes to policies and procedures may be instigated by this three yearly review process, or may occur due to other changes at the school, in legislation etc.
 5. Any changes to policy must be approved by the Board. The school community is also provided with the opportunity to provide feedback when policies are reviewed via a notice in the school newsletter.
 6. Changes to procedures may be made by the school staff in consultation with the principal at any time. Proposed changes are then approved by the Management Team.
 7. The Board manual contains the three yearly timetable for policy and procedure review.
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Signed: Daniel Fridberg

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Dated: 31 / 3 / 2022

Review date: / /