

POLICY ON POLICY WRITING

RATIONALE/PURPOSE:

To provide the basis upon which all school policy will be formulated, written, reported and reviewed.

GUIDELINES:

- 1 All policies and those under review, must be adopted by the Board at a monthly Board meeting.
- 2 All policies and those under review must be tabled at the monthly Board meeting one month prior to adoption, to allow time for consultation with all interested parties.
- 3 All policies must comply with the School Charter and goals, relevant laws and by-laws.
- 4 The Planning and Review Sub Committee of the Board is responsible for the preparation, consultation and review of policies. However, this task may be delegated, if appropriate.
- 5 A policy must have a purpose/rationale, contain clear guidelines and an adoption and recommended review date. It must provide positive direction for the Board, staff, management or students.
- 6 Procedures developed by, in general, the Senior Management and staff, are to comply with the policy guidelines and, where relevant, should be included with the policy statement.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

New/Reviewed	Tabled	Adopted	Signed
6/95	25/7/95	22/8/95	
5/99		1/6/99	
6/8/02	6/8/02	3/9/02	By Andrew Stewart, Board Chairperson
2/04	2/04	2/3/04	By Andrew Stewart, Board Chairperson
13/3/06	4/4/06	16/5/06	By Andrew Stewart, Board Chairperson
20/5/08	17/6/08	1/7/08	By Richard Griffin, Board Chairperson
20/7/10	7/9/10	12/10/10	By Rob Gosling, Board Chairperson
19/2/13	5/3/13	9/4/13	By Robyn van der Sande, Board Chairperson
12/4/16	24/5/16	14/6/16	By Robyn van der Sande, Board Chairperson