



## Communication of School Policies Policy

### Rationale

This policy exists to provide a framework for consultation on and communication of school policies.

### Aim

- To ensure the school community is advised of new and revised policies.
- To ensure user friendly school policies are easily accessible.
- To ensure there is a process to allow for input into the preparation of policies by sections of the school community appropriate to the given policy.

### Implementation

Each term the Policy Committee will prepare a work schedule that will include:

- Current policies required to be reviewed as part of school's three-year review cycle.
- Any new policies required by Victorian Registration and Qualifications Authority (VRQA) or the Department of Education and Training (DET)
- Any new policies proposed by the Principal or a School Council committee.

If the Policy Committee considers a working party should be formed to review an existing policy or prepare a draft of a new policy, then all members of the school community will be invited via the newsletter to participate in that working party.

The school community may be requested via the newsletter or Compass to provide feedback on a draft policy.

When School Council approves a policy:

- The policy will be placed on the school's website
- The school community will be advised via the newsletter of the policy and that it is on the school's website.

### Evaluation

This policy will be reviewed as part of Fairfield Primary School's three-year review cycle in May 2021.

This policy was ratified by School Council in **May 2018**