



Communication of School Policies Policy

Purpose

School policies are most effective when they are accessible and appropriately communicated. This policy provides a framework for consultation on and communication of school policies.

Scope

- To ensure the school community is advised of new and revised policies.
- To ensure school policies are easily accessible.
- To ensure that various and appropriate sections of the school community have the opportunity to provide input during the preparation of policies.

Policy

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

- Current policies required to be reviewed as part of the 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.

Further Information & Resources

N/A

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on the school website.
- Hard copy available from school administration upon request.



Evaluation

This policy will be reviewed as part of Fairfield Primary School's three-year review cycle in June 2027.

Policy Review & Approval

Policy last reviewed	May 2024
Consultation	Consultation with School Council Policy committee and taken to School Council for noting in June 2024.
Approved by School Council & Principal	June 2024
Next scheduled review date	June 2027