



Communication of Policies to the School Community



Rationale

The Victorian Registration and Qualifications Authority (VRQA) is responsible for registering all schools that operate in Victoria and for ensuring that registered schools meet the standards required for registration. The Act specifies policies and procedures that schools must have in place. The policies of Templestowe Valley Primary School guide and describe the main processes, functions and operations of the school.

The communication, development and review of policies is part of an agreed process to ensure that key stakeholders are part of the consultation and review process.

The focus of all school policies must remain on the needs of students and school operations.

Aim

To ensure that Templestowe Valley Primary School policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

Implementation

- The process of considering school policies will be managed by the Principal or Assistant Principal and will be in a continuous cycle that is transparent and consultative.
- Standard procedure is for policies at TVPS to be reviewed on a 3-year cycle in conjunction with DET policy guidelines. Exceptions to this protocol are in response to Ministerial Orders; change in DET procedures or in response to a need in our TVPSD school community.
- New policies can be created to reflect the growth and evolution of the school and new programs.
- All policies will use the school policy format, meet legislative and compliance requirements and have a designated review period.
- Policies will be developed taking into account Ministerial Orders, DET policies, memos and circulars and the needs of the TVPS school community.
- In reviewing or creating policies for the school, input will be canvassed from staff, parents (via survey or Education Committee representatives) and, where appropriate, student voice will be included (for example, via Junior School Council).
- When developing a new policy, the Principal, Assistant Principal or nominee will consult with appropriate personnel in to draft the initial policy statement. The draft policy will be circulated for comment to the appropriate committee/s, to staff members, parents and students (where appropriate) before ratification by School Council.
- When reviewing an existing school policy as per the three-year review cycle, the Principal or nominee will consult with appropriate personnel in to draft the initial policy statement. The draft policy will be circulated for comment to the appropriate committee/s, to staff members, parents and students (where appropriate) before ratification by School Council.
- Once a new or revised policy is drafted, taking into account input from relevant stakeholders, the policy then goes to School Council to be ratified. Once ratified the policy is –
 - published on the school website
 - distributed to staff in a hard copy for inclusion in their TVPS Policy Folder
 - saved on the school server in the U:drive {shared folder} in a database of policies with a published review date within the 3-year review cycle
- Changes in practice or process that result from policy review or development will be widely advised to students, staff and parents using staff bulletins, the school newsletter, weekly Level updates and the school Website and/or App.

References

<http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>