



# Aurora School

## COMMUNICATION PROCEDURES and SCHEDULES POLICY

### Aurora School Policy as at July 2019

#### RATIONALE

The policies of Aurora School guide and describe the main processes, functions and operations of the school. The development and review of policies is part of an agreed process to ensure that key stakeholders are part of the consultation and review process.

#### Aims:

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

#### Implementation:

- The policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- The process of considering school policies will be managed by the Principal and will be a continuous cycle, and will use a transparent and consultative process.
- New policies will be added and modified to reflect the growth and evolution of the school and new programs and as required by DET.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period
- When developing a new Policy, the principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, to staff members, to parents, to students before ratification by School Council.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A database of policies and a review schedule to provide a timeline for reviews will be maintained.
- When reviewing an existing school policy as per the three-year review cycle, the Principal will consult with staff and the appropriate Committee/s, and take to School Council for ratification.
- Policy reviews will be advised to the school community through the school newsletter and /or website.
- Staff will be given opportunity to provide input into the policy development or review process.
- The focus of all school policies must remain the needs of students and school operations.
- **Reference the school's Duty of Care Policy**
- Any concerns relating to the structure of the school should be directed to the principal.
- Relevant policies will also be loaded onto the intranet and school website for community observation and comment
- All policies will be linked to relevant policies and guidelines.

#### EVALUATION :

- This policy will be reviewed as part of the school's three year cycle.

This policy was last ratified by School Council in....

July 2019