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## HOW POLICY IS MADE AT MARLBOROUGH PRIMARY SCHOOL

### A Policy Statement on Policy Making

#### **Rationale:**

Policies that are clearly articulated and widely accepted bring a consistency to practice by making clear what the school is trying to achieve, as well as the principles which guide its operations.

It is also an acknowledgement that the School Council has the legal responsibility to determine policy.

#### **Aim:**

To ensure clear, binding and agreed upon processes and procedures are in place and communicated to all members of the school community.

#### **Implementation:**

1. The Policy Sub-committee is the appropriate body to monitor the establishment of policy statement.
2. Any member of the school community may identify a need for a policy or the need for an existing policy to be amendment. If considered appropriate by School Council, the Policy Sub-committee will be directed to develop or amend a policy statement.
3. The Policy Sub-committee may arrange for a working party to be formed for each policy that is drawn up. Each working party may also include interested persons other than School Councillors.
4. When formed, the working party shall meet as often as necessary to draw up a draft policy or revise and amend an existing policy.
5. Policy statements will be prepared to include a statement of rationale and implementation following DET recommendations, where possible.
6. When considered satisfactory, the draft policy is to be presented to staff and the school community for consideration. Any requests for amendment shall be passed back to the responsible working party. A number of drafts may be necessary to obtain a consensus draft.

7. The consensus draft will be considered by the Policy Sub-committee who will then:
  - a) circulate the draft to the school community through information in the school newsletter  
OR
  - b) refer the draft back to the working party for further consideration  
OR
  - c) refer the draft back to School Council for further direction.
8. If there is general acceptance of the consensus draft by the school community, the draft shall be passed to School Council via the Policy Sub-committee for ratification.
9. Upon ratification the policy statement will be published in the School Policy Statements manual.

**Evaluation:**

This policy will be reviewed as part of the school's 3 year review cycle.