COMMUNICATIONS OF SCHOOL POLICIES POLICY

1. PURPOSE

School policies and procedures guide and describe the main processes, functions and operations of Mount Alexander College (the School). The development and review of policies and procedures is part of an agreed process to ensure that key stakeholders are part of the consultation and review process.

2. DEFINITIONS

- **Policy** – a school document that provides guidance on a particular issue important to the School's operations and achieving the School's goals and targets. Policies guide operational matters. The establishment and review of a policy is undertaken by the School Council and the School's leadership team.
- **Procedures** – are school operational documents which are the responsibility of the School Principal and staff. Procedures are developed in line with Departmental guidance and legislative requirements. Most routine matters are best dealt with through procedures and do not require a policy.

3. SCOPE

This policy applies to all Mount Alexander College policies.

4. POLICY

Implementation

The policies describe the rationale, aims and implementations of the operations and directions of the school.

The process of considering school policies will be managed by the Principal and the School Council. Policies will be reviewed using a transparent and consultative process. New policies will be added and modified to reflect the growth and evolution of the School and new programs.

All policies will use the School policy standard layout, be based on a DET template where available, meet legislative and compliance requirements, and have a designated review period (or earlier if required).

When developing a new policy, the Principal and School Council will consult with School staff and community members where they are considered important and relevant to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, staff members, Parent/Carers and students before final ratification by the School Council.

Policy development and review will take into account DET policies, memos, guidance, templates and circulars relating to a particular policy area.

Monitoring, Reporting and Review

A database of policies and a review schedule will be maintained by the School to provide a timeline for reviews three-year basis or more regularly if required.

When reviewing an existing school policy, the Principal will consult with staff, the appropriate committees and School Council before ratification.

Changes because of policy developments and reviews will be widely advised to students, staff and Parent/Carers. Staff will be given the opportunity to provide input into the policy development or review process. The focus of all school policies must remain about the needs of students and school operations.

Relevant policies will be made available via the School's website for community observation and comment.

In extraordinary circumstances the Department may release a policy which requires expedited review and publishing and cannot be reviewed per the usual process above. In these cases, the policy will be reviewed and approved by the Principal to ensure relevance and accuracy to the School. The School Council will then ratify the policy at their subsequent meeting.

5. FURTHER INFORMATION AND RESOURCES

- This policy relates to all MAC policies – refer:
  http://www.mountalexandercollege.vic.edu.au/about-mac/school-policies/
- DET School Council Overview
  https://www2.education.vic.gov.au/pal/school-council-overview/overview
- DET Policy and Review reference
  http://www.education.vic.gov.au/Documents/school/principals/governance/PolicyandReviewph.pdf
- DET School Policy and Advisory Library (PAL)
  https://www2.education.vic.gov.au/pal

6. REVIEW CYCLE

This policy is based on the DET Communicating School Policies guidance. It was last approved by School Council on September 14th, 2021 and is scheduled for review in 2024.