



**Help for non-English speakers** - If you need help to understand the information in this policy, please contact Administration at Ph. 8766 4000

## RATIONALE

Policies are central to successful school management. They provide the specifications for what is to be achieved now and in the future. A policy is a definite course of action, decided upon by the school council in consultation with the staff and the parents. It is a vital statement that provides a clear picture of a particular school function at Barton Primary School, eg computer education, indicates what the school council views as important, and the direction it expects the school to take with regard to that particular function. It is a set of aims and instructions.

Barton Primary School needs policies to guide it along the path to success. We should not lose sight of the fact that the prime aim of schooling is to educate today's students to be useful, contributing members of society now and in the future.

## AIMS

To ensure school policies at Barton Primary School:

- Reflect the implementation of the school goals
- Reflect current DET practices and community beliefs
- Are constructed consistently by all policy writers
- Are reviewed on a regular basis by members of School Council
- Are formatted with Rationale, Aim, Implementation and Evaluation

## IMPLEMENTATION

At Barton Primary School we will:

- Ensure the process of considering school policies is managed by the Principal or his delegate, is a continuous cycle, and uses a transparent and consultative process
- Ensure policy writing is not regarded as a difficult process that is left solely to the Principal and Leadership team. Teaching staff, using their professional expertise, may be required to independently or in consultation with teams, contribute to the writing of school policies.
- Use the School's policy layout that includes, the *Rationale, Aim, Implementation and Evaluation* and cycle review timeline
- Develop and follow timelines that enable adequate consultation and input from the school's community and reflect this in the *evaluation* section of the policy
- Create policies that are of approximately 1-2 pages in length, have clear and realistic expectations of staff and students and reflect government policy – see 'Writing a Policy' below
- Engage members of School Council to consult on and review policies, through the Education Sub-Committee
- Ensure draft policies and policies for review are submitted through Education Sub-Committee, prior to publication
- Enable interim policies to be developed at times, that will still be recognised as operational policies until a full consultative process can occur
- Save all policies on the school server
- Publish policies and make them accessible to the community

## COMMUNICATION

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

- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Hard copy available from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	09/05/2023
Approved by	Principal
Next scheduled review date	09/05/2026



## Writing a policy

### Rationale

The rationale or purpose statement explains “why” the policy is being written. Why is the policy needed? Why does it exist? The rationale may also contain or refer to background materials or more explanatory details regarding educational, environmental, legal, regulatory, or other factors that led to the development of the policy.

### Aim

The aims are the desired intentions of the policy. What we will do to implement the goals of the school? They give guidance as to what the implementation should contain. Aims should be clear, achievable, realistic and reflect government policy, valid recent research, and the needs of the students, staff, parents and the school community.

### Implementation

The implementation develops from the rationale and the aims. It explains how the aims of the policy are to be achieved, through specific details of the approaches to be used.

In many cases it will have seven points as specified here:

- The title of the person, group or committee in charge and a brief description of the role expectations
- The course, document, manual, handbook or a special set of procedures which will be followed to implement the aims
- The time span necessary to achieve the aims
- Suggestions as to support personnel, such as parents, visiting consultants, or speakers who may be engaged from time to time
- Organisational, instructional or special functions which may help satisfy the aims, such as assessment of class sizes, decision making, or teaching approaches
- Indications as to how the policy will support another policy, or may need the support of another policy
- Details of the nature of repairs, maintenance and storage of materials and equipment.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	[insert date]
Approved by	Principal
Next scheduled review date	[insert date – noting that the recommended minimum review cycle for this policy is 3 to 4 years]



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