COMMUNICATION OF SCHOOL POLICIES & PROCEDURES

The policies of the 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. The overall management responsibility is the Principal's.

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

Implementation:
1. The policies describe the rationale and guidelines for each policy which impact implementation of the operations and directions of the school as a whole. These are described in this Policy and Procedures Manual. All School Manuals should be read to understand the operations of the school.
2. 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.
3. New policies will be added and modified to reflect the growth and evolution of the new school and new programs.
4. All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period, which is normally every three years
5. 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 and to students
6. Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
7. A manual of policies and a schedule for reviews is to be maintained.
8. When reviewing an existing school policy as per the review cycle stated, the Principal will consult with the appropriate people involved in policy development.

9. Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents via email.
10. Staff will be given an opportunity to provide input into the policy development or review process.
11. The focus of all school policies must remain the needs of students and school operations.
12. Any concerns relating to the structure of the school should be directed to the Principal.
13. Relevant policies will also be loaded onto the school website for community observation and comment.