

## Rationale

College policies guide and describe operations at Hazel Glen College (HGC). The development and review of policies should therefore have an agreed process so that various stakeholders (including parents, College council members, teachers and students) are part of the consultation and review process.

## Aims

To provide best practice in how College policies guide the operations and direction of HGC.

## Implementation

### 1. Overview

1.1. The policies describe the rationale, aims and implementations of the operation and direction of the College as a whole.

### 2. Policy Development

2.1. The process of considering College policies will be managed by the policy review subcommittee, will be a continuous cycle, and will use a transparent and consultative process.

2.2. In the absence of an existing College policy, the College will default to the Department of Education and Training (DET) policy.

2.3. All policies will use the College policy layout including the following elements:

- a) College name & policy name
- b) rationale, aims & implementation
- c) evaluation date & cycle review time
- d) sub heading(s) & reference numbers
- e) scope/exclusions
- f) reference other policies with links

2.4. When developing a new policy:

- a) The Principal and/or appropriate personnel will draft the initial policy statement.
- b) The draft policy will then be circulated for comment/review to all the policy review committee members.
- c) The Policy review subcommittee will present a report at subsequent College Council meetings.
- d) College Council will discuss and ratify policies or request that policies are returned to the Policy review subcommittee for alterations.

2.5. Policies will be developed taking into account Department of Education and Training (DET) policies, memos and circulars and other government legislation relevant to each policy area.

2.6. The focus of all College policies is to meet the needs of students, staff and College operations.

2.7. All staff, parents and students where appropriate will have opportunities to provide input into any policy development or review process.

2.8. Ratified policies will be published on the College website and parents will be notified through the College e-news.

### 3. Policy Changes & Reviews

- 3.1. A database of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis. Policies may be reviewed as the need arises at the discretion of the principal or College council president. Policies are to be maintained by the policy review subcommittee facilitator.
- 3.2. When reviewing an existing College policy, the policy review subcommittee will consult with appropriate staff, committees and finally to College council for ratification.
- 3.3. Changes as a result of policy developments and/or reviews will be advised to staff, parents and students where appropriate.

### Related Policies / Documents

<http://www.education.vic.gov.au/school/principals/spag/Pages/azindex.aspx>

### Evaluation

This policy was reviewed in term 2 of 2015

This policy will be reviewed as part of the College's annual review cycle.