

SCHOOL NO. 4401 - KATANDRA WEST

Policy Statement: MANAGEMENT - 753 – Policy Making
 753 - POLICY MAKING

Responsibility: Principal and School Council.

This Policy was last ratified by School Council in 2015.

1. **PURPOSE:**

There are many advantages associated with careful planning and scheduling of school policies. Clear precise policies make for the efficient and effective operation of a school. Policies provide clear reference points should issues arise and they ensure stability and continuity at the school-level despite changes in personnel. School Policies provide a clear planning framework for school operation and they clarify the duties and responsibilities of school personnel. Policies will be written for all substantial issues while routine matters will be handled through the management processes.

Katandra West Primary School has two types of Policies:

1. School Global Budget Policies (relate to funding through Program Budgets)
2. School Operations Policies

2. **GUIDELINES:**

- 2.1 Policies are best formulated through consultation with the appropriate people.
- 2.2 A list of all school Policies is compiled with the year of the review period indicated.
- 2.3 The Principal, in consultation with Staff, and the Curriculum Subcommittee will develop and review Policies.
- 2.4 The School Global Budget Policies have Program Budgets allocated to them annually.
- 2.5 School Policies are accessible via school website.
- 2.6 This Policy may be varied by the Principal, in consultation with School Council, if circumstances require it.