

Communication of GSC Policies and Protocols

Purpose

The policies of Gisborne Secondary College, 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.

Statement

To ensure that Gisborne Secondary College policies frame and accurately reflect the school operations, directions and goals as well as meeting all legislative, compliance and duty of care requirements.

Implementation

- The policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- 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.
- New policies will be added and modified to reflect the growth and evolution of the school and programs.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period.
- 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, to students before ratification by School Council.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A database of policies and a review schedule to provide a timeline for reviews either annually or as needed depending on legislation changes is to be maintained.
- When reviewing an existing school policy as per the review cycle, the principal will consult with staff, students and families before going to School Council for ratification.
- Changes as a result of policy developments and/or reviews will be widely advised to students, staff and parents through the school newsletter and the college website.
- Relevant policies will also be uploaded onto the school website for community observation and comment during the formation/review process for a two week period for consultation.
- Policies ratified by School Council will be uploaded onto the School website and policy folder for community access.
- Hard copies will be available from the office on request.

*' This policy was approved by the combined School Council in **May**, 2018 and will be reviewed in line with the school accountability cycle'*