Rationale:
In order to develop the best policies for Sherbourne Primary School to document both a consultation and communication process.

Aim:
To ensure:
- There is a process to allow input into the preparation of policies by the relevant sections of the school community, which may be staff, parents and carers, students and/or School Council committees;
- The school community is advised of new and revised policies; and the school community can access the school’s policies.

Implementation:
- Each year the Education Sub Committee will prepare an annual work schedule that will include:
  - current policies required to be reviewed as part of school’s the three-year review cycle;
  - any new policies required by Victorian Registration and Qualifications Authority (VRQA) or the Department of Education and Early Childhood Development (DEECD); and
  - any new policies proposed by the Principal or a School Council committee.
- Any member of the school community may join the Education Sub Committee.
- The review of an existing policy or preparation of an initial draft of a new policy may undertaken by the Education Sub Committee, another School Council Committee, member/s of staff or a working party consisting of parents or a combination of parents and staff.
- If the Education Sub Committee considers a working party should be formed to review an existing policy or prepare an initial draft of a new policy, then all members of the school community will be invited via the newsletter to participate in that working party.
- The initial draft of a new or revised policy will be provided to the Staff for feedback then to the Education Sub Committee for review.
- In some cases the school community will be invited via the newsletter/Compass to provide feedback on the final draft of the policy or when entering into the review process.
- The Policy Committee will consider all feedback from the school community and may at its discretion revise the final draft policy.
- The final draft policy will be provided to School Council for consideration and approval.
- When School Council approves a policy:
  - the policy will be placed on the school’s website; and
  - the school community will be advised via the newsletter of the policy and that it is on the school’s website.

Review:
This policy will be reviewed every three years.