**Rationale:**
- Officer Primary School Council is responsible for development of policy which takes into account the Department of Education and Early Childhood Development (DEECD) Guidelines and the needs and interests of the local community.

**Guidelines**
The School Council is responsible for the school’s policies;
- Policies under review need to be communicated to the school community for input and staff input.
- MAC shall consider all input before presenting the policy to School Council for ratification.
- A register of approved policies is to be maintained by the school.
- Policy that is reviewed annually by staff and affects the day to day running of the school will be done by staff to meet the staff and student needs. Changes will be minuted by the Management and Accountability Committee (MAC) of School Council and reported to the school community through the school newsletter and/or online communication.
- Basis for discretion: interim policies may need to be developed at times. These will still be recognized as operational policies until a full consultative process can be established.
- Policies will be reviewed on a regular basis according to the process and priorities established by School Council.

**Implementation**
Policy comes for review through:
- Need
- Annual review
- Cyclic 3 year review
- Staff or MAC review policy
- Following staff review any changes made for implementation will be conveyed to MAC. MAC will then submit the changes to School Council for ratification.
- The MAC convener will change the electronic originals, post on the intranet and update the Policy folder with a colour copy.
- The policy folder will contain a contents page and a cyclical review index.

**Evaluation:**

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This policy was last ratified by School Council in… Draft 2015