Mansfield Primary School
Policy Writing Guidelines

BASIC BELIEF
Policies are “working documents” that provide fundamental direction for school operations including curriculum.

IMPLEMENTATION
1. All policies are to comply with a standard format and style.
   - A statement of Basic Beliefs: The purpose/why the aspect of curriculum/operations is undertaken.
   - A statement of Implementation: A list of guiding principles that indicate how a program or curriculum area will be implemented. These should not refer to specific programs or resources but be written as broad statements expressed concisely. The guidelines are not program dependent but, where necessary, a list of procedures will be included eg. swimming/safety procedures.
   - Date of ratification by School Council.

Presentation Documents policies should:
- be bound in an attractive manner.
- be grouped according to administration, welfare, curriculum policies and numbered.

2. Presentation:
   - have a standard layout and type font.
   - language which is concise and “jargon free”.
   - have typographical and spelling errors eliminated.
   - abbreviations defined as necessary

3. School community participation/comment in the development and review of policies will be sought.

4. All staff are to be afforded the opportunity to comment on all policies prior to ratification by School Council.

5. Policy folders are to be made accessible to all members of the school community.

6. The Policy Committee, Professional Learning Teams and Consultative Committee will review policies as part of the school’s 3-year review cycle, or whenever a significant change has occurred. This ensures that all polices reflect current practise and DEECD guidelines.

7. Throughout the school policy documents the term “parents” will refer to student’s parents, guardians and care givers.

This policy was ratified by the Mansfield Primary School Council on – 18th November, 2013

Review Date: 2016