



Governing Council

Policy Framework

1. Introduction

The Policy Framework defines the principles, lifecycle and review process for all of Hawthorndene Primary School's policies. It provides guidance to the Hawthorndene Primary School (HPS) Governing Council and school community for the regular review of school policies.

2. Purpose

The Framework is designed to:

- ensure that a clear and consistent governance and management approach is adopted in the development of all HPS policies, enabling improved compliance with relevant legislative and regulatory requirements,
- enable efficient and effective decision making, which incorporates quality assurance and risk management practices, where appropriate, and
- foster collaboration between the HPS Governing Council and the wider school community regarding the development and review of school policies.

3. Guiding principles

- 3.1.** Review of school policies and procedures should be undertaken on a proactive basis.
- 3.2.** The HPS Governing Council should seek input from the school community wherever possible.
- 3.3.** It is the HPS Governing Council's responsibility to ensure that school policies are in accordance with the SA Department for Education (DfE) requirements.
- 3.4.** Policies and procedures should be written clearly, using plain English and with acronyms explained.
- 3.5.** Policies and procedures must be dated and include the year that the policy is next due for review.

4. Definition of Policies

- 4.1.** A policy is a concise statement of principles and rules that outline the school's approach or position on governance or operational matters. Policies set out what HPS expects of staff, parents and students in undertaking activities in relation to the school, as well as what can be expected from the school. Policies also guide decision-making and communicate roles and responsibilities where appropriate.
- 4.2.** Policies must be consistent with, and will often aim to facilitate, compliance with legislative or regulatory obligations. Where this is the case, policies should explain rules arising from these instruments within the school context (ie how a piece of legislation is applied at the school) but should not repeat sections of that legislation.
- 4.3.** Each policy must provide guidance to staff and students on how to comply with the overarching rules and requirements. Policies should be written clearly, using plain English and acronyms either avoided or explained.
- 4.4.** Examples:
 - The HPS Attendance Policy outlines the DfE's expectations for attendance, ie student attendance is compulsory and students, parents and staff all have responsibilities to make sure students attend school all day, every day.
 - The HPS Sun Smart Policy sets out the rationale and implementation strategies for students' skin protection.



4.5. Policies must be dated and include the year that the policy is next due for review.

5. Review Schedule

5.1. Every year the following links on the HPS ‘Policy and Procedures’ webpage must be checked for currency:

- Bushfire – Closure Information
- Bushfire and Your Child’s School or Preschool
- Raising a Complaint with the Department

5.2. Policies written by HPS must be, at minimum, reviewed by Governing Council on a rotational basis, according to the following five-year schedule:

Year 1	Uniform Policy	Mobile Phone & Electronic Devices Policy
Year 2	Attendance Policy	Behaviour Support Policy
Year 3	Anti-Harassment/Bullying Policy	Camps and Excursions Policy
Year 4	Grievance Policy	Nut and Other Allergens Policy
Year 5	Sports Policy	Sun Smart Policy

5.3. A policy may be reviewed outside of the above schedule if the need arises.

6. Review Process

6.1. A policy should be reviewed in Terms 1 and 3 of each school year (ie one policy in each of those terms).

6.2. Governing Council should form a working party of no less than two people to review the policy.

6.3. Governing Council should inform the school community of the policy review.

6.4. Governing Council should invite feedback from the school community regarding the policy, including from students via the school principal.

6.5. The working party must check for current Department information regarding the issue at hand and also ensure that the policy complies with relevant legislation.

6.6. The working party should seek independent advice as required.

7. Review of this Framework

7.1. This Framework should be reviewed by Governing Council at least every three years.