

# **POLICY ON POLICY WRITING**

This document outlines suggested guidelines for the compilation of all policy documents at Devon Meadows Primary School.

## **PURPOSE**

The purpose of this document is to facilitate the production of a consistent and equitable policy statement by the school community. Policy documents provide the guidelines necessary to give approved direction to the current operation of the school and its future planning.

## **GUIDELINES**

- Policy writing teams should have no fewer than three members, and it is recommended that membership not exceed six.
- Parent input will always be a part of the policy writing process.
- The policy writing process will progress through a number of stages, in which draft documents are discussed and modified as necessary.
- Policy documentation dealing with AUSVELS should always be produced with the assistance and involvement of appropriate staff members.
- Policy documents will be produced in the following format:

**PURPOSE:** This is a brief statement of the rationale of the policy area and includes a brief description of the policy area, and may include some local guidelines.

**GUIDELINES:** This is a detailed statement of how the program is intended to operate. It should indicate what, when, how often, what with, etc. (If possible this section should be a series of statements in priority order.)

**EVALUATION:** This requires a statement as to how it is intended to “evaluate” the effectiveness of the program, and when the policy statement will be reviewed.

Final drafts of the policy documents are to be prepared to the following specifications:

- Left hand margin of approximately 3cm, to allow for binding
- “Times” font
- 18 point headings, 14 point sub-headings and 12 point text
- Bold headings, left justified and underlined
- Suggested maximum length of two A4 pages wherever possible
- End of document should have the school logo of 2cm at left margin, next to allowance for council approval and the date, as set out in this policy.
- Completed policy documents are to be presented to school council for ratification.
- Ratified documents should be signed and dated.
- All policies should be saved on school server.
- Policy folder and policies are to be housed with the curriculum coordinator.

## **EVALUATION**

All policies will be reviewed as part of the school’s cyclic review process. This policy will be reviewed in August 2015.



COUNCIL APPROVED: \_\_\_\_\_  
DATE: \_\_\_\_\_