



LONG BAY COLLEGE

Care, create, excel

POLICY ON POLICY WRITING

RATIONALE/PURPOSE:

To provide the basis upon which all school policy will be formulated, written, reported and reviewed.

GUIDELINES:

- 1 All policies and those under review, must be adopted by the Board at a monthly Board meeting.
- 2 All policies and those under review must be tabled at the monthly Board meeting prior to adoption, to allow time for consultation with all interested parties.
- 3 All policies must comply with the School Charter and goals, relevant laws and by-laws.
- 4 The Planning and Review Sub Committee of the Board is responsible for the preparation, consultation and review of policies. However, this task may be delegated, if appropriate.
- 5 A policy must have a purpose/rationale, contain clear guidelines and an adoption and recommended review date. It must provide positive direction for the Board, staff, management or students.
- 6 Procedures developed by, in general, the Senior Leadership and staff, are to comply with the policy guidelines and, where relevant, should be included with the policy statement.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

New/Reviewed	Tabled	Adopted	Signed
New 6/95	25/7/95	22/8/95	
Reviewed 5/99		1/6/99	
Reviewed 6/8/02	6/8/02	3/9/02	By Andrew Stewart, Board Chairperson
Reviewed 2/04	2/04	2/3/04	By Andrew Stewart, Board Chairperson
Reviewed 13/3/06	4/4/06	16/5/06	By Andrew Stewart, Board Chairperson
Reviewed 20/5/08	17/6/08	1/7/08	By Richard Griffin, Board Chairperson
Reviewed 20/7/10	7/9/10	12/10/10	By Rob Gosling, Board Chairperson
Reviewed 19/2/13	5/3/13	9/4/13	By Robyn van der Sande, Board Chairperson
Reviewed 12/4/16	24/5/16	14/6/16	By Robyn van der Sande, Board Chairperson
Reviewed May 2019	18/6/19	6/8/19	By Kevin de Jong, Board Chairperson