**2.9. Writing Policies and Procedures**

Rationale: Policies and Procedures are created and reviewed to retain relevance and reflect the values of the school and community.

**Guidelines:**

1. The difference between Policy and Procedure:

 Policy Procedure

|  |  |
| --- | --- |
| \* Give direction from the Board of Trustees to the staff and community about the way the school will function.\* Are ratified and recorded in the board of trustee minutes \*Reflect sound governance.\* Are a refreshing point for both internal and external review \* Provide a “pathway” for the board’s decision making. | \* Are sound management systems to support school policy and state how the policy will be implemented \* Procedures are drafted and modified by senior managers.\* It is good practice to share management procedures with the board of trustees and staff  |

2. New policies and procedures will be formulated when the need arises or according to changes in legislation.

3. Where the Management or Board of Trustees determines it appropriate to write a new policy or procedure.

1. The policy will be presented in draft to the Board of Trustees, Staff or Parents, where appropriate, for consideration and amendment.
2. All final policies will be approved by the Board of Trustees and procedural decisions by management. They will be available to Parents online through the school website.
3. All policies will be subjected to a three year cycle of review.
4. Procedures are written by senior managers for operational matters. Senior staff have the responsibility to share these with teaching teams
5. All polices/procedures once approved are put on the teacher’s Drive and the school website.

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