

Section B (NAG 2) DOCUMENTATION AND SELF REVIEW

Policy: Policy Development Process

Date of Review: November 2022

Reviewers: Principal, Curriculum Sub-Committee

GOAL

To ensure that the school is a reflective community which keeps its policies and practice coherent and related to the school's current goals.

OBJECTIVES

To establish a process and cycle for the review of policies.

GUIDELINES

1. Each group of existing policies will be reviewed once every three years. In general each group of policies will be considered by the relevant Board sub-committee before going to the full Board of Trustees.
2. At any time it may become evident that there is a need for new policy or for a change to existing policy. Under these circumstances the matter should be drawn to the attention of the Principal for approval of initial policy drafting.
3. Initial policy drafting should be done if possible by Senior Leadership Team (SLT) staff most closely related to the implementation or the supervision of policy implementation.
4. Drafts will be presented to the relevant Board sub-committee where it exists and from there to the full Board of Trustees. In general they will be tabled at one meeting but not ratified until the following meeting to allow time for any necessary further consultation or redrafting.
5. School policies will be publicly accessible.

Chairperson

Principal

Date