**Policy and Procedure Making – 2.01**

Adopted by the Board of Trustees 31st May 2010

**Goals and Rationale**

Policy making is the process by which the board of Trustees establishes its mandate to fulfil its governance role in the school. Policy statements provide effective guidelines for actions in all areas of the school’s operations. A clear and consistent process for policy-making will therefore be available to all personnel involved in the board’s policy-making process.

**Guidelines**

1. There are two types of policy – curriculum and non-curriculum. Curriculum Policies direct teaching programmes and copies are kept on the Ultranet system and in the paper file in the office. The two policy documents are available to parents and kept in the front foyer.
2. All final policy decisions will be made by the board and will be approved only after being presented to the board at the meeting for general discussion and the school community has been consulted. A review date will be included on the policy and a copy of the old policy and the newly ratified and signed policy will be included in the next board of trustees’ minutes.
3. All curriculum policies and procedures will be written, clearly defined and based on the school’s charter, including its mission statement and curriculum goals and objectives, as well as national curriculum goals.
4. All non-curriculum policy-making is channelled through the board’s policy-making process which is as follows:
   1. The policy-making coordinator will report which policies need reviewing, rewriting or developing, based on the Longburn School Self-Review and Audit Programme and in line with the school charter.
   2. The board’s policy committee will either meet to write a draft policy or delegate that task to a staff or board member.
   3. The community will be given the opportunity to comment and/or contribute to the drafted new policy.
   4. Draft documents will be presented to the board and, after suggested changes have been made, will be approved and signed b the board chairperson. A review date will be included on the policy.
5. All curriculum polices are written by teachers in consultation with the community and are part of the Staff Development Plan.
6. All policies are subject to a regular review process (based on a three year cycle) through the strategic planning cycle. The policy committee can facilitate earlier review of a policy if required to ensure the practices used reflect the policy or to ensure the policy is up-to-date.
7. Steps shall be taken to ensure that no statute or existing board policies are contravened by the proposed policies.

*Review date: May 2013*

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson