

POLICY

POLICY MAKING

RATIONALE

Policies will explain our statement of purposes and contain guidelines that explain how they will be achieved. A policy will be written when the need for it is apparent.

PURPOSES

- 1 To establish a process through which the board of trustees can fulfil its governance role.
- 2 To guide the implementation and evaluation of the charter objectives.
- 3 To simplify decision making and ensure operational consistency.
- 4 To provide a management framework that clarifies matters for staff, students, parents and the community.

GUIDELINES

- a) Policies will be drafted by staff and trustees for a set purpose.
- b) Policy writers will vary, depending on the purpose of the policy - staff, trustees or parents.
- c) Policies will be written in simple language, and relate to the goals of the charter.
- d) New and reviewed policies will be approved and adopted at the board of trustees' monthly meetings.
- e) All policies are on the server for staff access.
- f) Policies are subject to review and change as circumstances dictate.
- g) The School Procedures manual will support the School's Policy folder.

CONCLUSION

Concise policies will ensure consistency in the way that we do things at Bombay School.

Formulated:	May 1993
Reviewed:	May 1998 (re-written)
Last Review	June 2012
Next Review	June 2015