Policy Formation Policy

Introduction
This policy document was devised by the Board of Management and staff of Presentation Senior School in March 2013.

Aims of the Policy
This policy aims to communicate the following:
1. An open transparent procedure is used for the formation of policies in Presentation Senior School
2. All relevant stakeholders (e.g. children, parents, staff, Board of Management, Department of Education and Skills) are invited to participate in the policy formation process
3. Ongoing policy formation is extremely important for the effective running of the school and all stakeholders have a duty to contribute constructively in order to expedite the process.

Policy Formation Procedure

Identify Priority – Management, staff, parents or children may identify an area where a new school policy should be devised or where an existing policy should be revised. Suggestions should be made to the school principal who is also the secretary of the Board of Management. The Board of Management will decide on the priority order of policy areas.

Draft Policy – The school principal, who is also the secretary of the Board of Management, will draft a policy based on current and best practices. This will involve the following:
1. Consultation with relevant stakeholders e.g. staff, parents, children, Board of Management members, trustees
2. Researching best practices in other schools
3. Researching policy documents and guidelines available to schools e.g. Guidelines and Circulars published by the Department of Education and Skills

Children – Where it is deemed appropriate, a staff member nominated by the principal teacher will meet with representatives from different classes to discuss their concerns in relation to the area for which a policy document is being devised or revised. Feedback from this process will be given directly to the principal.

Staff Input – A draft policy document will be circulated to all members of staff who will be invited to give feedback in writing to the principal.

Parents Input – A draft policy document will be uploaded to the school website and parents/guardians will be invited to make written submissions to the principal.

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Parents/guardians will be notified by text when the document becomes available on the school website.

Board of Management Input - A draft policy document will be sent by email to all members of the Board of Management who will be invited to make written submissions to the principal. Board of Management members will be notified by text to inform them that the draft policy document has been sent to them as an attachment to an email.

Ratification at Board of Management Meeting – Policy formation will be listed as one of the items on all Board of Management meeting agendas. Each agenda will clearly specify what policies will be discussed at the meeting. The principal teacher will present the findings of the feedback from parents, children, staff and Board of Management members. The policy will be discussed and revisions made until agreement is reached. Following this meeting, the principal will make the agreed revisions to the initial draft policy document. If the agreed revisions can be made in a timely fashion during the meeting, the policy will also be ratified at the meeting. If this is not possible, the principal will re-circulate the revised policy to Board members in advance of the next Board meeting at which the revised policy document will be discussed and ratified if consensus is reached.

Communication of Policy
As part of the agreed report to parents after the Board of Management meeting, all stakeholders will be informed that the policy was ratified by the Board. Parents/guardians, if appropriate, will be advised by text that the Board has ratified a new and/or revised policy document. The policy document will be uploaded to the school website under the section containing ratified policies.

Implementation of Policy
When a policy has been ratified by the Board, all stakeholders will be respectfully requested to adhere fully to correct and appropriate implementation of the policy.

Revision of School Policies
School policies will be revised using the procedures outlined above.

Communication
This policy is published in the School Policy section of the school website – www.presentationmullingar.ie .

Ratification
This policy was ratified at a meeting of the Board of Management on the 18th June 2013.