

DEVELOPMENT, IMPLEMENTATION AND REVIEWING OF POLICIES

The Development of Policy

Policies provide Blessed Perfect Academy with a framework within which to manage and govern the school. The development of policy commences with identifying a potential challenge or problem and provides a means to address the problem for the benefit of the school. Once a problem or potential problem has been identified a committee or reference group is established to analyse and investigate the best solution to the problem or challenge. Policy development needs to focus on the strategic direction, management and governance of the school. Once the reference team have satisfied the criteria for the development of the said policy they present it to the school management team for further discussion and communication to parents and learners.

The Implementation of Policy

Policy implementation can have multiple aims and purposes. Once the reverence team, tasked with policy development, have completed the process of writing-up the policy is disseminated to the schools' management team for further scrutiny and engagement. Policy implementation is about buy-in from the whole school community and is therefore presented at a parents meeting. In which the following aspects are tabled:

- Understanding of the rational for the policy
- To identify any critical differences between planned and actual implementation
- Identify any barriers that may hinder the implementation of policy
- Collecting information to support the interpretation of the policy
- How best to implement the policy
- To gauge parents' attitudes, knowledge, and awareness of the policy to be implemented
- Facilitate any barriers to policy implementation.

Once there is a general consensus to implement the policy, the policy is implemented at school level.

Evaluation of Policy Implementation

Schools are fluid institutions that require mitigation, revision and re-development of policies with the changing circumstances of the school.

Evaluation of the policy implementation is important in ensuring that schools are effective and efficient. The evaluation of the policy must have a purpose and specific focus. It is important to identify core components of the implementation and identify the challenges in auctioning the policy. The following steps in the evaluation of policy are important:

- Did the policy clearly identify the critical implementation steps?
- Was the policy implemented according to the policy requirements?
- Where their sufficient resources available to implement the policy?
- What are the key obstacles in implementing the policy?
- Measure the degree of implementation.

Potential Policy Implementation Evaluation Challenges and Solutions	
Rapid Pace of Policy	• Strive to develop the evaluation plan before implementation. • Identify potential indicators up front.
Challenges in finding an equivalent comparison group	• Identify differences within the school and parent community as it relates to policy implementation and mediate these to reach consensus.
Lack of clear responsibility	• The evaluation plan must prescribe specific roles and responsibilities • Create partners with parents who share the policy purpose and keep them accountable for their roles.

Review of Policies

The following table indicates the process of reviewing policies.

Policy	Designated Group	Frequency	Feedback Meeting
School Constitution	Directors/School Principal	Every 3 years	Directors meetings
Code of conduct of learners	School Principals	Every two years	Staff meeting
Emergency and evacuation procedures	School Principal & Safety Team	Annually	Staff meeting
Financial and Resource Management	Directors/Treasurer/Finance team	Annually	Directors meetings
General School Policy	School Principals	Every two years	Staff meetings
Learner Policy	School Principal/Admission Officer	Annually	Staff meeting
Policy on Data management	School Principal/Procurement officers	Every three years	Directors meetings
Policy on Excursions	School Principals/Educators	Annually	Staff meeting
Policy on recruitment	Directors/School Principals	Every five years	Directors meeting
Sports Policy	Sports Coordinator/Coaches	Annually	Staff meeting
School Safety Policy	School Principal/Safety committee	Annually	Staff meeting



The policy review process enables planning of school management and activities. The purpose of reviewing policies is to take an in depth look at existing administrative and management policies is to determine if a policy is still needed or if it should be combined with another administrative policy; to determine whether the purpose and goal of the policy is still being met; to determine if changes are required to improve the effectiveness or clarity of the policy and procedures; and to ensure that appropriate education, monitoring and ongoing review of the policy is occurring.

The review committee is responsible for developing appropriate communication strategies and implementation processes for new policy documents and major revisions of existing documents (e.g. an email to relevant stakeholders about the new or changed policy document, its implications, how it will be implemented, and who to contact for queries; or, for new and revised policy documents with substantial operational impacts or a staged implementation, development of a detailed communication strategy and implementation plan in consultation with relevant stakeholders). Should there be no contestation to the reviewed policy the policy is adopted and implemented.

This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____

