



Solid Foundations Primary School **Policy Guiding the development and implementation of Internal** **Policies (2021/1)**

1. Policy Design and Development

- 1.1. Original policy drafting is the responsibility of the principal of the school.
- 1.2. When staff, pupils or parents bring the necessity for creating a new policy to the attention of the principal, the principal meets with relevant stakeholders to gather pertinent information before drafting up a policy.
- 1.3. Draft policies will be presented to relevant stakeholders for comments. All comments are submitted to the principal before a predetermined date, set by the principal.
- 1.4. Comments are taken into consideration by the owner and principal. Policies are amended accordingly.

2. Policy reviewing and amending

- 2.1. Overall policy implementation and amendment is reviewed at least once annually.
- 2.2. Policy reviewing is undertaken by the principal, or any staff members delegated to assist in the task.
- 2.3. Policy amending may occur at any time but usually is done in December and after the annual parent survey results are analysed.
- 2.4. Policy implementation monitoring is done formally, or informally by the principal through direct observation.
- 2.5. The public/ parents have access to all relevant and updated school policies on the school website www.solidfoundationsprimary.com.

2.6. Teachers are given electronic copies of all updated school policies annually. They are requested to give their own feedback via email within one week after receiving these policies. Comments are taken into consideration and fed into the policy amendment cycle.

3. Policy implementation

3.1. Policy implementation is the joint responsibility of the management, members of staff and learners of the school.

3.2. In order for policy implementation to be effective, relevant policies are made available to all affected parties.

3.3. The principal will be assisted by the owner in assuming responsibility for policy implementation of all policies of a practical and operational nature e.g. health and safety policy. The principal will assume sole responsibility for the implementation of policies of an academic nature e.g. programme development, design and delivery.

3.4. Should it be found that certain policies are not being adhered to, the following steps are taken:

3.4.1. An inquiry is made to determine if the problem lies in the need for policy amendment or in lack of policy knowledge.

3.4.2. If it is found to be the former, policies are reviewed and revised.

3.4.3. If it is found to be the latter, the policy is made available again to interested parties and these parties confirm their understanding, acceptance and willingness to adhere to all the criteria mentioned.

3.4.4. Failure to comply with the above results in disciplinary action taken against the infringing parties.

4. Document control arrangements

4.1. Policies are kept in electronic format on the cloud.

4.2. Hard copies are printed for any interested parties who do not have access to the internet.