



Policy Review Policy

PYP
MYP
DP

Devised: September 2020

Next Revision: March 2021

Policy Review Process

Objective

To initiate a improvement to existing policy that aids learning and the upkeep of a safe environment for both students and staff.

Timings

Policy reviews are due every 2 years, at the start of the Academic Year, or as needed in conjunction with the School Improvement/Action Plan.

Conditions

All policy reviews must be aligned with the Mission and Vision of the school and permission from the WSP or Head of School must be sought prior to a review taking place. Reviews must include the following stakeholders:

- WSP
- Section Principals

And where applicable should include

- Academic Coordinators
- Subject Coordinators
- PLCs
- Parent Stakeholder Representatives
- Student Council Representatives

Process

1. A proposal for review should be made by the relevant department or in case of a 2 year review, by the WSP
2. An initial meeting for review should discuss the analysis of data relevant to the policy in question (surveys, evaluations, reports)
3. A draft of the changes suggested by the initial meeting should be presented to the relevant stakeholder groups with opportunities for feedback.
4. Final revisions of the policy should be documented and communicated to the school community via the Handbooks, Website, and/or Internal Policy Documents on the Shared Online Resource Library <https://drive.google.com/drive/folders/1pV-YYODEMKc74pSJVl8-HxdRpAk8eJqk?usp=sharing>

Policy	Stakeholder Creation/Review
Mission and Vision	All Stakeholders
Behaviour	SLT / Teacher
Library	SLT / Librarian
ICT	SLT / ICT
Support Unit	Coordinators / SU
Language	SLT/ Coordinators
Inclusion	SLT / Coordinator
Curriculum	SLT / Coordinator
Academic Honesty	SLT / Teacher
Admissions	SLT / PLO
Staff to Child Behaviour	WSP
Online Teaching Procedures	SLT / Coordinator

Abbreviations

WSP – Whole School Principal

SLT – Senior Leadership Team

SU – Support Unit

PLO – Parent Liaison Office

PLC - Professional Learning Community