



## Monitoring and Evaluating School Policies

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**2011-12**

All staff are encouraged to assess the effectiveness of current policies and to suggest amendments and/or new policy needs via Department/Committee Meetings.

During on-going review, the following aspects are examined in order to measure success:

- Is the policy effective? (i.e. does the procedure work?)
- Is the policy specific to Hollygirt's needs?
- Is the policy compatible with the wider aims of the school?
- Does the policy embrace all appropriate aspects of procedure?

The need for amendment to existing policies and/or development of new policies stems from this review.

In addition, all whole school policies are reviewed annually by the Headmistress and, where appropriate, other senior staff using the following procedure:

### **Existing Policies**

- Appropriate staff, committees and other interested parties are consulted.
- Amendments to the original policy are made as appropriate and the new version circulated to all staff (and others as necessary).
- The new version replaces the previous.

### **New Policies**

- The Headmistress (or a member of staff delegated by the Headmistress) produces a draft policy after consultation with other staff, Trustees and/or other bodies as appropriate.
- The draft is amended after discussion with an appropriate number of relevant staff.
- The final version is added to the hard copy situated in both the Junior and Senior School Staff Rooms. All policies are also available to access on the school's computer network at T: Policies.

*Updated July 2008  
Unchanged July 2010*