Unit 302: Schools as organisations

**Learning outcome 5- Understand the purpose of school policies and**

**procedures**

**302.5.1** Explain why schools have policies and procedures.

* For what reasons do schools have policies and procedures?
* What is the purpose of these policies and procedures and what are the benefits to schools?
* What kind of protection do they give and to who?
* Give details of the kind of problems that could be encountered if there are no policies or procedures or inconsistencies within them and their implementation. Illustrate your arguments with examples from your own or hypothetical experience.
* How would you find out about the policy or procedure and where would you find information on it?

**302.5.2** Summarise the policies and procedures schools may have relating to:

**a) staff**

**b) pupil welfare**

**c) teaching and learning**

**d) equality, diversity and inclusion**

**e) parental engagement**

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| **Policy** | **Considerations in my practice** | **Responsibilities and legal implications** |
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**302.5.3** Evaluate how school policies and procedures may be developed and communicated.

* What do schools need to do with regard to the policies and procedures they have in place?
* How are they developed and who takes responsibility in developing them?
* How are the policies and procedures communicated?
* What policies do you think are important for you to be aware of in your role and for what reasons?
* Detail your experiences of being informed of policies and procedures in your school? What methods have been the most informative for you in order to carry out your support role?
* Describe any improvements you could make in the development and communication of policies and procedures especially to do specifically with situations regarding your work?
* Can you present an example of how you followed a policy or procedure in your present role.
* If you have worked in a different school have you experienced a different method of following a procedure or are they all similar?