

COLLEGE POLICIES PROCEDURE

Last Review:	October 2020
Next Review:	October 2023

Introduction

The College aims to be an educational community which gives expression to the core values of Mary Ward - freedom, justice, sincerity, truth, joy, excellence and internationality.

Loreto College has the highest expectations of personal, academic and professional excellence. This document sets out the College's policy and guidance on the procedures it will follow in creating, amending and storing policies and procedures. In doing so, the college will be mindful of its core values and of its duty of care to all its staff and students and will endeavour to act at all times with justice, compassion and respect for the dignity and worth of all those involved in the process.

Guidance

- All college policies and procedures are located in S:\College Policies\
- All policies will be saved as a word document for ease of reviewing and then as a PDF. The PDF will be the document that intranet and internet links will root to.
- When documentation is due for review, the author will save the document as a PDF, but keep the same title for the document so that it will copy and replace the original.
- All policies/procedures should be named without spaces (use underscore “_” instead) – this makes publication on myLoreto etc much simpler
- All policies in S:\College Policies\ will be visible on myLoreto to staff
 - Not all policies are immediately available to the public on the web site, nor to students.
 - In order for a policy to appear on the public web site a request must be made to the Director of College Services and Assistant Principal: Curriculum and Marketing
 - Selected policies in S:\College Policies\ are visible on students' myLoreto pages – in order for a policy to be made visible to students, a request must be made to the Director of College Services and Deputy Principal: Student Services and Admission who will liaise with the Development team if the request is approved.
- Most policies will be reviewed at least every two or three years, although some will require annual reviews to respond to new legislation or guidelines. Review dates will be stated at the top of each document.
- Policies must be approved by the Governors
- Procedures must be approved by a member of SMT