

**Rationale**

Carefully developed and well-constituted policy statements provide a framework for decision making and guidelines for the effective operation of the system. By giving final approval to all Board Policies, Governors ensure that decisions reflect Board values and are implemented consistently.

It is the intent of this policy to set out a process of policy development/review which will provide for thoroughness and consistency in approach, formulation and format.

**Policy**

It shall be within the powers of the Board of Governors by unanimous decision to modify the policies of Stichting AFNORTH International School as may be necessary. Should any matter arise, which is not covered by the policies, the Board of Governors shall instruct the International Director to develop a new policy in accordance with the guidelines outlines in Policy 1020.

**Definitions**

1. **Policy**  
Policy is a set of organizational statements, values and perspectives, adopted by AFNORTH International School Board of Governors, to direct a course of action.
2. **Procedures**  
Procedures prescribe specific courses of action necessary to support AFNORTH International School policies. Procedures follow the policies approved by the Board of Governors and may be modified by the Director in consultation with the National Heads and/or the Business Team.
3. **Practice**  
Practices are actions that guide the handling of routine situations. Practices flow from policies and procedures and are not normally codified.
4. **Model For Policy Development**  
The five stages to policy development include: identification of policy issues; consultation with appropriate stake holders, development of draft policy and approval; implementation; review.
  - 4.1 **Step One – Identification of Policy Issues**  
The identification of the need for a new school policy, or the review or revision of an existing policy, may be initiated by the Governors or stake holders by contacting the International Director.
  - 4.2 **Step Two - Consultation**

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## GOVERNANCE

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### Policy Development and Review Policy

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The International Director in consultation with the appropriate stake holders considers all proposals.

4.3 Step Three – Development and Approval of Draft Policy

Draft policies are developed by the Directorate in consultation with stake holders for presentation to the Board of Governors. The draft policy along with an overview report is submitted to the Board of Governors for discussion and final approval. If adopted, the policy becomes official.

4.4 Step Four – Implementation

The policy is coded, cross referenced, and included in the policy manual.

4.4.1 Procedures flow out of the implementation stage of policy development.

Changed procedures are given to the Board of Governors as information items.

Stake holders are notified of the new or revised policy and procedures.

The policy is implemented within the school.

4.5 Step Five – Review

The Directorate shall annually review the status of current policies.

#### Review

This policy will be reviewed in accordance with Policy 1020 Policy Development and Review

Cross Reference

Date Approved  
8 November 2011

Legal Reference  
Foundation Statutes 1967 Article 2, BOG 1968, 1969, 1995, 1996, 1997, 2008, 2009