



# COMMUNICATION PROCEDURES AND SCHEDULE



## **Rationale:**

The policies of the school guide and describe the main processes, functions and operations of the school. The development and review of policies is part of an agreed process to ensure that key stakeholders are part of the consultation and review process.

## **Aims:**

To ensure that Communication Procedures and Schedule document frames, and accurately reflects, the school operations, directions, and goals and meets all legislative, compliance, child safe and duty of care requirements.

## **Implementation:**

- The policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- The process of considering school policies will be managed by the principal and will be a continuous cycle, and will use a transparent and consultative process.
- New policies will be modified as necessary.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period
- When developing a new policy, the principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate committee/s, to staff members, to parents, to students before ratification by School Council.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A database of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained.
- When reviewing an existing school policy as per the three-year review cycle, the principal will consult with staff and the appropriate Committee/s, and to School Council for ratification.
- Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents through the school newsletter and website.
- Staff will be given opportunity to provide input into the policy development or review process.
- The focus of all school policies must remain the needs of students and school operations. : [Duty of Care Policy](#) and [Child Safe Policy](#)
- Any concerns relating to the structure of the school should be directed to the principal or School Council president.
- Relevant policies will also be loaded onto the intranet and school website for community observation and comment

Key Links : [DET School policy Advisory Guide - Duty of Care](#) and [Child Safe Portal](#)

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
<a href="#">Excursion, Incursion and Camping Policies &amp; procedures</a>	<ul style="list-style-type: none"> <li>Brief in 1st Professional Learning (PL) days</li> <li>Website</li> <li>All policies are emailed to staff and School Councillors after they've been ratified</li> </ul>		<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	Policy last ratified 2018
<a href="#">Onsite Supervision Duty of Care Policy</a>	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Website</li> <li>All policies are emailed to staff and School Councillors after they've been ratified</li> </ul>		<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	Policy last ratified 2017 Policy last ratified 2018
<a href="#">Student Engagement &amp; Wellbeing</a>  <a href="#">Attendance Policy</a>  <a href="#">Mandatory Reporting Policy</a>	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Student engagement workshops – staff meetings, training</li> <li>Restorative Practices Training</li> <li>Website</li> <li>All policies are emailed to staff and School Councillors after they've been ratified</li> </ul>	<ul style="list-style-type: none"> <li>SRC</li> <li>Class circle time</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> <li>Letters home re attendance</li> <li>Information Guide (in enrolment pack)</li> <li>Parent Information evenings</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	Policy last ratified 2018  Policy last ratified 2016  Policy last ratified 2019

Ratified by School Council Feb 2019

<a href="#">Acceptable Use of Technology Policy</a>	<ul style="list-style-type: none"> <li>• Brief in 1st PL days</li> <li>• E-learning sessions</li> <li>• Leadership meetings</li> <li>• Website</li> <li>• All policies are emailed to staff and School Councillors after they've been ratified</li> </ul>	<ul style="list-style-type: none"> <li>• Class circle time</li> <li>• eLearning sessions</li> <li>• Assemblies</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Enrolment Pack</li> <li>• Given out at start of each year</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Policy last ratified 2017
<a href="#">Anaphylaxis Policy</a>	<ul style="list-style-type: none"> <li>• Induction for staff and CRTs</li> <li>• If students require preventative measures, volunteers to be notified of students with medical condition that relates to allergy and the potential of anaphylactic reaction and their role in responding to an anaphylactic reaction by a student in their care.</li> <li>• Website</li> <li>• Updates will be called for annually during registration each year</li> <li>• Twice Yearly mandated training program</li> <li>• Classroom discussion re food handling issues</li> </ul>	<ul style="list-style-type: none"> <li>• Students to keep their epipens at school office and also one in their bags if they are a bus traveller</li> <li>• Assembly</li> <li>• To be involved in class discussion about their condition/ necessary precautions if they wish</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Enrolment Information</li> <li>• Principal or Office Staff to meet with parents at book collection day at the start of the year to update individual plans</li> <li>• Updates will be called for annually at the book collection day</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Last ratified 2018

	<ul style="list-style-type: none"> <li>• Response to Anaphylactic reactions in school</li> <li>• All policies are emailed to staff and School Councillors after they've been ratified</li> </ul>				
<a href="#">First Aid Policy</a> <a href="#">First Aid Procedures</a>	<ul style="list-style-type: none"> <li>• Staff Induction</li> <li>• Website</li> <li>• Meeting at start of year to review each policy &amp; provide medical details of students.</li> <li>• Update first aid qualifications, CPR qualifications &amp; asthma procedures</li> <li>• OH&amp;S and Evacuation Planning cycle as per the Emergency Management Booklet in each classroom</li> <li>• All policies are emailed to staff and School Councillors after they've been ratified</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom meetings</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Information Guide (in enrolment pack)</li> <li>• Parents sent medical information &amp; asthma plans to update at start of each year</li> <li>• Reminders posted regularly in the school newsletter (once per term) asking parents for updates</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Ratified 2017 Ratified 2015
<a href="#">Bullying &amp; Harassment Policy</a>	<ul style="list-style-type: none"> <li>• Staff induction</li> <li>• Website</li> <li>• Staff implement student safety survey in Term 1 and Term 3</li> </ul>	<ul style="list-style-type: none"> <li>• Circle Time</li> <li>• Assemblies</li> <li>• Enrolment pack</li> <li>• Peer Mediation Program</li> <li>• Student Welfare</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Information Guide (in enrolment pack)</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Last ratified 2017

Ratified by School Council Feb 2019

		Officer			
<a href="#">Home Learning Policy</a>	<ul style="list-style-type: none"> <li>• Curriculum Committee overview</li> <li>• Website</li> <li>• All policies are emailed to staff and School Councillors after they've been ratified</li> </ul>	<ul style="list-style-type: none"> <li>• Class meetings</li> <li>• Enrolment pack</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> <li>• Information evenings</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Policy last ratified 2017
<a href="#">Parent Payment Policy</a>	<ul style="list-style-type: none"> <li>• Website</li> <li>• All policies are emailed to staff and School Councillors after they've been ratified</li> </ul>		<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Policy last ratified 2017
<a href="#">Critical Incident Recovery Policy &amp; Plan</a>  Emergency Management Plan	<ul style="list-style-type: none"> <li>• Website</li> <li>• Review of policy and procedures in 1<sup>st</sup> 3 days of school</li> <li>• Evacuation Drill/Lockdown – twice per year</li> <li>• All policies are emailed to staff and School Councillors after they've been ratified</li> </ul>	<ul style="list-style-type: none"> <li>• Evacuation drills</li> <li>• Class meetings to discuss process</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Ratified 2018  2018 Updated annually
<a href="#">Uniform Policy</a>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Staff meetings/briefings</li> <li>• All policies are emailed to staff and School Councillors after they've been ratified</li> </ul>	<ul style="list-style-type: none"> <li>• Circle Time</li> <li>• Assemblies</li> <li>• Enrolment pack</li> <li>• SRC meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> <li>• Information evening</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Policy ratified 2016

Ratified by School Council Feb 2019

<a href="#">Sunsmart Policy</a>	<ul style="list-style-type: none"> <li>• Website</li> <li>• All policies are emailed to staff and School Councillors after they've been ratified</li> </ul>	<ul style="list-style-type: none"> <li>• Circle time</li> <li>• Enrolment pack</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Policy ratified 2017
<a href="#">Child Safe Policies</a>	<ul style="list-style-type: none"> <li>• Brief in 1st Professional Learning (PL) days</li> <li>• Website</li> <li>• School Council agenda</li> <li>• Staff meeting agenda</li> <li>• All policies are emailed to staff and School Councillors after they've been ratified</li> </ul>	<ul style="list-style-type: none"> <li>• Protective Behaviours</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteer inductions annually</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Policies ratified 2019
<a href="#">Annual Report</a>	<ul style="list-style-type: none"> <li>• School Newsletter</li> <li>• Website</li> <li>• Email</li> <li>• Google drive</li> <li>• All policies are emailed to staff and School Councillors after they've been ratified</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies</li> </ul>	<ul style="list-style-type: none"> <li>• School Newsletter</li> <li>• School Website</li> </ul>	<ul style="list-style-type: none"> <li>• Department portal</li> <li>• School newsletter</li> <li>• School website</li> </ul>	2017

