



COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY

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 CSC policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance 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 added and modified to reflect the growth and evolution of the new school and new programs.
- 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 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.
- 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.
- 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

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Child Safe & related policies	<ul style="list-style-type: none"> • New staff induction program • Staff information booklet • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • Student planner • Assemblies • Programs run by school nurse & counsellor 	<ul style="list-style-type: none"> • School council briefings • All policies mentioned in the newsletter and available on request • School website 	<ul style="list-style-type: none"> • School website 	2019
Annual Report, AIP	<ul style="list-style-type: none"> • Staff meetings • PLC meetings 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • School council • All policies mentioned in the newsletter and available on request • School website 	<ul style="list-style-type: none"> • School website • Annual general meeting 	2019
Excursion, Incursion and Camping Policies & procedures	<ul style="list-style-type: none"> • New staff induction program • Staff information booklet • Policy manual • Intranet • School website 		<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website 	<ul style="list-style-type: none"> • School website 	2019
Yard Duty / Supervision Policy Duty of Care Policy	<ul style="list-style-type: none"> • New staff induction program • Staff information booklet • Policy manual • Intranet • School website 		<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website 	<ul style="list-style-type: none"> • School website 	2019
Student Engagement, Wellbeing & Inclusion Policy	<ul style="list-style-type: none"> • New staff induction program • All staff supplied 		<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request 	<ul style="list-style-type: none"> • School website 	November each year (part of annual Wellbeing Review)

Mandatory Reporting Policy	<ul style="list-style-type: none"> with a copy of the policy • Policy manual • Intranet • School website • Restorative Practices Training for all staff 		<ul style="list-style-type: none"> • School website • Newsletter 		
Computer & Internet Usage Policy	<ul style="list-style-type: none"> • New staff induction program • All staff supplied with a copy of the policy • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • Student planner 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website 	<ul style="list-style-type: none"> • School website 	2019
Anaphylaxis Policy	<ul style="list-style-type: none"> • Policy manual • Intranet • Website • Annual mandated training program 	<ul style="list-style-type: none"> • Individual meetings with students and parents of anaphylactic children • Classroom discussion re food handling issues 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Enrolment Information • Individual parent meetings with anaphylactic children 	<ul style="list-style-type: none"> • School website 	2019
First Aid Policy (incl. Medication and Asthma)	<ul style="list-style-type: none"> • Policy manual • Intranet • Website • Update first aid qualifications, CPR qualifications & asthma procedures 	<ul style="list-style-type: none"> • Enrolment pack • Asthma plans 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Parents sent medical information & asthma plans to 	<ul style="list-style-type: none"> • School website 	2019

			update at start of each year		
Harassment Policy	<ul style="list-style-type: none"> • New staff induction program • All staff supplied with a copy of the policy • Policy manual • Intranet • School website • Restorative Practices Training program for all staff 	<ul style="list-style-type: none"> • Student planner • Assemblies • Enrolment pack • Programs run by school nurse & counsellor 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website 	<ul style="list-style-type: none"> • School website 	November each year (part of annual Wellbeing Review)
Homework Policy	<ul style="list-style-type: none"> • Policy manual • Intranet • School website • Reviewed in KLA meetings at start of each year • Curriculum Committee overview 	<ul style="list-style-type: none"> • Student Planner 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Parent Information Night 	<ul style="list-style-type: none"> • School website 	Start of each year
Emergency Management & Critical Incident Policies	<ul style="list-style-type: none"> • New staff induction program • All staff supplied with a copy of the policy • Policy manual • Intranet • School website • Evacuation Drill/Lockdown – twice per year 	<ul style="list-style-type: none"> • Evacuation drills 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website 	<ul style="list-style-type: none"> • School website 	November each year (or after a critical incident)
Uniform Policy	<ul style="list-style-type: none"> • All staff supplied with a copy • Policy manual 	<ul style="list-style-type: none"> • Student Planner • Home Group meetings 	<ul style="list-style-type: none"> • Enrolment Pack • All policies mentioned in the 	<ul style="list-style-type: none"> • School website 	2019

	<ul style="list-style-type: none"> • Intranet • Website • Staff meetings/briefings 	<ul style="list-style-type: none"> • Assemblies 	<ul style="list-style-type: none"> newsletter and available on request • School website • Information Night 		
Sunsmart Policy	<ul style="list-style-type: none"> • Policy manual • Intranet • Website 	<ul style="list-style-type: none"> • Student Planner 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website 	<ul style="list-style-type: none"> • School website 	2019
Staff Leave Policy	<ul style="list-style-type: none"> • Staff information booklet • Policy manual • Intranet • Staff meetings • Local Agreement implementation 				Annually
Professional Learning Policy	<ul style="list-style-type: none"> • Staff information booklet • Policy manual • Intranet • Staff meetings • Local Agreement implementation 				
Raising Concerns and Complaints Policy for staff	<ul style="list-style-type: none"> • Staff information booklet • Policy manual • Intranet • Staff meetings 				Annually
Raising Concerns and Complaints Policy for parents	<ul style="list-style-type: none"> • Staff information booklet • Policy manual • Intranet • Website 		<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website 	<ul style="list-style-type: none"> • School website 	Annually

Date Implemented	
Author	
Approved By	
Approval Authority (Signature & Date)	
Date Reviewed	

Responsible for Review	Assistant Principal
Review Date	March 2015
References	DET School policy Advisory Gude - Duty of Care

Updated term 2, 2019

Last ratified by School Council: 26/4/19

Review date: 2023