

## COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY

### Policy Statement

To ensure that Croydon Hills Primary School policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

### 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.

### Implementation

- 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 school programs and DET initiatives.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period
- When developing a new policy, or reviewing an existing 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 and 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.
- 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.  
***Reference the Schools Policy Advisory Guide***
- Any concerns relating to the structure of the school should be directed to the principal or School Council president.
- Relevant policies will also be placed on the intranet and school website for community observation and comment as per Table 1.

Policy	Table 1: Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Excursion, Incursion and Camping	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff handbook</li> <li>Policy manual</li> <li>Intranet</li> </ul>		<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>Level newsletter</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	2017 Excursions & Incursions 2016 Camps VRQA/Annually
Duty of Care  Visitor's To School  Working with Children	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Intranet</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>	2017 VRQA
Student Engagement & Inclusion  Child Protection	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff handbook</li> <li>Intranet</li> <li>staff meetings</li> <li>Restorative Practices Training</li> </ul>	<ul style="list-style-type: none"> <li>student welfare services</li> <li>JSC</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>Information Night</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	VRQA/Annually
Computer & Internet Usage	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff handbook</li> <li>Intranet</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment pack</li> <li>ICT Student Leaders</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>Level newsletter</li> <li>Enrolment Pack</li> <li>Information Night</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	VRQA
Anaphylaxis	<ul style="list-style-type: none"> <li>Staff handbook</li> <li>Intranet</li> <li>Meeting at start of each semester to review anaphylactic children</li> <li>Twice yearly mandated training program</li> </ul>	<ul style="list-style-type: none"> <li>Individual meetings with students and parents of anaphylactic children</li> <li>Classroom discussion re food handling issues</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>Parent Information Night</li> <li>Enrolment Information</li> <li>Individual parent meetings with anaphylactic children</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	VRQA/Annually
First Aid (incl. Medication and Asthma)	<ul style="list-style-type: none"> <li>Staff handbook</li> <li>Intranet</li> <li>Meeting at start of year to review &amp; provide medical details of students.</li> <li>Update first aid qualifications,</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment pack</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>Parent Information Night</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	Asthma Medications VRQA/Annually

	<ul style="list-style-type: none"> <li>CPR qualifications &amp; asthma procedures</li> <li>Staff briefings</li> <li>OH&amp;S and Evacuation Planning cycle.</li> </ul>		<ul style="list-style-type: none"> <li>Parents sent medical information &amp; asthma plans to update at start of each year</li> </ul>		
Anti-Bullying (rename to Bullying and Harassment)	<ul style="list-style-type: none"> <li>Staff handbook</li> <li>Intranet</li> <li>Review of policy and procedures in 1<sup>st</sup> 3 days of school</li> <li>Student Welfare Coordinator</li> <li>Restorative Practices Training program</li> </ul>	<ul style="list-style-type: none"> <li>Circles</li> <li>Assemblies</li> <li>Enrolment pack</li> <li>Restorative Practices</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>Parent Information Night</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	VRQA 2016
Homework	<ul style="list-style-type: none"> <li>Staff handbook</li> <li>Intranet</li> <li>Reviewed at start of each year</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment pack</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment Pack</li> <li>School newsletter</li> <li>Level newsletter</li> <li>School website</li> <li>Parent Information Night</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	2017
Emergency Management & Critical Management Policies	<ul style="list-style-type: none"> <li>Staff handbook</li> <li>Intranet</li> <li>Review of policy and procedures</li> <li>Drills</li> </ul>	<ul style="list-style-type: none"> <li>Lockdown drills</li> <li>Evacuation drills</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	VRQA/Annually (or after a critical incident)
Uniform Policy	<ul style="list-style-type: none"> <li>Staff handbook</li> <li>Intranet</li> <li>Staff meetings/briefings</li> </ul>	<ul style="list-style-type: none"> <li>Classroom</li> <li>Assemblies</li> <li>JSC meetings</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment Pack</li> <li>School newsletter</li> <li>School website</li> <li>Information Night</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	2016
Staff Leave Policy	<ul style="list-style-type: none"> <li>Staff handbook</li> <li>Intranet</li> </ul>		<ul style="list-style-type: none"> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	2016
Privacy Policy					2017
Raising Concerns and Complaints Policy	<ul style="list-style-type: none"> <li>Staff handbook</li> <li>Intranet</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> <li>School Newsletter</li> </ul>	2016

## References

DET Schools Policy Advisory Guide

## Review

Ongoing as part of the school's cyclic process