



COMMUNICATION OF SCHOOL POLICIES AND PROCEDURES

This policy has been developed by members of School Council.

Date written:	Mar 2015	Date reviewed:	2015
School Council Ratified:	Nov 2015	Next review:	2018

PURPOSE

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.

POLICY STATEMENT

To ensure that Rosanna Primary School 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 school and 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, staff members, parents or 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 data base 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 present 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 school newsletter, TIOBIZ App, Facebook and on the school website.
- Staff will be given opportunity to provide input into the policy development or review process.
- Relevant policies will be uploaded onto the school website for community observation and comment during the formation/review process for a two week period for consultation.
- Policies Ratified by School Council will be uploaded onto the School Website for community access.

RESPONSIBILITIES and Schedule

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Camps and Excursions Policy Incursions Policy	Brief in annual staff start up process Staff Handbook School Website User/public drives on school network		All policies mentioned in the newsletter and available on request. School website	School website	Three yearly
Yard Duty / Supervision Policy Duty of Care Policy	Brief in annual staff start up process Staff Handbook School Website User/public drives on school network		All policies mentioned in the newsletter and available on request. School website	School website	Three yearly
Student Engagement and Inclusion Policy (including student welfare & Student Management) Mandatory Reporting Policy	Brief in annual staff start up process School Website User/public drives on school network	Restorative practices, and values programs. Communication with students in relation to student welfare as required.	All policies mentioned in the newsletter and available on request. School website	School website	Three yearly Annual minor review of pertinent sections
ICT Acceptable Use Policy	Brief in annual staff start up process School Website User/public drives on school network	Students required to read/hear and sign acceptable use agreement.	All policies mentioned in the newsletter and available on request. School website	School website	Annually

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Anaphylaxis Policy	Staff manual Policy manual Brief in annual staff start up process School Website Twice yearly mandated training program. Individual meetings with students and parents of anaphylactic children (new students or when plans change) User/public drives on school network	Classroom discussion re food handling issues and individual class members prevention strategies General allergy awareness and food sharing guidelines	All policies mentioned in the newsletter and available on request. School website Individual parent meetings with anaphylactic children.	School website	Three yearly or as the need for information arises. As Individual Management Plans change.
First Aid Policy Distribution of Medication Policy (including Asthma)	Staff manual Policy manual Meeting at start of year to review each policy & provide medical details of students. Update first aid qualifications, CPR qualifications & asthma procedures OH&S and Evacuation Planning cycle. User/public drives on school network	Enrolment pack	All policies mentioned in the newsletter are available on request. School website. Parent Information Night. Newsletter. Parents send medical information & individual plans to update at start of each year.	School website	Three yearly or as the need for information arises. As Individual Management Plans change.
Anti-Bullying and Anti-Harassment Policy	Brief in annual staff start up process School Website User/public drives on school network	Restorative Practices program	All policies mentioned in the newsletter and available on request. School website	School website	Annually
Emergency Management & Critical Incident Policies	Staff Handbook Review of policy and procedures in 1 st 3 days of school Evacuation Drill/Lockdown: twice per year	Evacuation drills Staff consultation after each drill.	School website	School website	Annually as part of compliance process (or after a critical incident).
Uniform Policy	School Website Copy in classroom organisation folders. User/public drives on school network	Teachers to highlight relevant parts of policy for students through class discussion.	Enrolment Pack School newsletter School website Information Night	School website	Three yearly
Sun smart Policy	School Website Copy in classroom organisation folders User/public drives on school network	Teachers to highlight relevant parts of policy for students through class discussion.	School newsletter School website	School website	Three yearly

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Staff Leave Policy Privacy Policy Professional Learning Policy	Local Agreement implementation User/public drives on school network		School website Consultative Committee to communicate with and to staff.	School website	Three yearly
Concerns, Complaints and Compliments	Staff manual Policy manual User/public drives on school network Parents can email teachers as required		Enrolment Pack School newsletter School website	School website School Newsletter	Three yearly

EVALUATION AND REVIEW

The Rosanna Primary School Communication Policy will be reviewed as per School Council Policy.

School Council will evaluate its relevance in line with DET guidelines and community expectations as represented by parent members on School Council.

REFERENCES

EduSAFE

<https://www.eduweb.vic.gov.au/EduSafe/login.aspx?ReturnUrl=%2fedusafe%2fDefault.aspx&cks=1>

RELATED DOCUMENTS

Policy review schedule

Policy

All policies

This document can be found at:
USER:/Policies/Ratified Policies