



# Communication Procedures and Schedule Policy

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## 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 Whittlesea 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 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 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.
- 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.

### **Evaluation**

This policy will be reviewed as part of the school's three-year review cycle.

Policy ratified by school council in...

November 2016

# Communication Procedures & Schedule for members of the school community

<b>Policy</b>	<b>Staff</b>	<b>Students</b>	<b>Parents</b>	<b>Community</b>	<b>Review Date</b>
School Philosophy policy	<ul style="list-style-type: none"> <li>• Brief in first 2 PL days</li> <li>• Staff Manual</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>• School website</li> </ul>	School website	October 2019
Curriculum Framework policy	<ul style="list-style-type: none"> <li>• Brief in first 2 PL days</li> <li>• Staff Manual</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>• School website</li> </ul>	School website	October 2019
Visitors policy Volunteers policy	<ul style="list-style-type: none"> <li>• Brief in first 2 PL days</li> <li>• Staff Manual</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>• School website</li> <li>• Parent information night</li> </ul>	School website	October 2019
Working with Children Check policy	<ul style="list-style-type: none"> <li>• Brief in first 2 PL days</li> <li>• Staff Manual</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>• School website</li> <li>• Parent information night</li> </ul>	School website	October 2019
Excursion, Incursion and Camps policy	<ul style="list-style-type: none"> <li>• Brief in first 2 PL days</li> <li>• Staff Manual</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>• School website</li> </ul>	School website	October 2019
Yard duty Supervision & Duty of Care policy	<ul style="list-style-type: none"> <li>• Brief in first 2 PL days</li> <li>• Staff manual</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>• School website</li> </ul>	School website	October 2019

<b>Policy</b>	<b>Staff</b>	<b>Students</b>	<b>Parents</b>	<b>Community</b>	<b>Review Date</b>
<p>Early Leavers Policy</p> <p>Student Engagement &amp; Wellbeing Policy</p> <p>Child Protection Reporting Policy</p>	<ul style="list-style-type: none"> <li>• Brief in first 2 PL days</li> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Student engagement workshops – staff forums</li> <li>• Restorative practices training</li> </ul>	<ul style="list-style-type: none"> <li>• Class meetings</li> <li>• SRC</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>• Parent information night</li> </ul>	<p>School website</p>	<p>November 2016</p> <p>October 2019</p> <p>October 2019</p>
Information, Communication and Technologies Policy	<ul style="list-style-type: none"> <li>• Brief in first 2 PL days</li> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• E-learning meeting at start of each year</li> <li>• PD sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment pack</li> <li>• Class meetings</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>• School newsletter</li> </ul>	<p>School website</p>	<p>May 2019</p>
Anaphylaxis Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Meeting at start of each semester to review policy and anaphylactic children</li> <li>• Twice yearly mandated training</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 pack</li> <li>• School newsletter</li> <li>• Individual parent meetings with anaphylactic children</li> </ul>	<p>School website</p>	<p>June 2019</p>
Head lice Policy	<ul style="list-style-type: none"> <li>• Brief in first 2 PL days</li> <li>• Staff Manual</li> <li>• Policy Manual</li> <li>• Intranet</li> </ul>	<ul style="list-style-type: none"> <li>• Class meetings</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> <li>• School newsletter</li> </ul>	<p>School website</p>	<p>November 2016</p>

<b>Policy</b>	<b>Staff</b>	<b>Students</b>	<b>Parents</b>	<b>Community</b>	<b>Review Date</b>
First Aid Policy [incl Medication & Asthma]	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Record of Student medical conditions and management [Year level split folders]</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</li> <li>• Register of staff trained in First Aid [located in Office]</li> <li>• Accidents and Incidents register [located in Wellbeing Centre]</li> </ul>	Enrolment pack	<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>• Parent information night</li> <li>• Parents sent medical information &amp; asthma plans to update at start of each year</li> </ul>	School website	June 2019
Bullying & Harassment Policy [as per Student Engagement and Wellbeing policy]	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Review of policy and procedures in first 2 days of school</li> <li>• Wellbeing LT review of dealing with issues of harassment</li> <li>• Restorative practices training program</li> </ul>	<ul style="list-style-type: none"> <li>• Class meetings</li> <li>• Assemblies</li> <li>• Enrolment pack</li> <li>• Buddies program</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>• Parent information night</li> <li>• School newsletter</li> </ul>	School website	October 2019

<b>Policy</b>	<b>Staff</b>	<b>Students</b>	<b>Parents</b>	<b>Community</b>	<b>Review Date</b>
Emergency Management Plan [DISPLAN] & Critical Incident Management Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Review of policy and procedures in first 2 days of school</li> <li>• Evacuation drill/lockdown –1 per term</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• School newsletter</li> </ul>	School website	November 2016
Fundraising Policy	<ul style="list-style-type: none"> <li>• Staff Manual</li> <li>• Policy Manual</li> <li>• Intranet</li> </ul>	School Council	<ul style="list-style-type: none"> <li>• School website</li> <li>• School newsletter</li> </ul>	School website	November 2016
Student Leadership policy	<ul style="list-style-type: none"> <li>• Staff Manual</li> <li>• Policy Manual</li> <li>• Intranet</li> </ul>	<ul style="list-style-type: none"> <li>• Class meetings</li> <li>• Assemblies</li> <li>• SRC</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> <li>• School newsletter</li> </ul>	School website	November 2016