



COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULES 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.

Purpose

To ensure that APS 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 four-year basis is to be maintained.
- When reviewing an existing school policy as per the four-year review cycle, the Principal will consult with staff and the appropriate Committee/s, and table this 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. Refer to *Abbotsford Primary School's Supervision and Duty of Care Policy, 2016*.
- 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 school management system and school website for community observation and comment.

Evaluation

This policy was ratified by School Council in September 2016.

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

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Excursions and Incursions Policy Homework Policy	<ul style="list-style-type: none"> Brief in 1st PL day Staff Management Folder 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 	June 2016
Supervision and Duty of Care Policy Child Safety Code of Conduct Statement of Commitment to Child Safety Teaching and Learning Policy School Philosophy Policy	<ul style="list-style-type: none"> Brief in 1st PL day Staff Management Folder 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 	September 2016
Student Engagement & Inclusion Policy Child Protection Reporting Policy and Procedures External Providers Policy Visitors and Volunteers Policy	<ul style="list-style-type: none"> Brief in 1st PL day Staff Management Folder Website Staff Forums 	<ul style="list-style-type: none"> School engagement, attendance and student welfare services 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Information Guide (in enrolment pack) 	<ul style="list-style-type: none"> School website 	September 2016

			<ul style="list-style-type: none"> • Parent Information Night 		
ICT Acceptable Use Agreement	<ul style="list-style-type: none"> • Brief in 1st PL day • Staff Management Folder • Website • E-learning meeting at start of each year • PD sessions 	<ul style="list-style-type: none"> • Enrolment pack • Students sign acceptable use agreement • Classroom teachers reference periodically 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Enrolment Pack 	<ul style="list-style-type: none"> • School website 	December 2016
Anaphylaxis Policy	<ul style="list-style-type: none"> • Staff Management Folder • Website • Meeting at start of each semester to review policy and anaphylactic children • Twice Yearly mandated training program 	<ul style="list-style-type: none"> • Individual meetings with students and parents of anaphylactic children 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Prep Transition Information Session • Newsletter • Individual parent meetings with anaphylactic children 	<ul style="list-style-type: none"> • School website 	September 2016
First Aid Policy (incl. Medication and Asthma)	<ul style="list-style-type: none"> • Staff Management Folder • Website 	<ul style="list-style-type: none"> • Enrolment pack 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter 	<ul style="list-style-type: none"> • School Website 	September 2016

<p>Administration of Medication Policy Asthma Policy Arrangements for Ill students Policy</p>	<ul style="list-style-type: none"> • Meeting at start of year to review each policy & provide medical details of students. • Update first aid qualifications, CPR qualifications & asthma procedures 		<p>and available on request</p> <ul style="list-style-type: none"> • School website • Information Guide (in enrolment pack) • Parent Information Night • Parents sent medical information & asthma plans to update at start of each year 		
<p>Occupational Health and Safety Policy</p>	<ul style="list-style-type: none"> • OH&S and Evacuation Planning cycle. • Review of policy and procedures in 1st day of school • Website 		<ul style="list-style-type: none"> • Website 	<ul style="list-style-type: none"> • Website 	<p>September 2016</p>
<p>Bullying and Harassment Policy</p>	<ul style="list-style-type: none"> • Staff Management Folder • Website • Review of policy and procedures in 1st day of school 	<ul style="list-style-type: none"> • Circle Time • Assemblies • Enrolment pack • Peer Support opportunities 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) 	<ul style="list-style-type: none"> • School website 	<p>September 2016</p>

			<ul style="list-style-type: none"> • Parent Information Night 		
Emergency Management & Critical Incident Policies Accidents and Incidents Reporting policy	<ul style="list-style-type: none"> • Staff Management Folder • Website • Review of policy and procedures in 1st day of school • Evacuation Drill/Lockdown – twice per year 	<ul style="list-style-type: none"> • Evacuation drills 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	September 2016–annually as part of compliance process (or after a critical incident)
Community Use of Facilities Resources Policy	<ul style="list-style-type: none"> • Staff Management Folder • Website • Staff meetings 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	September 2016
Staff Leave Policy Privacy Policy (in development) Working With Children Check Policy	<ul style="list-style-type: none"> • Staff Management Folder • Website • Staff meetings 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	September 2016