



# COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULES POLICY

## Basic Belief

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.

## Goal

To ensure that Berwick Lodge Primary School Council's policies frame and accurately reflect the school operations, directions and goals and meet all legislative, compliance and duty of care requirements.

## Guidelines

- 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 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 the school newsletter and Facebook.
- 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 Sentral and the 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
Camps Policy Excursions & School Based Activities Policy	Brief in annual staff start up meeting Staff Handbook School Website		All policies mentioned in the newsletter and available on request. School Website Sentral	School Website	Three yearly
Onsite Supervision Policy Duty of Care Policy	Brief in annual staff start up meeting Staff Handbook School Website		All policies mentioned in the newsletter and available on request. School Website Sentral	School Website	Three yearly
Student Engagement and Inclusion Policy Student Wellbeing Policy Child Safety Policy Mandatory Reporting Policy Student Absence Policy	Brief in annual staff start up meeting Staff Handbook School Website	Communication with students in relation to student welfare as required	All policies mentioned in the newsletter and available on request. School Website Sentral	School Website	Three yearly
Internet Policy Digital Technologies Policy Acceptable Use Agreement Student Image & Work Publication Form Online Privacy Consent	Brief in annual staff start up meeting Staff Handbook School Website	Students required to understand & sign Acceptable Use Agreement	All policies mentioned in the newsletter and available on request. School Website Sentral Parents to give consent as required for Image & Work Publication and Online Privacy Consent	School Website	Three yearly Annually
Anaphylaxis Management Policy	Brief in annual staff start up meeting Staff Handbook School Website Twice yearly mandated training program	Classroom discussion re: food handling issues and general allergy awareness	All policies mentioned in the newsletter and available on request. School Website Sentral	School Website	Three yearly or as needed if information arises

			Individual parent meetings as required		
First Aid – Student Health Policy First Aid – Care Arrangements for Ill Students Policy Medication Policy Asthma Policy Health Needs Policy Head Lice Management Policy	Brief in annual staff start up meeting Staff Handbook School Website Update first aid qualifications, CPR qualifications and asthma procedures		All policies mentioned in the newsletter and available on request. School Website Sentral	School Website	Three yearly or as needed if information arises
Anti Bullying Guidelines Student Code of Conduct School Community Code of Conduct Policy	Brief in annual staff start up meeting School Website Yearly briefing from Wellbeing AP	Students required to understand and sign Student Code of Conduct	Sentral School Website Parents required to understand and sign School Community Code of Conduct	School Website	Annually Three yearly
Emergency Management and Critical Incident Policy	Brief in annual staff start up meeting Staff Handbook School Website Evacuation Drill/Lockdown – twice per year	Evacuation drills and classroom discussion after each drill	School Website	School Website	Annually as part of compliance process (or after a critical incident)
Sunsmart Policy	Brief in annual staff start up meeting Staff Handbook School Website	Teachers to highlight relevant parts of the policy	All policies mentioned in the newsletter and available on request. School Website Sentral	School Website	Three yearly
Learning and Teaching Policy Additional Assistance Policy Assessment and Reporting Policy	Staff Handbook School Website		School Website	School Website	Three yearly
Visitors Policy Working with Children’s Check Policy	Brief in annual staff start up meeting Staff Handbook School Website		All policies mentioned in the newsletter and available on request. School Website Sentral	School Website	Three yearly
Complaints and Concerns Policy	Brief in annual staff start up meeting Staff Handbook School Website		All policies mentioned in the newsletter and available on request. School Website Sentral	School Website	Three yearly

## **Responsibility for Implementation**

The Management Sub-Committee will be responsible for implementation and continuous monitoring of the policy.

## **Date Passed by School Council**

The Communication of School Policies, Procedures and Schedule Policy was passed by School Council on 16<sup>th</sup> May 2022.

## **Proposed Date of Review**

The Management Sub- Committee will be responsible for coordinating and planning the review of the Communication of School Policies, Procedures and Schedule Policy, under the auspices of School Council. The review period will be three years from the policy being passed by School Council.