**GLEN HUNTLY PRIMARY SCHOOL**

**NO. 3703**

**COMMUNICATION of SCHOOL POLICIES, PROCEDURES and SCHEDULE 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.

**Aims:**

To ensure that Glen Huntly Primary School’s 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 Assistant Principal, 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 programs and 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, the Assistant Principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy will be circulated for comment to the appropriate committee/s and to staff members, 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 on a one to three year basis is to be maintained.
* When reviewing an existing school policy as per the review cycle, the Assistant Principal will consult with staff and the appropriate Committee/s (Curriculum and Policy), and to School Council for ratification.
* Changes as a result of policy developments and / or reviews will be widely advised to the school community
* 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 school’s Supervision and Duty of Care Policy***
* 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

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| **Policy** | **Communication Procedures and schedule for members of the school community** | | | | |
| **Staff** | **Students** | **Parents** | **General Community** | **Policy Review Date** |
| Excursion, Incursion and Outdoor Education Policy | * Intranet | * Policy implementation throughout year | * Mentioned in the newsletter as relevant and available on request * School website | * School website | December 2017 |
| Staff Information Manual detailing Yard Duty / Supervision requirements/Duty of Care | * Brief in 1st PL at the start of year, Curriculum days * Intranet |  | * Mentioned in the newsletter as relevant and available on request |  | January 2017 |
| Child Protection Reporting Policy and Procedures | * Brief staff in 1st PL at the start of year, Curriculum days * Intranet |  | * Mentioned in the newsletter as relevant and available on request |  | June 2018 |
| Student Engagement & Inclusion Policy | * Brief staff in 1st PL days at the start of the year * Student Wellbeing meetings * Intranet * Student engagement workshops – staff meetings * Restorative Practices Training and program implementation | * (School engagement, attendance and student welfare services) * Student Council | * Mentioned in the newsletter as relevant and available on request * School website | * School website | July 2016 |
| Computer & Internet Usage Policy | * Intranet * E-learning meetings and professional learning sessions | * Enrolment pack * Sent home at the beginning of each year | * Mentioned in the newsletter as relevant and available on request * School website * Enrolment Pack | * School website | February 2017 (reviewed/updated yearly) |
| Anaphylaxis Policy | * Intranet * Meeting at start of each year /semester/on enrolment of anaphylactic children * Twice Yearly mandated training program * Medical Alerts/Illness register * CRT information manual | * Individual meetings with students and parents of anaphylactic children * Classroom discussion re food handling issues | * Mentioned in the newsletter as relevant and available on request * School website * Required Enrolment Information * Individual parent meetings with anaphylactic children | * School website | August 2017 |
| Student Health and First Aid Policy (incl. Medication and Asthma) | * Intranet * Meeting at start of year to review medical details of students * Update first aid qualifications, CPR qualifications & asthma procedures * Teacher briefings * OH&S and Evacuation Planning cycle * Medical Alerts/Illness register * CRT information manual |  | * Mentioned in the newsletter as relevant and available on request * School website * Parent Information Night * Parents must provide medical information & anaphylaxis and asthma plans at enrolment and must to update information communication at start of each year, or as conditions change | * School website | June 2017 |
| Staff Conduct and Wellbeing Policy | * Staff Information manual * Intranet * Leadership Team f dealing with issues of staff conduct * CRT information manual |  | * Mentioned in the newsletter as relevant and available on request |  | October 2016 |
| Home Learning Policy | * Intranet * I&D Curriculum Committee meeting * Sub-school meetings | * Sent home annually at the start of each year | * School newsletter * School website * Parent Information Night * Term Parent Newsletters | * School website | December 2016 |
| Emergency Management & Critical Incident Policies and Plan | * Intranet * Evacuation Drill/Lockdown – four times per year | * Evacuation drills | * School website | * School website | November 2016 (or after a critical incident) |
| Dress Code/Uniform Policy | * Intranet * Staff meetings/briefings | * Circle Time * Assemblies * Enrolment pack * Student Council meetings | * Enrolment Pack * School newsletter * School website * Information Nights | * School website | August 2017 |
| SunSmart Policy | * Intranet | * Circle Time * Assemblies | * Mentioned in the newsletter as relevant and available on request * School website | * School website | April 2019 |
| Staff Leave Policy | * Intranet * Staff meetings * Local Agreement implementation * Leadership meetings/meetings with Principal |  |  |  | October 2017 |
| Professional Learning Policy | * Intranet * Staff meetings * Leadership meetings * I&D meetings |  | * School newsletter * School website | * School website * School Newsletter | December 2017 |
| Parent Grievance Policy | * Intranet * Leadership meetings |  | * School newsletter * School website | * School website * School Newsletter | August 2016 |