Caulfield South Primary School
C.S.P.S. **Policy # 5.1** **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.

Aim:

To ensure that Caulfield South 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. ***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 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
Excursion, Incursion and Camping Policies & procedures	• Brief in 1st Professional Learning (PL) days • Staff Handbook • Staff server- Staff Management Folder-Policies		• Relevant policies mentioned in the newsletter and available on request • School website	• School website	August 2019

Yard Duty / Supervision Policy Duty of Care Policy	• Brief in 1st PL days • Staff manual • VIT Code of Conduct • Yard Duty roster		• Orientation Handbook	• Orientation Handbook on school website	August 2019
Student Engagement & Inclusion Policy Mandatory Reporting Policy	• Brief in 1st PL days • Staff manual • Policy manual • Student engagement workshops – staff meetings • Restorative Practices Training	• JSC • Mentor group meetings	• Relevant policies mentioned in the newsletter and available on request • School website • Orientation Book (in enrolment pack) • Parent Information Night • Newsletter	• School website	August 2019

Information and Communications Technology Policy	• Brief in 1st PL day • E-learning mtg at start of each year •	• Enrolment pack • Mentor Group meetings • eLearning C'tee • Assemblies	• Relevant policies mentioned in the newsletter and available on request • School website • Enrolment Pack	• School website	December 2016 (reviewed/updated yearly)
First Aid Policy- includes Anaphylaxis Asthma Medication Policy Administration of Medicines	• Meeting at start of year to review each policy & provide medical details of students. • Update first aid qualifications, CPR qualifications & asthma procedures • Mentor group teacher briefings • OH&S and • Twice Yearly mandated training program • Evacuation	• Pastoral Care meetings with parents of anaphylactic children • Classroom discussion re food handling issues • Peer Support Leaders meetings • Enrolment pack	• Relevant policies mentioned in the newsletter and available on request • School website • Parent Information Night • Enrolment Information • Newsletter • Pastoral Care meetings • Parents sent medical information & asthma plans to	• School website	2019 unless DET updates

			update at start of each year		
Safe and Respectful Schools (Anti-bullying & Harassment) Policy	• Policy manual • Review of policy and procedures in Term 1 • Wellbeing Team review of dealing with issues of harassment • Restorative Practices Training program	• Mentor Group sessions • Circle Time • Assemblies • Enrolment pack • Peace Maker Program	• Relevant policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) • Parent Information Night	• School website	December 2014 (part of annual Wellbeing Review)

Homework Policy	• Policy manual • Policy Committee	• Enrolment pack	• Enrolment Pack • School newsletter • School website • Parent Information Night	• School website	September 2016
Emergency Management & Critical Incident Policies	• Policy manual • Review of policy and procedures in 1st 3 days of school • Evacuation Drill/Lockdown – twice per year	• Staff meetings • Evacuation drills	• School website	• School website	August 2016 – annually as part of compliance process (or after a critical incident)
School Uniform and Dress Code Policy	• Staff Server • Policy manual • Staff meetings/briefings	• Circle Time • Assemblies • Enrolment pack • JSC meetings	• Enrolment Pack • School newsletter • School website • Information Night	• School website	May 2019
Staff Leave Policy School Privacy Policy Professional Development Policy	• Policy manual • Staff meetings • PLAT meetings • Local Agreement implementation		• School website	• School website	July 2017

Raising Concerns and Complaints Policy (In development)			• Enrolment Pack • School newsletter • School website	• School website • School Newsletter	

❖ **All policies can be found on the Staff server- Staff Management folder- Policies**
Reference:

DET School policy Advisory Guide - Duty of Care

Evaluation: This policy will be reviewed in 3 years.

Ratified by School Council: 31.8.16