



YEA PRIMARY SCHOOL

Communication Procedures and Schedules Policy

REGISTRATION REQUIREMENT 4.1 A) v & 4.2

RATIONALE

The policies of the school guide and describe the main processes, functions and operations of the school. The development and review of policies should therefore have an agreed process so that various stakeholders are part of the consultation and review process.

AIMS

- To ensure that AHS policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.
- To have the best school policies in place to best guide the operations and directions of the school.

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
- All policies will use the school policy layout
- When developing a new policy, the Principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy will then be circulated for comment to the appropriate committee/s, to all staff members, to parents via the website, back to the leadership team and finally to the School Council for ratification, preferably within a term
- Policies will be developed taking into account DEECD 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 all 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 staff and parents.
- All staff will have opportunities to provide input into any policy development or review process.
- The focus of all school policies must consider the needs of students, staff and school operations.
- Any concerns relating to the structure of the school must be directed to the Principal or School Council President.
- Relevant policies will also be loaded onto the school website for community observation.



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Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Excursions and Camps Policies & procedures	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy manual Intranet 		<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 	2017
Yard Duty Policy Supervision and Duty of Care Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy manual Intranet 		<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 	2017
Student Engagement & Inclusion Policy Child Protection Reporting Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy manual Intranet Student engagement workshops – staff meetings Restorative Practices Training 	<ul style="list-style-type: none"> Student diary (School engagement, attendance and student welfare services) SRC Mentor group meetings 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Information Guide (in enrolment pack) Parent Information Night Our HS Newsletter 	<ul style="list-style-type: none"> School website 	2017(annual)
Internet Usage Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy manual Intranet E-learning mtg at start of each year Wednesday PD sessions 	<ul style="list-style-type: none"> Student diary Enrolment pack Mentor Group meetings ICT Student Leaders Assemblies 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Enrolment Pack Our HS newsletter 	<ul style="list-style-type: none"> School website 	2017 (annual)



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Anaphylaxis Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • 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 • Classroom discussion re food handling issues • Peer Support Leaders meetings 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Parent Information Night • Enrolment Information • Our HS Newsletter • Individual parent meetings with anaphylactic children 	<ul style="list-style-type: none"> • School website 	2017 (annual)
First Aid Policy (incl. Medication and Asthma)	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • 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 	<ul style="list-style-type: none"> • Enrolment pack 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) • Parent Information Night • Our HS Newsletter • Parents sent medical information & asthma plans to update at start of each year 	<ul style="list-style-type: none"> • School website 	2017(annual)



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	<ul style="list-style-type: none"> • OH&S and Evacuation Planning cycle. 				
Bullying and Harassment Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Review of policy and procedures in 1st 3 days of school • Wellbeing Team review of dealing with issues of harassment • Restorative Practices Training program 	<ul style="list-style-type: none"> • Student Diary • Mentor Group sessions • Circle Time • Assemblies • Enrolment pack • Peer Support Program 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) • Parent Information Night • Our HS Newsletter 	<ul style="list-style-type: none"> • School website 	2017
Homework Home Learning Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Reviewed in Domain meetings at start of each year • Curriculum Committee overview 	<ul style="list-style-type: none"> • Student Diary • Mentor group • Enrolment pack 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website • Parent Information Night 	<ul style="list-style-type: none"> • School website 	2017
	<ul style="list-style-type: none"> • 				
Emergency Management including Emergency Bushfire Guidelines	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet 	<ul style="list-style-type: none"> • Mentor group sessions • Evacuation drills 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	2017 (annual or after a critical incident)



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	<ul style="list-style-type: none"> Review of policy and procedures in 1st 3 days of school Evacuation Drill/Lockdown – twice per year 				
Uniform Policy	<ul style="list-style-type: none"> Staff Manual Policy manual Intranet Staff meetings/briefings 	<ul style="list-style-type: none"> Student Diary Mentor Group sessions Circle Time Assemblies Enrolment pack SRC meetings 	<ul style="list-style-type: none"> Enrolment Pack School newsletter School website Information Night 	<ul style="list-style-type: none"> School website 	2017 – (council annual review)
Sunsmart Policy	<ul style="list-style-type: none"> Staff manual Policy manual Intranet Review of policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> Student Diary Mentor Group Enrolment pack 	<ul style="list-style-type: none"> Enrolment Pack School newsletter School website 	<ul style="list-style-type: none"> School website 	2017(annual)
Leave without pay and long service leave Policy	<ul style="list-style-type: none"> Staff manual Policy manual Intranet Staff meetings LAC meetings Local Agreement implementation 		<ul style="list-style-type: none"> School website 	<ul style="list-style-type: none"> School website 	2017
Privacy Policy					
Staff Professional Development statement Policy					
Managing Complaints and Grievances Policy	<ul style="list-style-type: none"> Staff manual Policy manual 		<ul style="list-style-type: none"> Enrolment Pack School newsletter 	<ul style="list-style-type: none"> School website School Newsletter 	April 2014



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	• Intranet		• School website		
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EVALUATION

This Policy is to be reviewed as part of the school's annual review cycle.

Date Implemented	19/6/2017
Author	F Joseph
Approved By	School Council
Approval Authority (Signature & Date)	19/6/2017
School Council President	Sign Amanda Jolly Date
Principle	Sign Deborah George Date
Date Reviewed	19/6/2017
Responsible for Review	D George
Review Date	2018 Annual
References	DET School policy Advisory Guide - Duty of Care