

George Street Primary School

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 George Street 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 implementation 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, including the requirements of the VRQA guidelines.
- 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 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 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 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

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	<ul style="list-style-type: none"> Brief 1st days back Policy manual Excursion /Incursion folder 		<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 	March 2015
Yard Duty / Supervision Policy Duty of Care Policy	<ul style="list-style-type: none"> Brief in 1st meeting Staff Handbook Policy manual Intranet VRQA folder 	<ul style="list-style-type: none"> Time-table in classrooms 	<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 	March 2015
Student Engagement & Attendance Policy Student Welfare Policy Student Management Policy Mandatory Reporting Policy	<ul style="list-style-type: none"> Brief in 1st meeting Staff Handbook Policy manual Induction Book Student engagement workshops – staff meetings Restorative Practices Training 	<ul style="list-style-type: none"> Student diary (School engagement, attendance and student welfare services) SRC Home-Group 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Information Booklet (in enrolment pack) Parent Information Night 	<ul style="list-style-type: none"> School website 	June 2015 (part of annual Wellbeing Review)
Computer & Internet Usage Policy	<ul style="list-style-type: none"> Brief in 1st Term Staff Handbook Policy manual Intranet Induction Booklet 	<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 	July 2015 (reviewed/updated yearly)
Anaphylaxis Policy	<ul style="list-style-type: none"> Staff Handbook Policy manual Intranet Meeting at start of each semester to review policy and 	<ul style="list-style-type: none"> Individual meetings with students and parents of anaphylactic children Classroom 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Parent Information 	<ul style="list-style-type: none"> School website 	June 2015 (updated yearly)

	<p>anaphylactic children</p> <ul style="list-style-type: none"> • Twice Yearly mandated training program 	<p>discussion re food handling issues</p> <ul style="list-style-type: none"> • Peer Support Leaders meetings 	<p>Night</p> <ul style="list-style-type: none"> • Enrolment Information • Individual parent meetings with anaphylactic children 		
First Aid Policy (incl. Medication and Asthma)	<ul style="list-style-type: none"> • Staff Handbook • 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 • teacher briefings • OH&S and Evacuation Planning cycle. 	<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 • medical information & asthma plans to update at start of each year 	<ul style="list-style-type: none"> • School website 	July 2015
Homework Policy	<ul style="list-style-type: none"> • Intranet • Review of policy and procedures in 1st 3 days of school • Restorative Practices Training program 	<ul style="list-style-type: none"> • Student Diary • Circle Time • Assemblies • 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 • 	<ul style="list-style-type: none"> • School website 	July 2015 (part of annual Wellbeing Review)
Home Learning Policy (In development)	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Reviewed in Domain meetings at start of each year • Curriculum 	<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 	August 2015

	Committee overview				
Emergency Management & Critical Incident Policies	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Review of policy and procedures in 1st 3 days 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 	April 2015 – annually as part of compliance process (or after a critical incident)
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 • Assemblies 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website • Information Night 	<ul style="list-style-type: none"> • School website 	August 2015 – (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 	July 2015
Staff Leave Policy Privacy Policy Professional Learning Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Staff meetings • Local Agreement implementation 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	November 2015(annually)
Parent Complaints Policy (In development) Curriculum Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Staff manual • Intranet 		<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website • School newsletter • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	August 2015 August 2015
Visitors to School policy	<ul style="list-style-type: none"> • Staff Manual 		<ul style="list-style-type: none"> • School newsletter 	<ul style="list-style-type: none"> • School website 	August 2015

			<ul style="list-style-type: none">• School website		
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