

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 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 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 Staff Share-file 		<ul style="list-style-type: none"> All policies available on request School website Skoolbag app Notice board 	<ul style="list-style-type: none"> School website School folder 	December 2020
Child Safe policies /forms	<ul style="list-style-type: none"> Child Safe folder Website Induction booklet Staff share-file 	<ul style="list-style-type: none"> Student handbook Website Classroom discussions 	<ul style="list-style-type: none"> Student handbook Policies folder Website Skoolbag app /Newsletters Noticeboard 	<ul style="list-style-type: none"> Website Child-safe folder GSPS Noticeboard GSPS 	December 2019
Visitors policy	<ul style="list-style-type: none"> Policy folder Website Staff share-file induction 	<ul style="list-style-type: none"> website classroom discussions 	<ul style="list-style-type: none"> skoolbag app website Newsletters /Noticeboard 	<ul style="list-style-type: none"> Website GSPS policy folder 	22 February 2022
Volunteers policy	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Website Classroom discussions 	<ul style="list-style-type: none"> Website Newsletters Noticeboard Skoolbag app 	<ul style="list-style-type: none"> Website GSPS policy folder Discussion upon entry 	December 2020
Mandatory Reporting	<ul style="list-style-type: none"> Child Safe folder Website Induction booklet Staff share-file 	<ul style="list-style-type: none"> Classroom discussions Child Safe website 	<ul style="list-style-type: none"> School website Skoolbag app Notice board 	<ul style="list-style-type: none"> Website Childsafe folder GSPS Noticeboard 	November 2019
Supervision /Yard Duty Policy Duty of Care Policy	<ul style="list-style-type: none"> Staff Induction Staff Handbook Policy manual Staff-share-file Staff 1st Day Briefing 	<ul style="list-style-type: none"> Time-table in classrooms Website 	<ul style="list-style-type: none"> School website Skoolbag app Noticeboard of folder 	<ul style="list-style-type: none"> School website Folder GSPS 	November 2019 December 2020
Student Engagement & Attendance Policy Student Welfare Policy Student Management Policy	<ul style="list-style-type: none"> Staff Handbook Policy manual Induction Book meetings Restorative Practices Training 	<ul style="list-style-type: none"> Student diary (School engagement, attendance and student welfare services) SRC 	<ul style="list-style-type: none"> School website Information Booklet (in enrolment pack) Parent Information Night Skoolbag app Noticeboard 	<ul style="list-style-type: none"> School website Folder GSPS 	November 2018

		<ul style="list-style-type: none"> • Home-Group 			
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 	November 2018 (reviewed/updated yearly)
Anaphylaxis Policy	<ul style="list-style-type: none"> • Staff Handbook • Policy manual • Intranet • 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 	<ul style="list-style-type: none"> • School website • Parent Information Night • Enrolment Information • Individual parent meetings with anaphylactic children • Skoolbag app 	<ul style="list-style-type: none"> • School website 	August 2019
First Aid Policy (incl. Medication and Asthma) (Including caring for ill students)	<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 	26 /2 /2022
Homework Policy	<ul style="list-style-type: none"> • website • 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) 	<ul style="list-style-type: none"> • School website 	July 2018 (part of annual Wellbeing Review)

			<ul style="list-style-type: none"> • Parent Information Night • 		
Working with Children check	<ul style="list-style-type: none"> • Staff Induction • Policy manual • Skoolbag • Website 		<ul style="list-style-type: none"> • School newsletter • School website • Parent Information Night • Skoolbag 	<ul style="list-style-type: none"> • School website 	February 2020
Critical Incident Policies	<ul style="list-style-type: none"> • Staff manual • Policy manual • Review of policy and procedures in 1st 3 days of school • Evacuation Drill/Lockdown – once per term 	<ul style="list-style-type: none"> • Evacuation drills 	<ul style="list-style-type: none"> • School website • Skoolbag • Noticeboard • Policy folder 	<ul style="list-style-type: none"> • School website 	December 2019 annually as part of compliance process (or after a critical incident)
Uniform Policy	<ul style="list-style-type: none"> • Staff Manual • Policy manual • 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 2021
Sunsmart Policy	<ul style="list-style-type: none"> • Policy manual • 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 	March 2022
Staff Leave Policy Privacy Policy Professional Learning Policy	<ul style="list-style-type: none"> • Policy manual • Intranet • Staff meetings • Local Agreement implementation 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	February 2020
Complaints Policy Curriculum Policy	<ul style="list-style-type: none"> • Policy manual • Staff share file • Website 		<ul style="list-style-type: none"> • Enrolment Pack • Website • Notice board 	<ul style="list-style-type: none"> • School website • School Newsletter 	September 2020
Cheque Signatory	<ul style="list-style-type: none"> • School Council • Policy manual • Share-file 		<ul style="list-style-type: none"> • Notice board • Policy folder • School council 	Policy folder	Feb 2020

Order Signatory	<ul style="list-style-type: none"> • School Council • Policy manual • Share-file 		<ul style="list-style-type: none"> • Notice board • Policy folder • School council 	Policy folder	Feb 2020
Purchasing Card	<ul style="list-style-type: none"> • School Council • Policy manual • Share-file 		<ul style="list-style-type: none"> • Notice board • Policy folder • School council 	Policy folder	Feb 2020
Internet banking	<ul style="list-style-type: none"> • School Council • Policy manual • Share-file 		<ul style="list-style-type: none"> • Notice board • Policy folder • School council 	Policy folder	Feb 2020
Eftpos policy	<ul style="list-style-type: none"> • School Council • Policy manual • Share-file 		<ul style="list-style-type: none"> • Notice board • Policy folder • School council 	Policy folder	Feb 2020
BPay	<ul style="list-style-type: none"> • School Council • Policy manual • Share-file 		<ul style="list-style-type: none"> • Notice board • Policy folder • School council 	Policy folder	Feb 2020
Child Safe checklist VIT /WWCC	<ul style="list-style-type: none"> • Sharefile • Policy manual • School Council 		<ul style="list-style-type: none"> • Policy folder • School Council • Noticeboard 	Policy folder	October 2019
OHS policy	<ul style="list-style-type: none"> • Sharefile • DET website • Policy folder 		<ul style="list-style-type: none"> • Policy folder • OHS noticeboard • DET website 	DET website Policy folder	January 2020
Attendance	<ul style="list-style-type: none"> • Sharefile • Policy manual • Website 	Data wall Class tracking website	<ul style="list-style-type: none"> • Website • Noticeboard • Skoolbag 	website	Dec 2020
Health Care Needs policy	<ul style="list-style-type: none"> • Website • Staff share file • Policy manual 	Discussions classroom	<ul style="list-style-type: none"> • Website • Policy folder • skoolbag 	website	February 2022
Communication to school community	<ul style="list-style-type: none"> • Newsletter • Facebook • Skoolbag • Website • Staff share-file • Induction • Meetings 		<ul style="list-style-type: none"> • Newsletter • Facebook • Skoolbag • Website • 	<ul style="list-style-type: none"> • Newsletter • Facebook • Skoolbag • Website 	1 x fortnight Rest as needed
Photographing, Filming & recording students	<ul style="list-style-type: none"> • Newsletter • Facebook • Skoolbag • Website 	<ul style="list-style-type: none"> • Discussions 	<ul style="list-style-type: none"> • Newsletter • Facebook • Skoolbag • Website 	<ul style="list-style-type: none"> • Website 	March 2020

	<ul style="list-style-type: none"> • Staff share-file • Induction • Meetings 		<ul style="list-style-type: none"> • 		
Assessment & Reporting	<ul style="list-style-type: none"> • Staff share-file • Induction • Meetings 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Office book • website 	<ul style="list-style-type: none"> • 	May 2021
Student Intervention Policy	<ul style="list-style-type: none"> • Staff share-file • Induction • Meetings 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Office book • Website 	<ul style="list-style-type: none"> • 	May 2021
Annual Report	<ul style="list-style-type: none"> • Staff share-file • website 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Website • School council • Office book 	<ul style="list-style-type: none"> • Website 	March 2020