



## 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 Baxter 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 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

Ratified: 19<sup>th</sup> September 2017

Review: September 2018

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Excursion, Incurion and Camping Policies & procedures	<ul style="list-style-type: none"> <li>Brief in staff meetings</li> <li>Staff manual</li> <li>Policy manual</li> <li>School Intranet</li> </ul>		<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	September 2018
Yard Duty / Supervision Policy Duty of Care Policy	<ul style="list-style-type: none"> <li>Brief in staff meetings</li> <li>Staff manual</li> <li>Policy manual</li> <li>Intranet</li> </ul>		<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	September 2020
Student Engagement & Attendance Policy Student Welfare Policy Student Management Policy  Mandatory Reporting Policy	<ul style="list-style-type: none"> <li>Brief in staff meetings</li> <li>Staff manual</li> <li>Policy manual</li> <li>Intranet</li> <li>Student engagement workshops – staff meetings</li> <li>DEECD Practices Training</li> </ul>	<ul style="list-style-type: none"> <li>School engagement, attendance and student welfare services)</li> <li>SRC</li> <li>Area group meetings</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> <li>Information Guide (in enrolment pack)</li> <li>Parent Information Night</li> <li>Our BPS Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	Part of annual Wellbeing Review
Computer & Internet Usage Policy	<ul style="list-style-type: none"> <li>Brief in staff meetings</li> <li>Staff manual</li> <li>Policy manual</li> <li>Intranet</li> <li>E-learning mtg at start of each year</li> <li>PD sessions</li> </ul>	<ul style="list-style-type: none"> <li>Student diary</li> <li>Enrolment pack</li> <li>Area Group meetings</li> <li>ICT Student agreement</li> <li>Assemblies</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> <li>Enrolment Pack</li> <li>Our newsletter</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	September 2018 (reviewed/updated yearly)

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Anaphylaxis Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Meeting at start of each semester to review policy and anaphylactic children</li> <li>• Twice Yearly mandated training program</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents of anaphylactic children</li> <li>• Classroom discussion re food handling issues</li> <li>• Peer Support Leaders meetings</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Our Newsletter</li> <li>• Individual parent meetings with anaphylactic children</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	September 2018 (updated yearly)
First Aid Policy (incl. Medication and Asthma)	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Meeting at start of year to review each policy &amp; provide medical details of students.</li> <li>• Update first aid qualifications, CPR qualifications &amp; asthma procedures</li> <li>• Mentor group teacher briefings</li> <li>• OH&amp;S and Evacuation Planning cycle.</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment pack</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Information Guide (in enrolment pack)</li> <li>• Parent Information Night</li> <li>• Our Newsletter</li> <li>• Parents sent medical information &amp; asthma plans to update at start of each year</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	September 2018

Ratified: 19<sup>th</sup> September 2017

Review: September 2018

Harassment Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Review of policy and procedures in 1<sup>st</sup> days of school</li> <li>• Wellbeing Team review of dealing with issues of harassment</li> <li>• DEECD Training program</li> </ul>	<ul style="list-style-type: none"> <li>• Student Diary</li> <li>• Mentor Group sessions</li> <li>• Assemblies</li> <li>• Enrolment pack</li> <li>• Peer Support Program</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Information Guide (in enrolment pack)</li> <li>• Parent Information Night</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	2018 annual Wellbeing Review
Home Work Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Reviewed in area meetings at start of each year</li> <li>• Curriculum Committee overview</li> </ul>	<ul style="list-style-type: none"> <li>• Student Diary</li> <li>• Mentor group</li> <li>• Enrolment pack</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> <li>• Parent Information Night</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	February 2017
CSEF Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	November 2017
Emergency Management & Critical Incident Policies	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Review of policy and procedures in 1<sup>st</sup> days of school</li> <li>• Evacuation Drill/Lockdown – twice per year</li> </ul>	<ul style="list-style-type: none"> <li>• Area or group sessions</li> <li>• Evacuation drills</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	November 2018 annually as part of compliance process (or after a critical incident)

Ratified: 19<sup>th</sup> September 2017

Review: September 2018

Uniform Policy	<ul style="list-style-type: none"> <li>• Staff Manual</li> <li>• Policy manual</li> <li>• School Intranet</li> <li>• Staff meetings/briefings</li> </ul>	<ul style="list-style-type: none"> <li>• Student Diary</li> <li>• Mentor Group sessions</li> <li>• Assemblies</li> <li>• Enrolment pack</li> <li>• SRC meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> <li>• Information Night</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	November 2017
Sunsmart Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Review of policy and procedures in 1<sup>st</sup> days of school</li> </ul>	<ul style="list-style-type: none"> <li>• Student Diary</li> <li>• Area Group</li> <li>• Enrolment pack</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	November 2017
Staff Leave Policy Privacy Policy Professional Learning Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Staff meetings</li> <li>• Consultative Committee meetings</li> <li>• Local Agreement implementation</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	November 2017
Raising Concerns and Complaints Policy (In development)	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> <li>• School Newsletter</li> </ul>	April 2018

<b>Date Implemented</b>	<b>July 2014</b>
<b>Responsible for Review</b>	<b>Principal</b>
<b>References</b>	<a href="#">DEECD School policy Advisory Guide - Duty of Care</a>

Ratified: 19<sup>th</sup> September 2017

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