COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY

**Purpose:**
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.

**Broad Guidelines:**
Roslyn Primary School aims to:
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.

**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 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.
- 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.

**Evaluation:**
This policy will be reviewed as part of the school’s three year plan.
<table>
<thead>
<tr>
<th>Policy</th>
<th>Communication Procedures and schedule for members of the school community</th>
<th>Staff</th>
<th>Students</th>
<th>Parents</th>
<th>General Community</th>
<th>Policy Review Date</th>
</tr>
</thead>
</table>
| Excursion, Camps Policies & procedures | • Brief in 1st PL days  
• Staff manual  
• Policy manual  
• Intranet | | | • All policies mentioned in the newsletter and available on request  
• School website | | July 2014 |
| Yard Duty / Supervision Duty of Care | • Brief in 1st PL days  
• Staff manual  
• Policy manual  
• Intranet | | | • All policies mentioned in the newsletter and available on request  
• School website | | March 2015 |
| Student Engagement Policy  
Student Welfare Policy  
Student Management Policy (A)  
Mandatory Reporting Policy  
Incursion Policy  
ESmart Policy | • Brief in 1st PL days  
• Staff manual  
• Policy manual  
• Intranet  
• Student engagement workshops – staff meetings  
• Restorative Practices Training | • Student diary (School engagement, attendance and student welfare services)  
• SRC  
• Mentor group meetings | • All policies mentioned in the newsletter and available on request  
• School website  
• Information Guide (in enrolment pack) | | November 2014 (part of annual Wellbeing Review) |
| Computer & Internet Usage Working with Children (A) | • Brief in 1st PL days  
• Staff manual  
• Policy manual  
• Intranet  
• E-learning mtg at start of each year  
• PD sessions | • Student diary  
• Enrolment pack  
• Mentor meetings  
• ICT Student Leaders Assemblies | • All policies mentioned in the newsletter and available on request  
• School website  
• Enrolment Pack  
• Our HS newsletter | | July 2014 (reviewed/updated yearly) |
| Anaphylaxis Policy (A) | • Staff manual  
• Policy manual  
• Intranet  
• Meeting at start of each semester to review policy and anaphylactic children  
• Twice Yearly mandated training program | • Individual meetings with students and parents of anaphylactic children to set up plan  
• Annually review plan or after a major episode  
• Classroom discussion re food handling issues  
• Peer Support Leaders meetings  
• Newsletter articles & reminder about food handling & nut free zone | • 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 | • School website  
September 2014 (updated yearly) |
| First Aid Policy (incl. Medication and Asthma) | • 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 | • Enrolment pack | • All policies mentioned in the newsletter and available on request  
• School website  
• Information Guide (in enrolment pack)  
• Parent Information Night  
• Parents sent medical information & asthma plans to update at start of each year | • School website  
March 2015 |
<table>
<thead>
<tr>
<th>Policy</th>
<th>Details</th>
<th>Date</th>
<th>Notes</th>
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| Harassment Policy             | • 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 | December 2014 (part of annual Wellbeing Review) |                                                                      |
| Emergency Management & Critical Incident Policies | • Staff manual  
• Policy manual  
• Intranet  
• Review of policy and procedures in 1st 3 days of school  
• Evacuation Drill/Lockdown – twice per year | March 2015 – annually as part of compliance process (or after a critical incident) |                                                                      |
| Uniform Policy (A)            | • Staff Manual  
• Policy manual  
• Intranet  
• Staff meetings/briefings | August 2014 – |                                                                      |
| Sunsmart Policy               | • Staff manual  
• Policy manual  
• Intranet  
• Review of policy and procedures in 1st 3 days of school | July 2014 |                                                                      |
<table>
<thead>
<tr>
<th>Staff Leave Policy</th>
<th>Staff Manual</th>
<th>Policy Manual</th>
<th>Intranet</th>
<th>Staff Meetings</th>
<th>LAC Meetings</th>
<th>Local Agreement Implementation</th>
<th>School Website</th>
<th>School Website</th>
<th>November 2014 (annually)</th>
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<tbody>
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<td>Privacy Policy</td>
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