

Policy WEL021 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 Chelsea Heights PS 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 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 (***WEL022 Supervision and 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 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
Excursion, Incursion and Camping Policies & procedures	<ul style="list-style-type: none"> Brief in 2 pupil-free days at start of school year Website Google Docs 		<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 	May 2016
Yard Duty / Supervision Policy Duty of Care Policy	<ul style="list-style-type: none"> Brief in 2 pupil-free days at start of school year Website Google Docs 		<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 	May 2016
Student Engagement & Inclusion Policy Mandatory Reporting Policy	<ul style="list-style-type: none"> Brief in 2 pupil-free days at start of school year Website Welfare Meetings Restorative Practices Training Google Docs 	<ul style="list-style-type: none"> Student diary School engagement, attendance and student welfare services officers (SSSOs) Student Support Group meetings Enrolment pack 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Parent Information Night Enrolment pack 	<ul style="list-style-type: none"> School website 	May 2016
Computer & Internet Usage Policy	<ul style="list-style-type: none"> Brief in 2 pupil-free days at start of school year Website Google Docs E-learning mtg at start of each year Tuesday PD sessions 	<ul style="list-style-type: none"> Student diary Student Support Group meetings ICT Student Leaders Assemblies 	<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 	May 2016

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Anaphylaxis Policy	<ul style="list-style-type: none"> Website Google Docs Meeting at start of each semester to review policy and anaphylactic children Welfare meeting 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 Information Guide (in enrolment pack) Individual parent meetings with anaphylactic children 	<ul style="list-style-type: none"> School website 	May 2016
First Aid Policy (incl. Medication and Asthma)	<ul style="list-style-type: none"> Website Google Docs 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 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) Foundation Parent Information Sessions Parents sent medical information & asthma plans to update at start of each year 	<ul style="list-style-type: none"> School website 	May 2016
Harassment Policy	<ul style="list-style-type: none"> Google Docs Website Review of policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> Student Diary Mentor Group sessions Circle Time Assemblies 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Parent Information Night 	<ul style="list-style-type: none"> School website 	May 2016

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	<ul style="list-style-type: none"> Wellbeing Team review of dealing with issues of harassment Restorative Practices Training program 	<ul style="list-style-type: none"> Peer Support Program 			
Homework Policy	<ul style="list-style-type: none"> Google Docs Website 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 	May 2016
Emergency Management & Critical Incident Policies	<ul style="list-style-type: none"> Website Google Docs Review of policy and procedures in 1st 3 days of school Evacuation Drill/Lockdown – twice per year 	<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 	May 2016
Uniform Policy	<ul style="list-style-type: none"> Google Docs Website 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 	May 2016

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Sunsmart Policy	<ul style="list-style-type: none"> • Website • Google Docs • 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 	May 2016
Staff Leave Policy Privacy Policy Professional Learning Policy	<ul style="list-style-type: none"> • Google Docs • Website • Staff meetings • Consultative Committee 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	May 2016
Raising Concerns and Complaints Policy	<ul style="list-style-type: none"> • Website • Google Docs 		<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website • Flowchart on classroom doors 	<ul style="list-style-type: none"> • School website 	May 2016

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