

<p>Dallas Brooks Community Primary School</p> <p>5546</p>	<p>POLICY COMMUNICATION PROCEDURES AND SCHEDULE</p>	
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Rationale:

The policies of the school guide and describe the main processes, functions and operations of the school. The development and review of policies should therefore have an agreed process so that various stakeholders are part of the consultation and review process.

Aims:

To have the best school policies in place to best guide the operations and directions of the school.

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.
- All policies will use the school policy layout including the following elements: School Name, policy name, rationale, aims, implementation, evaluation and cycle review time.
- When developing a new policy, the principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy will then be circulated for comment to the appropriate committee/s, to all staff members, to parents via the newsletter, back to the leadership team and finally to the School Council for ratification, preferably within a term.
- 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 all 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 staff and parents.
- All staff will have opportunities to provide input into any 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 must be directed to the principal or School Council president.
- Relevant policies will also be loaded onto the school website for community observation and comment
- The annual report is distributed and promoted throughout the school community. Further to this it will be placed on our school website and through social media channels (Flexibuzz etc).

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 1st PL days Staff manual Policy manual Staff info drive 		<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 	2020
Yard Duty / Supervision Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy manual Staff info drive 		<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 	2020
Student Engagement & Attendance Policy Student Welfare Policy Mandatory Reporting Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy manual Staff info drive Student engagement workshops – staff meetings 	<ul style="list-style-type: none"> Student planner (School engagement, attendance and student welfare services) 	<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 School Newsletter 	<ul style="list-style-type: none"> School website 	2019
Computer & Internet Usage Policy	<ul style="list-style-type: none"> Staff manual Policy manual Staff info drive E-learning mtg at start of each year 	<ul style="list-style-type: none"> Student planner Enrolment pack Pastoral care program 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Enrolment Pack School newsletter 	<ul style="list-style-type: none"> School website School Newsletter 	2020
Anaphylaxis Policy	<ul style="list-style-type: none"> Staff manual Policy manual Staff info drive Meeting at start of each semester to review policy and anaphylactic children 	<ul style="list-style-type: none"> Individual meetings with students and parents of anaphylactic children Classroom discussion in years P – 6 re food handling issues 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Parent Information Night Enrolment Information 	<ul style="list-style-type: none"> School website School Newsletter 	2019

			<ul style="list-style-type: none"> • School Newsletter • Individual parent meetings with anaphylactic children 		
<p>First Aid Policy Asthma Policy Medication Policy</p>	<ul style="list-style-type: none"> • Staff manual • Policy manual • Staff info drive • Meeting at start of year to review each policy & provide medical details of students. • Update first aid qualifications, CPR qualifications & asthma procedures 	<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 • School Newsletter • Parents sent medical information & asthma plans to update at start of each year 	<ul style="list-style-type: none"> • School website • School Newsletter 	2019
Harassment Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Staff info drive • Review of policy and procedures in 1st 3 days of school • Welfare Team review of dealing with issues of harassment 	<ul style="list-style-type: none"> • Student Planner • Pastoral Care sessions • 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 • School Newsletter 	<ul style="list-style-type: none"> • School website • School Newsletter 	2020
Headlice Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Staff info drive 		<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	2020
Home Learning Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Staff info drive • Reviewed in KLA /Unit meetings at start of each year 	<ul style="list-style-type: none"> • Student Planner • Pastoral Care sessions • 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 • School Newsletter 	2020
EMA Policy	<ul style="list-style-type: none"> • Policy manual 		<ul style="list-style-type: none"> • Enrolment Pack 	<ul style="list-style-type: none"> • School 	2020

	<ul style="list-style-type: none"> • Staff info drive 		<ul style="list-style-type: none"> • School newsletter • School website 	<ul style="list-style-type: none"> • website • School Newsletter 	
Emergency Management & Critical Incident Policies	<ul style="list-style-type: none"> • Staff manual • Policy manual • Staff info drive • Review of policy and procedures in 1st 3 days of school • Evacuation Drill – twice per year 	<ul style="list-style-type: none"> • Pastoral Care session • Evacuation drills 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	2019
Mobile Phone Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Staff info drive • Review of policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> • Student Planner • Pastoral Care sessions • Enrolment pack 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	2020
Sunsmart Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Staff info drive • Review of policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> • Student Planner • Pastoral Care sessions • Enrolment pack 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	2020
Staff Leave Policy Privacy Policy Professional Learning Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Staff info drive 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	2020
Raising Concerns and Complaints Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Staff info drive 		<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website • Parent brochure – “Communicating with your school” 	<ul style="list-style-type: none"> • School website • School Newsletter 	2020

REVIEW CYCLE AND EVALUATION

This policy was last updated 2018 and is scheduled for review in 2020