



## Communication

### 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 the communication of policies is carried out correctly and in a manner that complies with school, departmental and legal requirements to ensure that all members of our school community are made aware of the processes and protocols followed by the school.

### Implementation

- On enrolment all parents/carers will be made aware of how and where to access all school policies. The policies in relation to care, safety, welfare and discipline will be communicated to them by the Principal via the school website.
- At the beginning of each school year, the Principal will communicate to the school community via the newsletter, how to access school policies at the office or on the school website.
- Each student and parent/carer will be provided with a copy of the school's internet usage policy at the beginning of each year and agree to the terms of use of our ICT equipment.
- All student welfare policies will be communicated through the newsletter on a regular basis as well as on the school website and they will be reviewed on a three year cycle.
- All curriculum policies will be updated annually and be made available to parents on the school website.
- All other policies will be reviewed by School Council on a three year cycle.
- The Principal will ensure that the school community is made aware of any changes to school policy and will publish any relevant changes in the school newsletter as required.
- Parent input into policy development is encouraged and all members of the school community will be invited, through the newsletter, to join our Education conversation.

**Schedule of policy communication**

**APPENDIX A**

<b>Policy</b>	<b>Staff</b>	<b>Student</b>	<b>Parents</b>	<b>Community</b>
Anaphylaxis Policy	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Staff briefing</li> <li>• Mandated training annually</li> <li>• Stored on school drive</li> </ul>	<p>Individual meetings with students and parents of anaphylactic children</p> <p>Classroom discussion about food handling and food sharing</p>	<p>All policies mentioned in the newsletter and are available on request</p> <p>Individual parent contact with anaphylactic children on a regular basis</p>	School web site
Anti-bullying and anti-harassment policy	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Review of policy and procedures at the start of the year</li> <li>• Stored on school drive</li> </ul>		All policies mentioned in the newsletter and are available on request	School web site
Care arrangements for ill students	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Stored on school drive</li> </ul>		All policies mentioned in the newsletter and are available on request	School web site
Duty of care policy	<ul style="list-style-type: none"> <li>• Briefing during first curriculum days</li> <li>• Staff handbook</li> <li>• Stored on school drive</li> </ul>		All policies mentioned in the newsletter and are available on request	School web site
Emergency management and critical incident policies	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Stored on school drive</li> <li>• Evacuation drill/ lock down twice per year</li> </ul>	Evacuation drills	All policies mentioned in the newsletter and are available on request	School web site
Excursions, incursions and camping policies and procedures	<ul style="list-style-type: none"> <li>• Briefing during first curriculum days</li> <li>• Staff handbook</li> <li>• Stored on school drive</li> </ul>		All policies mentioned in the newsletter and are available on request	School web site

First Aid Policy	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Briefing during first curriculum days to discuss and provide updated medical details of students</li> <li>• Updated first aid qualifications and asthma procedures</li> <li>• Staff handbook</li> <li>• Stored on school drive</li> </ul>		<p>All policies mentioned in the newsletter and are available on request</p> <p>Individual parent contact with anaphylactic children on regular basis</p> <p>Parents send medical information and asthma plans annually</p>	School web site
ICT acceptable use policy	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Briefing during first curriculum days</li> <li>• Stored on school drive</li> </ul>	<p>Enrolment pack</p> <p>Assemblies</p>	All policies mentioned in the newsletter and are available on request	School web site
Mandatory Reporting Policy	<ul style="list-style-type: none"> <li>• Briefing during first curriculum days</li> <li>• Staff handbook</li> <li>• Stored on school drive</li> </ul>	Student leadership community	All policies mentioned in the newsletter and are available on request	School web site
Student engagement and wellbeing policy	<ul style="list-style-type: none"> <li>• Briefing during first curriculum days</li> <li>• Staff handbook</li> <li>• Stored on school drive</li> </ul>	Enrolment pack	All policies mentioned in the newsletter and are available on request	School web site
Student dress code	<ul style="list-style-type: none"> <li>• Briefing during first curriculum days</li> <li>• Staff handbook</li> <li>• Stored on school drive</li> </ul>	Enrolment pack	All policies mentioned in the newsletter and are available on request	School web site
Working with children checks policy	<ul style="list-style-type: none"> <li>• Briefing during first curriculum days</li> <li>• Staff handbook</li> </ul>		All policies mentioned in the newsletter and are available on request	School web site

	<ul style="list-style-type: none"> <li>• Stored on school drive</li> </ul>			
Uniform Policy	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Staff briefings</li> </ul>	Assemblies	All policies mentioned in the newsletter and available on request	School web site