



COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE

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 HPS 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 the 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 server and school website for community observation and comment

Key Links : <http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>

Policy	Communication procedures and schedule for members of the school community			
	Staff	Students	Parents	General Community
<i>Child Safety Policies Child Safety Child Safe Code of Conduct</i>	<ul style="list-style-type: none"> Start of Year Information Session School Server Key documents emailed to staff 	<ul style="list-style-type: none"> Classroom program based on Child Empowerment 	<ul style="list-style-type: none"> School Website Newsletter 	<ul style="list-style-type: none"> School Website
<i>Excursion, Incursion and Camping Policies & procedures</i>	<ul style="list-style-type: none"> Briefed in first two weeks of professional learning sessions School Server 		<ul style="list-style-type: none"> All policies (as reviewed or required) mentioned in the newsletter and available on request School website 	<ul style="list-style-type: none"> School website
<i>Yard Duty / Duty of Care Policy</i>	<ul style="list-style-type: none"> Briefed in first week of school School Server 		<ul style="list-style-type: none"> All policies (as reviewed or required) mentioned in the newsletter and available on request School website 	<ul style="list-style-type: none"> School website
<i>Student Engagement Policy (Attendance Policy)</i>	<ul style="list-style-type: none"> Briefed in first two weeks of professional learning sessions School Server Student engagement workshops – staff meetings Specific Training –Engagement & Wellbeing 	<ul style="list-style-type: none"> Week 1 of school as part of transition into new grade/year 	<ul style="list-style-type: none"> All policies (as reviewed or required) mentioned in the newsletter and available on request School website Parent Information Session Newsletter 	<ul style="list-style-type: none"> School website
<i>Mandatory Reporting Policy</i>	<ul style="list-style-type: none"> Briefed in first two weeks of professional learning sessions School Server Online module training 		<ul style="list-style-type: none"> All policies (as reviewed or required) mentioned in the newsletter and available on request School website 	<ul style="list-style-type: none"> School Website
<i>Inclusion Policy</i>	<ul style="list-style-type: none"> Briefed in March of each year School Server 		<ul style="list-style-type: none"> School Newsletter School website 	<ul style="list-style-type: none"> School Website
<i>Computer & Internet Usage Policy</i>	<ul style="list-style-type: none"> Briefed in first two weeks of professional learning sessions School Server 	<ul style="list-style-type: none"> Class discussions week 1 Assemblies 	<ul style="list-style-type: none"> All policies (as reviewed or required) mentioned in the newsletter and available on request School website Newsletter 	<ul style="list-style-type: none"> School website
<i>Anaphylaxis Policy</i>	<ul style="list-style-type: none"> School Server Meeting at start of each semester to review policy and anaphylactic children Complete mandated training program 	<ul style="list-style-type: none"> Individual meetings with students and parents of anaphylactic children Classroom discussion re food handling issues 	<ul style="list-style-type: none"> All policies (as reviewed or required) mentioned in the newsletter and available on request School website Parent Information Sessions Enrolment Information Individual parent meetings with anaphylactic children 	<ul style="list-style-type: none"> School website
<i>First Aid Policy (incl. Medication and Asthma)</i>	<ul style="list-style-type: none"> School Server 	<ul style="list-style-type: none"> Class discussions as required due to class needs 	<ul style="list-style-type: none"> All policies (as reviewed or required) mentioned in the newsletter and available on request 	<ul style="list-style-type: none"> School website

	<ul style="list-style-type: none"> • Meeting at start of year to provide medical details of students. • Update first aid qualifications, CPR qualifications & asthma procedures as required • OH&S and Evacuation Planning cycle. 		<ul style="list-style-type: none"> • School website • Parent Information Session • Parents sent medical information & asthma plans to update at start of each year 	
<i>Harassment Policy</i>	<ul style="list-style-type: none"> • School Server • Review of procedures in month of February • Wellbeing Team review dealing with issues of harassment • Restorative Practices Training program as required 	<ul style="list-style-type: none"> • Mentor Group sessions • Circle Time • Assemblies • Enrolment pack 	<ul style="list-style-type: none"> • All policies (as reviewed or required) mentioned in the newsletter and available on request • School website • Parent Information Session 	<ul style="list-style-type: none"> • School website
<i>Emergency Management Plan</i>	<ul style="list-style-type: none"> • Review procedures in the first week of term 1. • Review & update EMP in October of each year • School Server • Evacuation Drill-each term • Lockdown – twice per year 	<ul style="list-style-type: none"> • Evacuation drills 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website
<i>Uniform Policy</i>	<ul style="list-style-type: none"> • School Server • Staff meetings/briefings 	<ul style="list-style-type: none"> • Assemblies • Enrolment pack 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website • Transition Information Session 	<ul style="list-style-type: none"> • School website
<i>Sunsmart Policy</i>	<ul style="list-style-type: none"> • School Server • Review procedures in the first week of school 	<ul style="list-style-type: none"> • Mentor Group • Enrolment pack 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website 	<ul style="list-style-type: none"> • School website
<i>Staff Leave Policy</i> <i>Privacy Policy</i> <i>Professional Learning Policy</i>	<ul style="list-style-type: none"> • School Server • Staff meeting-term 1 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website
<i>Raising Concerns and Complaints Policy (In development)</i>	<ul style="list-style-type: none"> • School Server • Staff meeting term 1 		<ul style="list-style-type: none"> • School newsletter • School website 	<ul style="list-style-type: none"> • School website • School Newsletter