

# Communication of School policies, Procedures and Schedule

## POLICY

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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 is part of an agreed process to ensure that key stakeholders are part of the consultation and review process.

### Aims:

To ensure that Bolwarra P.S. 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 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 for community observation and comment

This policy was last ratified by School Council in....

August 2019

## School Policy Schedule

Policy	Last Reviewed	Next Review	Reviewed by
Sunsmart Policy	2019	2022	1. Staff 2. School Council
Consultation Policy	2018	2019	1. Staff
Gifts, Benefits & Hospitality	2011	2014	1. Staff 2. School Council
Anti-Bullying	2016	2019	1. Staff 2. School Council
Strategic Plan	2015	2019	1. Staff 2. School Council
Student Engagement Policy	2018	2021	1. Staff 2. School Council
Healthy Lifestyles	2018	2021	1. Staff 2. School Council
Headlice	2018	2021	1. Staff 2. School Council
School Council Standing Orders	2015	2018	1. School Council
Critical Incident Policy	2015	2019	1. School Council
Uniform Policy	2016	2019	1. School Council
Homework Policy	2019	2022	1. Staff 2. School Council
Privacy Policy	2012	2017	1. School Council
Camping	2019	2022	1. Staff 2. School Council
Investment	2016	2019	1. School Council
Acceptable Use Policy	2017	2019	1. Staff 2. School Council
Incursion Policy	2017	2020	1.Staff 2.School Council
Duty Of Care	2017	2020	1.Staff 2.School Council
Onsite Supervision	2017	2020	1.Staff 2.School Council
Excursion	2017	2020	1.Staff 2.School Council
Parent/Student/Staff Interactions	2017	2020	1. Staff 2. School Council
Anaphylaxis	2017	2020	1.Staff 2.School Council
Cash Handling Policy	2016	2019	1. School Council

Parent Payment Policy	2018	2019	1. School Council
Child Safety	2018	2020	1.Staff 2.School Council
Child Safety Officer	2019	2021	1.Staff 2.School Council
Reporting Obligations	2018	2020	1.Staff 2.School Council
Child Safety Risk Assessment	2019	2021	1.Staff 2.School Council
Child Safety Code of Conduct	2019	2021	1.Staff 2.School Council
Child Safety Policy	2016	2019	School Council
First Aid	2017	2020	.Staff 2.School Council
Communication of School Policies, Procedures and Schedule	2016	2019	School Council

Policy	Last Reviewed	Next Review	Reviewed by
Instructional Model	2017	2020	Staff
Maths Instructional Model	2017	2020	Staff
Reading Instructional Model	2018	2021	Staff
Writing Instructional Model	2019	2022	Staff
Assessment Schedule	2017	2019	Staff