

COMMUNICATIONS 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 Chatham Primary School 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, purpose and guidelines for action and directions of the school as a whole.
- The process of considering school policies will be managed by the Principal and Assistant 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 Assistant 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.
- Where appropriate, 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.

- **Appendix A : 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 and comment

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 Teacher Resources Staff intranet 		<ul style="list-style-type: none"> All policies accessible on the website and available on request 	<ul style="list-style-type: none"> School website 	
Yard Duty / Supervision Policy Duty of Care Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Staffroom Emailed Staffroom noticeboard Staff intranet 		<ul style="list-style-type: none"> All policies accessible on the website and available on request 	<ul style="list-style-type: none"> School website 	
Student Engagement & Attendance Policy Student Welfare Policy Student Management Policy Mandatory Reporting Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Teacher Resources Student engagement workshops – staff meetings Restorative Practices Training 	<ul style="list-style-type: none"> Yr 6 / Yr 3 Peer Support Program Home group meetings 	<ul style="list-style-type: none"> All policies accessible on the website and available on request 	<ul style="list-style-type: none"> School website 	
Computer & Internet Usage Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Teacher Resources Internal PD sessions Staff intranet 	<ul style="list-style-type: none"> Home group meetings ICT Student Leaders 	<ul style="list-style-type: none"> All policies accessible on the website and available on request 	<ul style="list-style-type: none"> School website 	
Anaphylaxis Policy	<ul style="list-style-type: none"> Staff manual Teacher Resources Meeting at start of each 	<ul style="list-style-type: none"> Individual meetings with students and parents of anaphylactic 	<ul style="list-style-type: none"> Yearly meeting with administration staff Enrolment Information 	<ul style="list-style-type: none"> School website 	

	<p>semester to review policy and anaphylactic children</p> <ul style="list-style-type: none"> Twice Yearly mandated training program 	<p>children</p> <ul style="list-style-type: none"> Classroom discussion re food handling issues 	<ul style="list-style-type: none"> All policies accessible on the website and available on request 		
First Aid Policy (incl. Medication and Asthma)	<ul style="list-style-type: none"> Staff manual Teacher Resources Intranet 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 accessible on the website and available on request Parents sent medical information & asthma, diabetes & anaphylaxis plans to update at start of each year 	<ul style="list-style-type: none"> School website 	
Harassment Policy	<ul style="list-style-type: none"> Staff manual Teacher Resources Review of policy and procedures in 1st 3 days of school Restorative Practices Training program 	<ul style="list-style-type: none"> Circle Time Assemblies 	<ul style="list-style-type: none"> All policies accessible on the website and available on request 	<ul style="list-style-type: none"> School website 	
Emergency Management & Critical Incident Policies	<ul style="list-style-type: none"> Staff manual Policy manual Intranet Review of policy and procedures in 1st 3 days of school Evacuation Drill/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 	

Uniform Policy	<ul style="list-style-type: none"> • Staff Manual • Policy manual • Intranet • Staff meetings/briefings 	<ul style="list-style-type: none"> • Circle Time • Assemblies • Enrolment pack 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website • Information Nights 	<ul style="list-style-type: none"> • School website 	
Sunsmart Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Review of policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> • Enrolment pack 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website 	<ul style="list-style-type: none"> • School website 	
Staff Leave Policy Privacy Policy Professional Learning Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Staff meetings • LAC meetings • Local Agreement implementation 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	
Raising Concerns and Complaints Policy (pending)	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • LAC meetings • Local Agreement implementation 		<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	

