

# COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY



## Rationale:

The policies of the school guide 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 Kingswood PS policies 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 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.
- 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 school website for community observation and comment.

<b>Date Implemented</b>	2014
<b>Author</b>	Rosemary Cosentino
<b>Approved By</b>	School Council
<b>Review Date</b>	2017

# COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY



Policy Or Procedure	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Excursion, Incursion and Camping Policies  Safety & Welfare with External Providers Policy  Accidents & Incidents Reporting Policy  Bush Fire Risk	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff Handbook</li> <li>Staff shared drive</li> <li>School website</li> <li>Emergency Management Plan p27</li> </ul>		<ul style="list-style-type: none"> <li>All policies available on request</li> <li>School website</li> <li>Care Monkey App</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	<b>2014</b> Camp  <b>2016</b> Excursions  <b>2015</b> Safety & welfare with External Providers  <b>2017</b> Accident & Incidents Reporting  <b>Yearly</b> Emergency Management Plan
Yard Supervision Policy  Duty of Care Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff Handbook</li> <li>Staff shared drive</li> <li>School website</li> </ul>		<ul style="list-style-type: none"> <li>All policies available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	<b>2015</b> Yard Supervision  <b>2016</b> Duty of care
Student Engagement & Well-being  Discipline Policy  Bullying Policy  Mandatory Reporting Policy  Student Code of Conduct  Harassment Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff Handbook</li> <li>Staff Meetings</li> <li>Staff Share Drive</li> </ul>	<ul style="list-style-type: none"> <li>Whole School Assembly</li> <li>Year Level assemblies</li> <li>Individual Classes</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> <li>Parent Information Night</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	<b>2014</b> Student Engagement & Well-being  <b>2014</b> Discipline  <b>2014</b> Bullying  2016 Mandatory Reporting  <b>2015</b> Student Code of Conduct  <b>2016</b> Harassment

# COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY



Policy Or Procedure	Staff	Students	Parents	General Community	Policy Review Date
ICT Acceptable Use Policy  Cyber Bulling Policy	<ul style="list-style-type: none"> <li>ICT Policy Booklet</li> <li>Staff PD sessions</li> <li>Google Share Drive</li> </ul>	<ul style="list-style-type: none"> <li>Parent Information Night Pack</li> <li>ICT Student Leaders</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	<p><b>2014</b> (reviewed &amp; updated yearly)</p> <p><b>2017</b> Cyber Bullying</p>
Blood Spills  First Aid Policy (incl. Medication and Asthma)  Infectious Diseases  Distribution of Medication Policy  Care Arrangements for ill Students Policy  Anaphylaxis Policy	<ul style="list-style-type: none"> <li>Staff Handbook</li> <li>Staff Meetings</li> <li>Meeting at start of year to review each policy &amp; provide medical details of students</li> <li>Staff Notice Board identifying students at risk</li> <li>Update first aid qualifications, CPR qualifications &amp; asthma procedures</li> <li>OH&amp;S and Evacuation Planning cycle.</li> <li>Mandated training program</li> </ul>	<ul style="list-style-type: none"> <li>Individual meetings with students and parents of anaphylactic children</li> <li>Classroom discussion re food handling issues</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> <li>Parent Information Night</li> <li>Enrolment Information</li> <li>Individual parent meetings with anaphylactic children</li> <li>Notices</li> <li>Skoolbag App</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	<p><b>2015</b> Blood Spills Policy</p> <p><b>2016</b> First Aid Policy</p> <p><b>2016</b> Infectious Diseases Policy</p> <p><b>2016</b> Distribution of Medication Policy</p> <p>Care Arrangements for ill Students Policy</p> <p><b>2017</b> Anaphylaxis Policy</p>
Home Learning Policy	<ul style="list-style-type: none"> <li>Staff Handbook</li> <li>Reviewed at team meetings at start of each year</li> <li>Curriculum Sub-Committee</li> </ul>	<ul style="list-style-type: none"> <li>Student Diary</li> </ul>	<ul style="list-style-type: none"> <li>School newsletter</li> <li>School website</li> <li>Parent Information Night Pack</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	2015

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Policy Or Procedure	Staff	Students	Parents	General Community	Policy Review Date
Emergency Management & Critical Incident Policies  Traffic Management Plan	<ul style="list-style-type: none"> <li>Staff Handbook</li> <li>School website</li> <li>Staff briefings</li> <li>Evacuation Drill/Lockdown – twice per year</li> </ul>	<ul style="list-style-type: none"> <li>Evacuation drills</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	<p><b>2015</b> – annually as part of compliance process (or after a critical incident)</p> <p><b>2017</b> Traffic Management Plan</p>
Uniform Policy	<ul style="list-style-type: none"> <li>School website</li> <li>Staff /briefings</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Enrolment pack</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment Pack</li> <li>School newsletter</li> <li>School website</li> <li>Information Night</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	<p><b>2017</b> Uniform Policy</p>
Sun Smart Policy	<ul style="list-style-type: none"> <li>School website</li> <li>Staff briefings</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Year Level meetings</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment Pack</li> <li>School newsletter</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	July 2014
Staff Leave Policy  Privacy Policy  Professional Learning Policy	<ul style="list-style-type: none"> <li>Staff Handbook</li> <li>Staff meetings</li> <li>School website</li> <li>Professional Development Handbook</li> </ul>		<ul style="list-style-type: none"> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	November 2014(annually)
Sponsorship Policy	<ul style="list-style-type: none"> <li>Leadership Team</li> </ul>		<ul style="list-style-type: none"> <li>School website</li> <li>Strategic Development &amp; Engagement Sub-committee</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	<b>2017</b> Sponsorship
Investment EMA Policy  Parent Payments Policy  Electronic Banking Policy	<ul style="list-style-type: none"> <li>Finance Subcommittee</li> </ul>		<ul style="list-style-type: none"> <li>Enrolment Pack</li> <li>School newsletter</li> <li>School website</li> <li>Finance Subcommittee</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	Yearly

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Policy Or Procedure	Staff	Students	Parents	General Community	Policy Review Date
Communication of school policies procedures & schedule policy	<ul style="list-style-type: none"><li>• Google doc drive</li><li>• Staff Handbook</li></ul>		<ul style="list-style-type: none"><li>• School website</li></ul>	<ul style="list-style-type: none"><li>• School website</li></ul>	2017