

# SCHOOL POLICIES COMMUNICATION POLICY

## PURPOSE

To ensure Kingswood Primary School's policies accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

## SCOPE

This policy applies to school staff, and all parents and carers in our community.

## POLICY

- The policies describe the purpose, scope and policy of the operation and direction of the school as a whole.
- The process of considering school policies will be managed by the Principal, 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, where appropriate.
- All policies will use the DET policy templates, meet legislative and compliance requirements, and have a designated review period, in line with DET guidelines.
- 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, parents and/or students before ratification by School Council, where appropriate. Some policies may just be tabled for notification purposes at School Council.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A database and review schedule providing a timeline for reviews will be maintained.
- When reviewing an existing school policy, the Principal will consult with staff and the appropriate Committee/s prior to ratification by School Council or committee, as appropriate.
- Staff will be given opportunity to provide input into the policy development or review process.
- The focus of all school policies must prioritise
  - the needs of students and
  - the school's direction and operations.
- Any concerns relating to the operation of the school should be directed to the Principal.
- All school policies are loaded onto school website for community observation.

## REVIEW CYCLE

This policy was last updated on July 2019 and is scheduled for review in July 2022.