

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.