KENT PARK PRIMARY SCHOOL COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY

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 Kent Park 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, 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 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 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. Reference the school’s 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 be accessed on the school website for community access.
## KENT PARK PRIMARY SCHOOL COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY

<table>
<thead>
<tr>
<th>Policy</th>
<th>Communication Procedures and schedule for members of the school community</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Staff</strong></td>
</tr>
</tbody>
</table>
| Excursion, Incursion and Camping Policies & procedures | • Brief in 1st PL days  
• Policy | | • All policies mentioned in the newsletter and available on request  
• School website | • School website | August 2015 |
| Yard Duty / Supervision Policy  
Duty of Care Policy | • Brief in 1st PL days  
• Policy | | • All policies mentioned in the newsletter and available on request  
• School website | • School website | March 2015 |
| Student Engagement & Attendance Policy  
Student Welfare Policy  
Student Management Policy  
Mandatory Reporting Policy | • Brief in 1st PL days  
• Policy  
• Student engagement workshops – staff meetings  
• Restorative Practices and KidsMatter Training | | • All policies mentioned in the newsletter and available on request  
• School website  
• Weekly Newsletter | • School website | August 2015 |
| Computer & Internet Usage Policy | • Brief in 1st PL days  
• Policy manual  
• Wednesday PD sessions | • Enrolment Pack  
• Assemblies  
• Newsletters | • All policies mentioned in the newsletter and available on request  
• School website  
• Enrolment Pack  
• Weekly newsletter | • School website | August 2015 |
# KENT PARK PRIMARY SCHOOL COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY

<table>
<thead>
<tr>
<th>Policy</th>
<th>Anaphylaxis Policy</th>
<th>First Aid Policy (incl. Medication and Asthma)</th>
<th>Harassment Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Policy</td>
<td>Meeting at start of each semester to review policy and anaphylactic children</td>
<td>Policy</td>
<td>Policy</td>
</tr>
<tr>
<td>- Meeting at start of each semester to review policy and anaphylactic children</td>
<td>Individual meetings with students and parents of anaphylactic children</td>
<td>Meeting at start of year to review each policy &amp; provide medical details of students.</td>
<td>Review of policy and procedures in 1st 3 days of school</td>
</tr>
<tr>
<td>- Annual mandated training program</td>
<td>Classroom discussion re food handling issues</td>
<td>Update first aid qualifications, CPR qualifications &amp; asthma procedures</td>
<td>Wellbeing Team review of dealing with issues of harassment</td>
</tr>
<tr>
<td>- All policies mentioned in the newsletter and available on request</td>
<td>School website</td>
<td>OH&amp;S and Evacuation Planning cycle.</td>
<td>Restorative Practices and</td>
</tr>
<tr>
<td>- School website</td>
<td>Enrolment Information</td>
<td>Parents sent medical information &amp; asthma plans to update at start of each year</td>
<td>Circle Time Assemblies</td>
</tr>
<tr>
<td>- Weekly Newsletter</td>
<td>Individual parent meetings with anaphylactic children</td>
<td>- All policies mentioned in the newsletter and available on request</td>
<td>- School website</td>
</tr>
<tr>
<td>- Individual parent meetings with anaphylactic children</td>
<td>- Weekly Newsletter</td>
<td>- School website</td>
<td>- December 2014 (part of annual Wellbeing Review)</td>
</tr>
<tr>
<td>- Enrolment Information</td>
<td>- Weekly Newsletter</td>
<td>- Enrolment Information</td>
<td></td>
</tr>
</tbody>
</table>

**July 2014**

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**Policy**

- Anaphylaxis Policy
- First Aid Policy (incl. Medication and Asthma)
- Harassment Policy

**Meeting**

- At start of each semester
- Review policy and anaphylactic children
- Annual mandated training program

**Individual meetings**

- With students and parents of anaphylactic children
- Classroom discussion re food handling issues

**All policies**

- Mentioned in the newsletter
- Available on request

**School website**

- August 2015
- February 2015
- December 2014 (part of annual Wellbeing Review)
# KENT PARK PRIMARY SCHOOL COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY

<table>
<thead>
<tr>
<th>Policy Area</th>
<th>Key Points</th>
<th>Date of Update</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Emergency Management & Critical Incident Policies | • Policy  
• Emergency Management Plan  
• Review of policy and procedures in 1st 3 days of school  
• Evacuation Drill/Lockdown – four per year  
• Evacuation drills  
• School website  
• School website | March 2015 – annually as part of compliance process  
(or after a critical incident) |                                                                      |
| Uniform Policy (in development)                 | • Policy  
• Staff meetings/briefings  
• Circle Time  
• Assemblies  
• Enrolment pack  
• JSC meetings  
• Enrolment Pack  
• School newsletter  
• School website  
• Information Night  
• School website | August 2015 |                                                                      |
| Sunsmart Policy                                 | • Policy  
• Review of policy and procedures  
• Enrolment pack  
• Enrolment Pack  
• School newsletter  
• School website | August 2015 |                                                                      |
| Staff Leave Policy (in development)             | • Policy  
• Staff meetings  
• School website  
• School website | October 2014 (annually) |                                                                      |
| Professional Learning Policy (in development)   | • Policy  
• Staff meetings  
• School newsletter  
• School website  
• School Newsletter | October 2014 |                                                                      |

July 2014
# KENT PARK PRIMARY SCHOOL COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY

<table>
<thead>
<tr>
<th>Date Implemented</th>
<th>July 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Principal and AP in conjunction with School Council</td>
</tr>
<tr>
<td>Approved By</td>
<td>School Council</td>
</tr>
<tr>
<td>Approval Authority (Signature &amp; Date)</td>
<td></td>
</tr>
<tr>
<td>Date Reviewed</td>
<td>July 2014</td>
</tr>
<tr>
<td>Responsible for Review</td>
<td>Principal and Assistant Principal</td>
</tr>
<tr>
<td>Review Date</td>
<td>August 2015</td>
</tr>
<tr>
<td>References</td>
<td>DEECD School policy Advisory Guide - Duty of Care</td>
</tr>
</tbody>
</table>