



COMMUNICATION PROCEDURES AND SCHEDULE POLICY

PURPOSE

- 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.
- To ensure the development, communication and review of policies is part of an agreed process so that key stakeholders are part of the consultation and review process.

GUIDELINES

- The process of considering school policies will be managed by the Principal/Assistant Principal and will be a continuous cycle, and will use a transparent and consultative process.
- Policies will be added and modified to reflect the growth and evolution of the school and programs.
- 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/guardians, 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/Assistant Principal will consult with staff and the appropriate Professional Learning Teams (**PLTs**) and to School Council for ratification.
- Changes as a result of policy developments and/or reviews will be widely communicated to students, staff and parents/guardians.
- The focus of all school policies will meet the needs of students and school operations.
- Any concerns relating to the structure of the school should be directed to the Principal/Assistant Principal or School Council President.
- Relevant policies will be saved onto the school administrative hard drive (under OFFICE/ POLICIES) and school website for community observation and comment.
- This policy should be read in conjunction with the Kent Park Primary School **Child Safe and Duty of Care policies**.
- **Key Links** : DET School Policy Advisory Guide

IMPLEMENTATION

Communication Procedures & Schedule for Members of the School Community					
Policy	Staff	Students	Parents/guardians	General Community	Policy Review Date
All policies are available on request	All staff have a current School Policy Manual Staff Meetings Leadership Meetings	Assembly Class Share/Circle Tribes JSC & Leadership meetings	Foundation Information Night KPPS School Information Book Letter home Newsletter Website	Relevant policies are on the school website and a statement that all policies are available on request	3 years unless mandated otherwise. Policies may be updated annually if required to meet DET Guidelines/initiatives



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Acceptable Use of digital technology and Internet Agreement	eSmart PLT Digital Technologies PLT All staff briefed annually	Annual Student Agreement	Annual Parent Permission		Annual
Accident Incident Notification Policy	Office/Admin				2019
Administration of Medication Policy	Office Staff/First Aiders		Parent Permission		2019 Updated annually if required
Anaphylaxis Policy	Briefing with teacher & student Medical Plan each year Training each semester		Annual Letter home to relevant class Annual Newsletter		2019 (Updated annually if required)
Annual Report to School Community	Leadership Team Staff Meeting		School Council School Newsletter VRQA website At Office	School Newsletter VRQA website School Website At Office	Annual documentation
Anti-Bullying, Cyber bullying and Harassment Policy	Re School Engagement Policy Student wellbeing PLT – regular meetings Updates at Staff at forums and via emails eSmart System – PLT approach	Tribes – Whole school Learning Community approach NO PUTDOWNS – Everyone has the right to feel safe and learn in a trusting, calm environment		Updates in Newsletter	2019 (Updated annually if required) 3 Year Accreditation Process to be completed by Dec 2016
Anti-Discrimination Policy	PCOs All staff	Tribes/ KidsMatter Restorative Practices			2019
Asbestos Policy	All new staff advised of location Principal/Assistant Principal conducts quarterly inspections		Auditing of labels on each classroom entrance	All new contractors advised and inducted by Office Staff on arrival And informed of Asbestos Plan	Annual update of Asbestos Management Plan – Appendices A on Policy
Assessment and Reporting	Annual Update of schedules for English and Mathematics	Formative and Summative Assessment tasks	Feedback for Parents/guardians at interviews - each semester and in Student Reports		Annual update
Asthma Policy	Annual Training and DET updates			School Newsletter Updates Annual Update of student medical details and authority forms (Admin/First Aid Officers)	Annual
Attendance Policy	Admin – Update CASES21 Data Principal/teachers monitor daily attendance using rolls and tiqbiz Liaise with Guidance Officer	‘Every Day Counts ‘ approach		Communicate attendance expectations through newsletters ILPs Student Attendance Support Plans/Return to School Plan – if required	2019



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Bicycle Education Policy	Program currently being reviewed by Years 5 and 6 teams	Years 5 and 6	Information to parents/guardians via notices tiqbiz	Newsletters	2016 – policy to be updated in line with Bike Ed Program (TBA)
Camps Policy	Years 3,4,5 and 6 staff		Information to parents/guardians prior to camp	Annual notification to school council for approval	2019
Canteen Policy	Principal/Assistant Principal All staff briefed regularly on processes and procedures			Newsletters Tiqbiz Knox Council regulations School Council to review	2019
Care Arrangements for Ill Students Policy	All staff In conjunction with First Aid Policy				2019
School Cash Handling Policy	Business Manager/ Principal/School Council		School Council		Annually reviewed 2017
Child Protection - Mandatory Reporting Policy	Annual online training (DET) Staff briefing each semester New Staff briefings				Annual updates aligned with DET requirements 2016 - reviewed
Child Safe Policy Child Safe Code of Conduct Child Safe Code of Conduct register	All staff	All students	Updates at SC meetings and School Council meetings	Newsletters	Annual
Civics & Citizenship Policy	Teachers to update in line with introduction of VIC CURRICULUM				TBA – to be aligned with Victoria Curriculum
Communication Procedures and Schedule Policy	Principal Class Officers to update annually and when new policies introduced			School Council	Annual
Critical Incident & Recovery Plan	Principal /Assistant.Principal/ Administration staff/Teachers to manage in the event of an incident			School Council	2019
Curriculum Framework Policy	Curriculum PLTs and Year Level Meetings All teachers		Parent Information Evenings	Curriculum updates in Newsletter and On Website	2019 Update annually
Dance	Specialist teacher				2016 – Semester 2 to be aligned with Victoria Curriculum
Day Structure	All staff			Newsletters	Annual
Drama	Specialist Teacher				2016 – Semester 2 to be aligned with Victoria Curriculum



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Drug Education	Health Education focus aligned with implementation of Victorian Curriculum	F to 6 Students participate in Life Education Program – every 2 years		Newsletters	2016 – Student Wellbeing Group to review in Sem 2 2016
Duty of Care	Staff briefing each semester				Annually updated
Emergency Management Plan	Updated and distributed to Staff twice a year	Scheduled Evacuations with students		Updated and lodged with DET twice a year	Twice a year (Mar /Nov)
English	English PLT/Year Level Team and individual planning				2019 – new policy aligned with implementation of Victorian Curriculum Annual update if required
Enrolment Policy	Admin/ Principal and Assistant Principal		New and prospective parents/guardians informed Parent Handbook		2019
Excursion & Incursion Policy	Annual briefing All staff and PCOS to include Admin Staff		Information to parents/guardians via notices, newsletters and tiqbiz School Council to approve		2019
First Aid Policy to include First Aid Register	Annual updates and briefings when required		Parent Information Night and Information book		2019
Fundraising	PCOs and Business Manager		School Council JSC	Newsletters	2016 to be updated
Homework	All staff to ensure purpose and focus of homework			Year level and whole school newsletters	2016 – to be reviewed
Humanities	All staff Year Level PLTs				2016 – review in line with Victorian Curriculum
Languages	Japanese – specialist – Rachel Martin				2016 – review in line with Vic Curriculum – Rachel Martin
Interschool Sport	P.E. and Sports Teacher				2016 - Neil to review in Semester 2
Internet Banking Policy	Business Manager/Principal/ Assistant Principal/School Council President		School Council		2018 Annual update
Investment Policy	Business Manager/Principal/ Assistant		School Council		2018



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	Principal/School Council President				
Junior School Council and Leaders	Principal/Assistant Principal/designated staff member	JS Councillors Students from Years 5 and 6 – monthly meeting		Newsletters	2016 to be reviewed in 2016
Mathematics	Mathematics PLT All teachers				2016 – newly aligned with Vic Curriculum – Semester 2
Mobile Phones & Electronic Devices		Discussions with students re safe use of devices see cyberbullying/eSmart		Newsletters – safe use advice	2018
Music	Specialist teacher				2016 – Semester 2 to be aligned with Victoria Curriculum
Occupational Health & Safety	Staff briefing each semester Staffroom noticeboard information referral		School Council Updated – staffroom noticeboard	Newsletters/tiqbiz/ letters – when applicable/required	2019
On-Site Supervision	Principal/A Principal and Office				2019
Out of School Hours			School Council	Newsletters Website	Semester 2 2016 to be aligned with new providers - OSHClub
Parent Concerns & Complaints	Administration/ PCOs Staff updated				2019
Parent Payment and Financial Voluntary Payment Policy	Business Manager/PCO and School Council		School Council to set PCR annually	Newsletters/letters	2016 – updated
Petty Cash Policy	Business Manager/PCO and School Council Treasurer				Semester 2 2016 – to be ratified at August meeting
Philosophy and Purpose Statement	All new staff			Newsletters New Parent Handbook	2017 aligned with new Strategic Plan
Program for Students with Disabilities and Education Support Policy	Education Support Officers Teachers – briefed annually		Parents/guardians of students with disability		2019
Professional Learning Plan	All staff			Professional Learning focus disseminated to community via school council updates and newsletters	Annual



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Procedures to maintain Registers Policy	Administration/Principal/AP In conjunction with VIT registration WWC Check				Annual
Riding to & from School	Safety reminders to all students		Permission form to be completed by parents/guardians of students riding	Newsletter - annual Permission form on Website	2019
Science	All staff				2016/2017 – to be written in line with Victorian Curriculum in Semester 2
School Council Standing Orders (Statement)	PCOs and School Council		School Councillors - annual		Annual New 2016
Staff Induction Handbook	As required				Annual
Statement of Values (To be reviewed for new SS Plan after Review) Updated on 13/06/16 to be aligned with Child Safe Policy	All staff	All students Aligned Tribes Agreements Classroom Circles			To be reviewed and aligned with Tribes Community Agreements in - annual
Student Engagement, Inclusion and Wellbeing Policy Student Welfare	PCOs All Staff		Distributed to parents/guardians at Foundation Parent Information Night		Annual
Student Management Policy	All staff	Junior School Council School Leaders			2016 - reviewed
SunSmart Policy	Health and Wellbeing Programs F to 6	Assembly Classroom		Newsletter Updates	2019
Uniform Policy	School Council subcommittee PCOs Administration Staff	Assembly Classroom	School Council subcommittee meetings and SC meetings	Updates in newsletters and tiqbiz	2018
Visitors to School Policy	Daily Classroom sign in book	Staff briefed and updated on procedures		Sign in Register in Main Office on Passtab	2019
Visual Arts	Specialist Teacher				2016 – Semester 2 to be aligned with Victoria Curriculum
VIT Teacher Registration	Business Manager and PCOs Teachers				Annual
Working with Children Check	Education Support staff to provide update/current			Any persons other than parents/guardians	Annual



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	WWC for personal file Business Manager to keep register Staff briefing each semester			to provide WWC doc	
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(PLT – Professional Learning Team)

EVALUATION PLEASE NOTE - This policy will be reviewed **annually to reflect updates and reviews**

Date Implemented	June 2016
Author	Leadership Team and Education and Planning Subcommittee
Approved By	School Council
Approval Authority	<i>Josef Bortignon</i> <i>Alison Macauley</i>
Date Reviewed	June 2016
Date Ratified	July 11 th , 2016
Responsible for Review	Principal /Assistant Principal
Review Date	June 2017 - annual