

## **COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY: DORSET PRIMARY SCHOOL No 5132**

### **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 Dorset PS 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 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 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 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. ***Refer to the 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 also be loaded onto the school server and school website for community observation and comment

Policy	Communication Procedures and schedule for members of the school community			
	Staff	Students	Parents	General Community
Excursion, Incursion and Outdoor Education Policies & procedures	<ul style="list-style-type: none"> <li>Brief on 1st Pupil Free Day</li> <li>Staff manual</li> <li>Policy manual</li> <li>School Server</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>
Yard Duty / Supervision Policy  Duty of Care Policy	<ul style="list-style-type: none"> <li>Brief on 1st Pupil Free Day</li> <li>Staff manual</li> <li>Policy manual</li> <li>School Server</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>
Student Engagement, Welfare and Discipline Policy  Mandatory Reporting Policy	<ul style="list-style-type: none"> <li>Brief on 1st Pupil Free Day</li> <li>Staff manual</li> <li>Policy manual</li> <li>School Server</li> <li>Student engagement workshops – staff meetings</li> <li>Restorative Practices Training</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>Information Guide (in enrolment pack)</li> <li>Parent Information Night</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>
ICT Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff manual</li> <li>Policy manual</li> <li>School Server</li> <li>Wednesday PD sessions</li> </ul>	<ul style="list-style-type: none"> <li>Student diary</li> <li>Enrolment pack</li> <li>Mentor Group meetings</li> <li>ICT Student Leaders</li> <li>Assemblies</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>Enrolment Pack</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>

Anaphylaxis Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• School Server</li> <li>• Meeting at start of each semester to review policy and anaphylactic children</li> <li>• Yearly 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> <li>• Peer Support Leaders meetings</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> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
First Aid Policy and Administering Medication Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• School Server</li> <li>• Meeting at start of year to review each policy &amp; provide medical details of students.</li> <li>• Update first aid qualifications, CPR qualifications &amp; asthma procedures</li> <li>• OH&amp;S and Evacuation Planning cycle.</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment pack</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>• Information Guide (in enrolment pack)</li> <li>• Parent Information Night</li> <li>• Parents sent medical information &amp; asthma plans to update at start of each year</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Equal Opportunity Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Review of policy and procedures in 1<sup>st</sup> 3 days of school</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment pack</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>• Information Guide (in enrolment pack)</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>

Emergency Management & Critical Incident Policies	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• School Server</li> <li>• Review of policy and procedures in 1<sup>st</sup> 3 days of school</li> <li>• Evacuation Drill/Lockdown – twice per year</li> </ul>	<ul style="list-style-type: none"> <li>• Mentor group sessions</li> <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>
Uniform Policy	<ul style="list-style-type: none"> <li>• Staff Manual</li> <li>• Policy manual</li> <li>• School Server</li> <li>• Staff meetings/briefings</li> </ul>	<ul style="list-style-type: none"> <li>• Student Diary</li> <li>• Circle Time</li> <li>• Assemblies</li> <li>• Enrolment pack</li> <li>• SRC meetings</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>
Sunsmart Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• School Server</li> <li>• Review of policy and procedures in 1<sup>st</sup> 3 days of school</li> </ul>	<ul style="list-style-type: none"> <li>• JSC</li> <li>• Enrolment pack</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>
Staff Leave Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• School Server</li> <li>• Staff meetings</li> <li>• Local Agreement implementation</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Teaching and Learning Policy				
Complaints Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• School Server</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> <li>• School Newsletter</li> </ul>