



Burwood East Primary School

Communication Policy and procedures

RATIONALE

The policies of Burwood East Primary 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.

AIM

To ensure that Burwood East 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 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.
- The Annual Report is presented to the Community and School Council in March annually, and then publicised via the Buzz and the website.
- 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.
- 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 intranet and school website for community observation and comment

REFERENCES

<http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>

EVALUATION

This policy will be reviewed as part of the school's three year review cycle.

Key Link: [DEECD School policy Advisory Guide - Duty of Care](#)

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Excursion policy Camps policy and procedures Visitors to school policy	<ul style="list-style-type: none"> • Brief on 1st PD day • Staff manual • Policy manual • Intranet 		<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website 	<ul style="list-style-type: none"> • School website 	Three yearly Next due 2018
Duty of Care Policy & procedures Critical incident policy Onsite supervision of students policy Restraint of student policy	<ul style="list-style-type: none"> • Brief on 1st PD day • Staff manual • Policy manual • Intranet 		<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website 	<ul style="list-style-type: none"> • School website 	Three yearly Next due 2017
Student Engagement & Wellbeing Policy Mandatory Reporting Policy Attendance policy Bullying and harassment policy Child protection	<ul style="list-style-type: none"> • Brief on 1st PD day • Staff manual • Policy manual • Intranet 	<ul style="list-style-type: none"> • Leadership program • JSC 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) • Parent Information Night • Newsletter 	<ul style="list-style-type: none"> • School website 	Three yearly Next due 2018

Reporting policy					
Managing student behaviour policy					
Digital technologies Acceptable Use Policy eSmart Policy	<ul style="list-style-type: none"> Brief on 1st PD day Staff manual Policy manual Intranet PD sessions 	<ul style="list-style-type: none"> Enrolment pack Assemblies 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Enrolment Pack Newsletter 	<ul style="list-style-type: none"> School website 	Three yearly Next due 2018
Anaphylaxis Management Policy	<ul style="list-style-type: none"> Staff manual Policy manual Intranet Meeting at start of year Twice Yearly mandated training program 	<ul style="list-style-type: none"> Individual meetings with students and parents of anaphylactic children Classroom discussion re food handling issues 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Parent Information session Enrolment Information Newsletter 	<ul style="list-style-type: none"> School website 	Updated yearly
First Aid Policy and procedures Accident Identification Notification policy & procedure Care arrangement for ill students policy Distribution of medication policy (including Medication and Asthma)	<ul style="list-style-type: none"> Staff manual Policy manual Intranet Meeting at start of year to review each policy & provide medical details of students. Update first aid qualifications, CPR qualifications & asthma procedures and anaphylaxis (Level 2) OH&S and Evacuation Planning cycle. 	<ul style="list-style-type: none"> Enrolment pack 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Information Guide (in enrolment pack) Parent Information Night Newsletter Parents sent medical information & asthma plans to update at start of each year 	<ul style="list-style-type: none"> School website 	Three yearly Next due 2018

Homework Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Reviewed in Domain meetings at start of each year • Curriculum Committee overview 	<ul style="list-style-type: none"> • Student Diary • Enrolment pack 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website • Parent Information Night 	<ul style="list-style-type: none"> • School website 	Three yearly Next due 2018
Uniform Policy	<ul style="list-style-type: none"> • Staff Manual • Policy manual • Intranet • Staff meetings/briefings 	<ul style="list-style-type: none"> • Student Diary • Mentor Group sessions • Circle Time • Assemblies • Enrolment pack • SRC meetings 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website • Information Night 	<ul style="list-style-type: none"> • School website 	Three yearly Next due 2018
Parent complaint and concerns Policy Parent payments and voluntary contributions policy Refund policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet 		<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	Three yearly Next due 2018
Assessment & Reporting Policy Curriculum framework policy Curriculum provision policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet 		<ul style="list-style-type: none"> • School newsletter • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	Three yearly Next due 2018
Enrolment policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet 		<ul style="list-style-type: none"> • School newsletter • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	Three yearly Next due 2018
Fundraising policy Hire of hall policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet 		<ul style="list-style-type: none"> • School newsletter • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	Three yearly Next due 2018
Investment policy Purchasing card policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet 		<ul style="list-style-type: none"> • School newsletter • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	Reviewed yearly

Occupational Health and Safety Privacy policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet 		<ul style="list-style-type: none"> • School newsletter • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	Three yearly Next due 2018
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APPROVED: August 2015

NEXT REVIEW DATE: 2018