

# COMMUNICATION OF SCHOOL POLICIES AND PROCEDURES POLICY



## PURPOSE

The purpose of this policy is to ensure that Parkwood Green Primary School policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements, and to ensure the school community at Parkwood Green Primary School are made aware of, and have access to (where applicable) to key policies and procedures of the school.

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.

## SCOPE

This policy applies to all policies and procedures that ensure the efficient and safe operation of Parkwood Green Primary School. It is the goal to ensure that Parkwood Green Primary School policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance with Victorian Registrations and Qualifications Authority (VRQA), and duty of care requirements.

The school principal is responsible for operational school policies, procedures and decisions.

There are a **small** number of policies that must be developed and approved by the school council because of legal requirements or Department policy (e.g. Uniform and Student Dress Code, all finance policies, Child Safe etc).

**Parkwood Green Primary School will provide the following minimum steps:**

**Consultation** with key stakeholders in the school community when updating or introducing new policies. There are **very few** policies that require school council approval. However, even where a policy does not require school council approval, it is open to the school principal to choose to consult with and/or seek approval from their school council if they consider this to be appropriate.

Consultation may include, but is not limited to:

- circulating draft policies amongst staff, parents and teachers for comment
- including notices in your school newsletter inviting input into policy development
- discussion about draft policies amongst a working group of school council
- workshops with student representative groups.

**Publish** school policies so that they are accessible to Parkwood Green Primary School community. Inclusion of key policies on the school website, or other communication channels used by Parkwood Green Primary School including enrolment packs, staff handbooks, induction packs, newsletters and student diaries.

**Communicate** school policies to all school staff to ensure that they are well understood and consistently applied. Ensure that key policies are regularly referenced in school decision-making processes and staff meetings and

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easily accessible. All relevant policies will be included in staff induction and any staff handbooks published by Eltham Primary School.

**Review** the effectiveness of school policies and collect data to help to measure their success. Examples of data that Parkwood Green Primary School may choose to collect include:

- student survey results
- parent survey results
- incident registers.

## POLICY IMPLEMENTATION

Parkwood Green Primary School will ensure:

- School 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 on 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 list 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 approval (where applicable).
  - 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 (where applicable).
  - The focus of all school policies must remain the needs of students and school operations.
- Reference the school's Supervision and Duty of Care Policy***
- Any concerns relating to the structure of the school should be directed to the principal
  - Relevant policies will also be available on the school portal and school website where applicable

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## FURTHER INFORMATION AND RESOURCES

### Related School Policies

- Managing Concerns and Complaints Policy
- Supervision and Duty of Care Policy

### Related DET Resources

<https://edusafe.eduweb.vic.gov.au/login.aspx?ReturnUrl=%2fDefault.aspx&ckcs=1>

### Appendix 1:

**Parkwood Green Primary School - Policy Responsibilities and Schedule 2019** (All relevant policies available from front office on request)

**Appendix 1 - Parkwood Green Primary School - Policy Responsibilities and Schedule 2019** (All relevant policies available from front office on request)

Policy	Communication Procedures and schedule for members of the school community					
	Staff	Students	Parents & General Community	Source of Requirement	School Council Approval	Policy Review Cycle
Administration of Medication Policy	<ul style="list-style-type: none"> <li>Staff briefing at the start of each year</li> <li>handbook</li> <li>school network/Google Drive</li> <li>Meeting at start of year to review &amp; provide medical details of students.</li> <li>OH&amp;S and Evacuation Planning cycle</li> </ul>		<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> <li>(available from front office on request)</li> <li>Parent Information night</li> </ul>	Minimum Standards	Not required	3-4 years (or as the need for information arises and/or Individual Management Plans change)
Anaphylaxis Policy	<ul style="list-style-type: none"> <li>Staff handbook</li> <li>school network/Google Drive</li> <li>Meeting at start of year to review &amp; provide medical details of anaphylactic students.</li> <li>Mandated Training anaphylaxis qualifications &amp; procedures</li> <li>OH&amp;S and Evacuation Planning cycle.</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment pack</li> <li>Classroom discussion re food handling issues and individual class members prevention strategies</li> <li>General allergy awareness and</li> <li>food sharing guidelines</li> <li>letter to parents to notify of anaphylactic students in class</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> <li>Parent Information night</li> <li>Individual medical information &amp; individual plans to update at start of each year</li> <li>Individual parent meetings with anaphylactic children</li> </ul>	Minimum Standards	Not required	1 year (or as the need for information arises and/or Individual Management Plans change)
Asthma Policy	<ul style="list-style-type: none"> <li>Staff handbook</li> <li>school network/Google Drive</li> <li>Meeting at start of year to review &amp; provide medical details of students.</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>School website</li> <li>Newsletter</li> <li>(available from front office on request)</li> <li>Parent Information night</li> <li>Individual medical information &amp; individual plans to update at start of each year.</li> </ul>	Minimum Standards	Not required	1 year (or as the need for information arises and/or Individual Management Plans change).
Attendance Policy	Annual induction Staff handbook School website school network/Google Drive	Startup program at the beginning of the year	School website Newsletter	Minimum Standards	Consultation recommended	3-4 years

Policy	Communication Procedures and schedule for members of the school community					
	Staff	Students	Parents & General Community	Source of Requirement	School Council Approval	Policy Review Cycle
Bullying and Harassment Policy (including cyber bullying)	<ul style="list-style-type: none"> <li>Annual induction</li> <li>Staff handbook</li> <li>school network/Google Drive</li> </ul>	<ul style="list-style-type: none"> <li>SWPB practices, and values</li> <li>Respectful Relationships</li> <li>Circle time</li> <li>Assemblies</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> </ul>	Minimum Standards	Consultation required	1-2 years
Camps and Excursions Policy	<ul style="list-style-type: none"> <li>Annual induction</li> <li>Staff handbook</li> <li>school network/Google Drive</li> </ul>		<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> <li>Information sessions prior to camps</li> </ul>	Minimum Standards	Consultation required	3-4 years
Child Safety Responding and Reporting Policy	<ul style="list-style-type: none"> <li>Annual induction</li> <li>Staff handbook</li> <li>school network/Google Drive</li> </ul>	<ul style="list-style-type: none"> <li>SWPB practices, and values programs</li> <li>Respectful Relationships</li> <li>Communication with students in relation to student welfare as required.</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> </ul>	DET	Consultation recommended	1-2 years
Child Safe Standards Policy Statement of Commitment to Child safety Child Safety Code of Conduct	<ul style="list-style-type: none"> <li>Staff handbook</li> <li>school network/Google Drive</li> </ul>	<ul style="list-style-type: none"> <li>SWPB practices</li> <li>School values discussed in classrooms and displayed around the school</li> <li>Respectful Relationships</li> <li>Child PROTECT posters around the school</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> <li>School council</li> </ul>	Minimum Standards	Approval required	1-2 years
Class Placement Policy	<ul style="list-style-type: none"> <li>Annual induction</li> <li>Staff handbook</li> <li>Consultative Committee</li> </ul>	Information sessions	<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> <li>School Council</li> <li>Parent Information sessions</li> </ul>	Optional	Not required	3-4 years
Communication of School Policies and Procedures Policy	<ul style="list-style-type: none"> <li>Annual induction</li> <li>Staff handbook</li> <li>Consultative Committee</li> </ul>		<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> <li>School Council</li> </ul>	Optional	Not required	3-4 years
Concerns and Complaints Resolution Policy	<ul style="list-style-type: none"> <li>Staff handbook</li> <li>school network/Google Drive</li> </ul>		<ul style="list-style-type: none"> <li>School website</li> <li>Communicate through newsletter</li> <li>Enrolment pack</li> <li>Parent Information night</li> </ul>	School website	Not required	3-4 years
Critical and Traumatic Incident Policy	<ul style="list-style-type: none"> <li>Annual induction</li> <li>Staff handbook</li> <li>school network/Google Drive</li> </ul>	Evacuation drills Staff /student consultation after each drill	<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> </ul>	Minimum Standards	Not required	Annually as part of compliance process (or after a critical incident).
Curriculum Framework Policy	<ul style="list-style-type: none"> <li>Staff handbook</li> <li>School website</li> <li>school network/Google Drive</li> </ul>	Enrolment pack	<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> <li>Parent Information night</li> </ul>	Minimum Standards	Not required	1 year

Policy	Communication Procedures and schedule for members of the school community					
	• Staff	Students	Parents & General • Community	Source of Requirement	School Council Approval	Policy Review Cycle
Digital Technologies Acceptable Use Policy	<ul style="list-style-type: none"> <li>Annual induction</li> <li>Staff handbook</li> <li>School website</li> <li>school network/Google Drive</li> </ul>	Students required to read /hear and sign acceptable use agreement.	<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> <li>Parents required to read /hear and sign acceptable use agreement</li> </ul>	DET	Consultation recommended	1-2 years
Diversity and Inclusion Policy	<ul style="list-style-type: none"> <li>Annual induction</li> <li>Staff handbook</li> <li>School website</li> <li>school network/Google Drive</li> </ul>	<ul style="list-style-type: none"> <li>SWPB practices, and values programs</li> <li>Respectful Relationships</li> <li>Communication with students in relation to student welfare as required.</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> </ul>	Optional	Consultation recommended	3-4 years
Emergency Management	<ul style="list-style-type: none"> <li>Annual induction Staff handbook</li> <li>School network/Google Drive</li> </ul>	Evacuation drills Staff consultation after each drill	<ul style="list-style-type: none"> <li>School website (For applicable elements)</li> </ul>	Minimum Standards whole of DET policy	Not required	Annually as part of compliance process (or after a critical incident).
Gender Identity Policy	<ul style="list-style-type: none"> <li>Annual induction</li> <li>Staff handbook</li> <li>School website</li> <li>school network/Google Drive</li> </ul>	<ul style="list-style-type: none"> <li>SWPB practices, and values programs</li> <li>Respectful Relationships</li> <li>Communication with students in relation to student welfare as required.</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> </ul>	Optional	Consultation recommended	3-4 years
<b>Finance Policies</b> Cash Handling Policy Electronic Funds Management Policy Fundraising Policy Investment Policy Parent payment Policy Petty Cash Policy	<ul style="list-style-type: none"> <li>Annual induction and Staff handbook (For applicable policies)</li> </ul>		<ul style="list-style-type: none"> <li>School Council</li> </ul>	Minimum Standards	Approval required	1 year
First Aid Policy	<ul style="list-style-type: none"> <li>Staff handbook</li> <li>school network/Google Drive</li> <li>Meeting at start of year to review &amp; provide medical details of students</li> <li>Update first aid, CPR qualifications</li> <li>OH&amp;S and Evacuation Planning cycle</li> </ul>	Enrolment pack	<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> <li>(available from front office on request)</li> <li>Parent Information night</li> <li>Individual medical information &amp; individual plans to update at start of each year.</li> </ul>	Minimum Standards	Not required	3-4 years (or as the need for information arises and/or Individual Management Plans change. 1 year (Asthma)
Homework	<ul style="list-style-type: none"> <li>Staff handbook</li> <li>School website</li> <li>school network/Google Drive</li> </ul>	<ul style="list-style-type: none"> <li>Classroom discussion</li> <li>Transition visits</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> <li>Parent Information sessions</li> <li>Transition meetings</li> </ul>	DET	Consultation recommended	3-4 years

Policy	Communication Procedures and schedule for members of the school community					
	Staff	Students	Parents & General Community	Source of Requirement	School Council Approval	Policy Review Cycle
OH&S	<ul style="list-style-type: none"> <li>Annual induction -review in first 3 days of the year</li> <li>Staff handbook</li> <li>school network/Google Drive</li> <li>OH&amp;S drills</li> </ul>	OH&S drills Consultation after each drill	<ul style="list-style-type: none"> <li>Relevant updates in newsletter</li> </ul>	No local policy - whole of DET policy	N/A	Annually as part of compliance process or after a major critical incident
Photographing and Filming Policy	<ul style="list-style-type: none"> <li>Annual induction</li> <li>Staff handbook</li> <li>school network/Google Drive</li> </ul>	Classroom discussion	<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> </ul>	DET	Not required Consultation recommended	3-4 years
Privacy Policy	<ul style="list-style-type: none"> <li>Staff handbook</li> <li>school network/Google Drive</li> <li>Consultative Committee to communicate with and to staff.</li> </ul>		<ul style="list-style-type: none"> <li>School website</li> </ul>	No local policy - whole of DET policy	N/A	3-4 years
Staff Leave Policy	<ul style="list-style-type: none"> <li>Staff handbook</li> <li>school network/Google Drive</li> <li>Consultative Committee to communicate with and to staff.</li> </ul>			Optional	Consultation recommended	3-4 years
Student Engagement and Wellbeing Policy	<ul style="list-style-type: none"> <li>Annual induction</li> <li>Staff handbook</li> <li>School website</li> <li>school network/Google Drive</li> </ul>	<ul style="list-style-type: none"> <li>SWPB practices, and values programs</li> <li>Respectful Relationships</li> <li>Communication</li> <li>with students in relation to student welfare as required.</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> </ul>	DET	Consultation recommended	1-2 years
Supervision and Duty of Care Policy	Annual induction Staff handbook School website school network/Google Drive	<ul style="list-style-type: none"> <li>SWPB practices, and values programs</li> <li>Respectful Relationships</li> <li>Communication with students in relation to student welfare as required</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> </ul>	Minimum Standards	Not required	1-2 years
SunSmart Policy	<ul style="list-style-type: none"> <li>Annual induction</li> <li>Staff handbook</li> <li>School website</li> <li>school network/Google Drive</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment pack</li> <li>Classroom discussion at the beginning of each school year and/or as needed</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> </ul>	Optional	Not required	3-4 years
Uniform Policy	<ul style="list-style-type: none"> <li>Annual induction</li> <li>Staff handbook</li> <li>School website</li> <li>school network/Google Drive</li> </ul>	<ul style="list-style-type: none"> <li>Enrolment pack</li> <li>Classroom discussion at the beginning of each school year and/or as needed</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> </ul>	DET	Approval required	3-4 years

Policy	Communication Procedures and schedule for members of the school community					
	Staff	Students	Parents & General Community	Source of Requirement	School Council Approval	Policy Review Cycle
Visitors Policy Volunteers Policy	<ul style="list-style-type: none"> <li>Annual induction</li> <li>Staff handbook</li> <li>school network/Google Drive</li> </ul>		<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> <li>Parent Information night</li> </ul>	Minimum Standards	Approval required	3-4years
Working with Children Policy	<ul style="list-style-type: none"> <li>Annual induction</li> <li>Staff handbook</li> <li>school network/Google Drive</li> </ul>		<ul style="list-style-type: none"> <li>School website</li> <li>Newsletter</li> <li>Parent Information night</li> </ul>	No local policy - whole of DET policy	NA	3-4 years
Workplace Bullying Policy	<ul style="list-style-type: none"> <li>Annual induction</li> <li>Staff handbook</li> <li>school network/Google Drive</li> </ul>			No local policy - whole of DET policy	N/A	Annually as part of compliance process