



ALBANY RISE PRIMARY SCHOOL

Communication of School Policies, Procedures and Schedule Policy

RATIFIED BY SCHOOL COUNCIL: 22nd April 2015

REVIEW DATE: 2016

PURPOSE:

- 1.1 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.
- 1.2 To ensure that ARPS policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

GUIDELINES:

- 2.1 The policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- 2.2 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.
- 2.3 New policies will be added and modified to reflect the growth and evolution of the school and programs.
- 2.4 All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period
- 2.5 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.
- 2.6 Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- 2.7 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.
- 2.8 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 present to School Council for ratification.
- 2.9 Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents.
- 2.10 Staff will be given opportunity to provide input into the policy development or review process.
- 2.11 The focus of all school policies must remain the needs of students and school operations. Staff will refer and comply with the school's Duty of Care & On-site Supervision policy at all times.
- 2.12 Any concerns relating to the structure of the school should be directed to the principal or School Council president.
- 2.13 Relevant policies will also be loaded onto the intranet and school website for community observation and comment

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Excursion, Incursion and Camping Policies & procedures	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy folder Intranet/ server Team leaders 		<ul style="list-style-type: none"> Policies mentioned in the newsletter and available on request School website 	<ul style="list-style-type: none"> School website 	April 2015
Duty of Care & On-site Supervision Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy folder Intranet/ server 		<ul style="list-style-type: none"> Policies mentioned in the newsletter and available on request School website 	<ul style="list-style-type: none"> School website 	March 2018
Student Engagement, Inclusion and Wellbeing Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy folder ARPS Key Document Box (each class) Intranet/ server Student engagement workshops – staff meetings Restorative Practices Training 	<ul style="list-style-type: none"> Year 5/6 information sessions (start of year) 	<ul style="list-style-type: none"> Policies mentioned in the newsletter and available on request School website Information Guide (in enrolment pack) Parent Information Night 	<ul style="list-style-type: none"> School website 	August 2016
Mandatory Reporting Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual OHS online schedule 		<ul style="list-style-type: none"> School website 	<ul style="list-style-type: none"> School website School council 	2016
Cyber- Safety Policy Acceptable use Agreement	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy folder Intranet/ server ICT mtg at start of each year PD sessions 	<ul style="list-style-type: none"> Year 3-6 Handout- Early Term 1 Enrolment pack ICT Student Leaders Assemblies Cyber-Safety sessions 	<ul style="list-style-type: none"> Policies mentioned in the newsletter and available on request School website Enrolment Pack Our newsletter Individual letters home (as required) 	<ul style="list-style-type: none"> School website 	July 2015 (reviewed/updated yearly)
Anaphylaxis Policy	<ul style="list-style-type: none"> Staff manual Policy folder Intranet/ server 	<ul style="list-style-type: none"> Individual meetings with students and parents of 	<ul style="list-style-type: none"> Policies mentioned in the newsletter and available on request 	<ul style="list-style-type: none"> School website (abridged document) 	January 2016 (updated yearly)

	<ul style="list-style-type: none"> Meeting at start of each semester to review policy and anaphylactic children (mandated). With extensive training every 3 years. 	<ul style="list-style-type: none"> anaphylactic children Classroom discussion re food handling issues Letter home in each class 	<ul style="list-style-type: none"> School website Parent Information Night Enrolment Information (as required) Individual parent meetings with anaphylactic children 		
First Aid Policy (incl. Medication and Asthma)	<ul style="list-style-type: none"> Staff manual Policy Folder Intranet/ server Meeting at start of year to review each policy & provide medical details of students. Update first aid qualifications, CPR qualifications & asthma procedures OH&S and Evacuation Planning cycle. 	<ul style="list-style-type: none"> Enrolment pack 	<ul style="list-style-type: none"> Policies mentioned in the newsletter and available on request School website Information Guide (in enrolment pack- as required) Parent Information Night Newsletter information (at least x2 yearly) Parents sent medical information & asthma plans to update at start of each year 	<ul style="list-style-type: none"> School website 	2016
Harassment Policy	<ul style="list-style-type: none"> Staff manual Policy folder Intranet/ server Wellbeing Team review of dealing with issues of harassment Restorative Practices Training program 	<ul style="list-style-type: none"> Circle Time Assemblies Peer Support Program Peer Mediation training 	<ul style="list-style-type: none"> Policies mentioned in the newsletter and available on request School website Information Guide (in enrolment pack) Parent Information Night Our Newsletter 	<ul style="list-style-type: none"> School website 	April 2015
Parent Payments Policy Refunds Policy	<ul style="list-style-type: none"> Policy folder Intranet/ server 		<ul style="list-style-type: none"> Enrolment Pack Parent Information Manual School newsletter twice per year (T1 & T3) School website 	<ul style="list-style-type: none"> School website 	March 2016
Emergency Management & Critical Incident Plan	<ul style="list-style-type: none"> Staff manual Policy folder Intranet/ server Briefing re: policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> Evacuation drills Classroom signage 	<ul style="list-style-type: none"> School website Post incident as required 	<ul style="list-style-type: none"> School website 	April 2015 – annually as part of compliance process (or after a critical incident)

	<ul style="list-style-type: none"> • Evacuation Drill/Lockdown – at least twice per year 				
Uniform Policy	<ul style="list-style-type: none"> • Staff Manual • Policy folder • Intranet/ server • Staff meetings/briefings 	<ul style="list-style-type: none"> • Circle Time • Assemblies • Enrolment pack • JSC meetings 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website • Information Night 	<ul style="list-style-type: none"> • School website 	April 2015 – (council annual review)
Sunsmart Policy	<ul style="list-style-type: none"> • Staff manual • Policy folder • Intranet/ server • Briefing re: policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> • During Quality beginnings sessions (Week1 Term 1) • Beginning of Term 4 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter (Term 1 and 4) • School website 	<ul style="list-style-type: none"> • School website 	July 2015
Staff Leave Policy	<ul style="list-style-type: none"> • Staff manual • Policy folder • Consultative meetings 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	November 2014(annually)
Professional Learning Policy	<ul style="list-style-type: none"> • Staff manual • Policy folder Intranet/ server • Staff meetings • PLT meetings • Local Agreement implementation • Staffroom display 		<ul style="list-style-type: none"> • On request 	<ul style="list-style-type: none"> • On request 	April 2015
Privacy Policy	<ul style="list-style-type: none"> • Policy folder • Intranet/ server 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	
Approaching the School policy	<ul style="list-style-type: none"> • Policy folder • Intranet/ server 		<ul style="list-style-type: none"> • School newsletter • School website • Parent meetings as required 	<ul style="list-style-type: none"> • School website • School Newsletter 	April 2015

Principal: _____

School Council President: _____

Date ratified by School Council: 22nd April 2015

To be reviewed: 2016