ALBANY RISE PRIMARY SCHOOL

Communication of School Policies, Procedures and Schedule Policy

RATIFIED BY SCHOOL COUNCIL: 19th February 2020  REVIEW DATE: 2021

PURPOSE:

1.1 The policies of our 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: This policy reflects the protocols and practices outlined in our ARPS Child Safety policy.

2.1 The policies describe the rationale, purpose and guidelines 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, removed and modified to reflect the growth and evolution of the school and programs and communicated as needed.

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, two year or on a three-year basis is to be maintained.

2.8 When reviewing an existing school policy as per the scheduled 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 updates and / or reviews will be widely advised to students, staff and parents and community.

2.10 Stakeholders 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 Staff Google Drive and school website for community observation and comment.

2.14 Policy development will be aligned with new initiatives and policies from DET as they are developed, and within required timeframes.

2.15 Induction processes for new and returning school staff will ensure all relevant and required policies and practices are clearly outlined upon employment, including where to access school policies.


Principal: ______________________________
School Council President: ______________________________
Date ratified by School Council: ________________19th February 2020 ______
To be reviewed: ________________2021_______
## Communication of School Policies, Procedures and Schedule Policy

<table>
<thead>
<tr>
<th>Policy</th>
<th>Communication Procedures and schedule for members of the school community</th>
</tr>
</thead>
</table>
| **Excursion, Incursion and Camping Policies & procedures** | Staff: • Brief in 1st PL days • Staff Google Policy Folder • Whole school Policy folder • Staff server • Team leaders  
Students: • Policies mentioned in the newsletter and available on request  
Parents: • Policies mentioned in the newsletter and available on request  
General Community: • School website  
Policy Review Date: 2021 |
| **Duty of Care & On-site Supervision Policy** | Staff: • Brief in 1st PL days • Staff Google Policy Folder • Whole school Policy server  
Students: • Policies mentioned in the newsletter and available on request  
Parents: • Policies mentioned in the newsletter and available on request  
General Community: • School website  
Policy Review Date: 2020 |
| **Student Engagement, Inclusion and Wellbeing Policy** | Staff: • Brief in 1st PL days • Staff Google Policy Folder • Whole school Policy folder • Staff server • CARE team PLT PL for staff- Through SWPB  
Students: • Part of Quality Beginnings program • With Student Code of Conduct  
Parents: • Policies mentioned in the newsletter and available on request  
General Community: • School Website  
Policy Review Date: 2021 |
| **Mandatory Reporting Policy** | Staff: • Brief in 1st PL days • Staff Google Policy Folder • Whole school Policy folder • Staff online training schedule annually  
Students: • Policies mentioned in the newsletter and available on request  
Parents: • Policies mentioned in the newsletter and available on request  
General Community: • School website • School council  
Policy Review Date: 2021 |
| **Cyber- Safety Policy Acceptable use Agreement** | Staff: • Brief in 1st PL days • Staff Google Policy Folder • Whole school Policy folder • CARE team • PLC mtg at start of each year • PD sessions  
Students: • All students Handout- Early Term 1 • ICT Student Leaders • Assemblies • Cyber-Safety sessions  
Parents: • Policies mentioned in the newsletter and available on request  
General Community: • School website • Enrolment pack for parents  
Policy Review Date: 2020 (reviewed/updated yearly) |
| **Anaphylaxis Policy** | Staff: • Brief in 1st PL days • Staff Google Policy Folder  
Students: • Individual meetings with students and  
Parents: • Policies mentioned in the newsletter and available on (abridged document)  
General Community: • School website  
Policy Review Date: February 2020 (updated yearly) |
## Communication of School Policies, Procedures and Schedule Policy

| First Aid Policy (incl. Medication and Asthma) | • Whole school Policy folder  
• Meeting at start of each semester to review policy and anaphylactic children (mandated).  
• With extensive training every 2 years – all staff  
• Emailed directly to all staff  
• Induction for any new staff, including CRTs.  
• Parents of anaphylactic children  
• Classroom discussion re food handling issues  
• Letter home in each class | request  
• School website  
• Parent Information Night  
• Enrolment Information (as required)  
• Individual parent meetings with anaphylactic children to develop management plans | • Staff Google Policy Folder  
• Whole school Policy folder  
• Staff server  
• Meeting at start of year to review each policy & provide medical details of students.  
• Update first aid qualifications (every 3 years), CPR qualifications (annually) & asthma procedures  
• OH&S and Evacuation Planning cycle.  
• Enrolment pack | 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 | • School website  
• Enrolment Pack | Medication 2020  
• First Aid 2022  
• Asthma 2021 |
| Anti-Harassment Policy | • Staff Google Policy Folder  
• Whole school Policy folder  
• Staff server  
• Wellbeing Team review of dealing with issues of harassment  
• Restorative Practices Training program | Policies mentioned in the newsletter and available on request  
• School website  
• Information Guide (in enrolment pack)  
• Parent Information Nights | • Circle Time  
• Assemblies  
• Peer Support Program  
• Peer Mediation training  
• Code of Conduct | • School website | 2021 |
| Parent Payments Policy & Refunds Policy | • Policy folder  
• Staff server | • Enrolment Pack  
• School newsletter twice per year (T1 & T3)  
• School website  
• Yearly Handout  
• Compass | | • School website | 2020 |
## Communication of School Policies, Procedures and Schedule Policy

<table>
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<th>Policy Area</th>
<th>Communication Channels</th>
<th>Documentation &amp; Training</th>
<th>Frequency/Details</th>
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<tbody>
<tr>
<td><strong>Emergency Management &amp; Critical Incident Plan</strong></td>
<td>- Staff Google Policy Folder&lt;br&gt;- Whole school Policy folder&lt;br&gt;- Staff Server&lt;br&gt;- Briefing re: policy and procedures in 1st 3 days of school&lt;br&gt;- Evacuation Drill/Lockdown – at least 4 times per year</td>
<td>- Evacuation drills&lt;br&gt;- Classroom signage, specific to each room&lt;br&gt;- Post incident as required</td>
<td>February 2020&lt;br&gt;(annually)- presented in March&lt;br&gt;</td>
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<td><strong>Uniform Policy</strong></td>
<td>- Staff Google Policy Folder&lt;br&gt;- Whole school Policy folder&lt;br&gt;- Staff Server&lt;br&gt;- Staff meetings/briefings&lt;br&gt;- Staff News</td>
<td>- Circle Time&lt;br&gt;- Assemblies&lt;br&gt;- Enrolment pack&lt;br&gt;- JSC meetings&lt;br&gt;- Student Leaders Meetings</td>
<td>2020&lt;br&gt;</td>
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<td><strong>Sunsmart Policy</strong></td>
<td>- Staff Google Policy Folder&lt;br&gt;- Whole school Policy folder&lt;br&gt;- Staff Server&lt;br&gt;- Briefing re: policy and procedures in 1st 3 days of school</td>
<td>- During Quality beginnings sessions (Week 1 Term 1)&lt;br&gt;- End of Term 3.</td>
<td>2021&lt;br&gt;</td>
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<td><strong>Staff Leave Policy</strong></td>
<td>- Staff Google Policy Folder&lt;br&gt;- Whole school Policy folder&lt;br&gt;- Consultative meetings</td>
<td>- School website</td>
<td>2021&lt;br&gt;</td>
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<td><strong>Professional Learning Policy &amp; Professional Practice Days policy</strong></td>
<td>- Staff Google Policy Folder&lt;br&gt;- Whole school Policy folder&lt;br&gt;- Intranet/ server&lt;br&gt;- Staff meetings&lt;br&gt;- PLT meetings&lt;br&gt;- Local Agreement implementation&lt;br&gt;- Staffroom display</td>
<td>- On request</td>
<td>Professional Learning 2022&lt;br&gt;Professional Practice Days 2020&lt;br&gt;</td>
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<td><strong>Privacy Policy</strong></td>
<td>- Link to DET policy provided to all staff in Term 1</td>
<td>- School website- link to DET policy</td>
<td>2018&lt;br&gt;(DET policy)&lt;br&gt;</td>
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<tr>
<td><strong>Approaching the School</strong></td>
<td>- Policy folder</td>
<td>- School newsletter</td>
<td>2021&lt;br&gt;</td>
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<td><strong>Child Safe Standards and Code of Conduct</strong></td>
<td>Staff Google Policy Folder</td>
<td>School newsletter</td>
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<td>Enrolment Pack website information re policy access</td>
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*In classrooms with teacher at the start of each term*