ALBANY RISE PRIMARY SCHOOL

Communication of School Policies, Procedures and Schedule Policy

RATIFIED BY SCHOOL COUNCIL: 26th February 2025 REVIEW DATE: 2026

ARPS POLICY

Help for non-English speakers

If you need help to understand this policy, please contact the Albany Rise Primary School Administration.

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:

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, 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 New policies will be added or removed in line with updates to Department of Education directives, policies and practices.

2.5 All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period

2.6 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.

2.7 Policies will be developed taking into account DE policies, memos and circulars relating to a particular policy area.

2.8 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.

2.9 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.

2.10 Changes as a result of policy updates and / or reviews will be widely advised to students, staff and parents and community.

2.11 Stakeholders will be given opportunity to provide input into the policy development or review process.

2.12 The focus of all school policies must remain the needs of students and school operations.

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 DE 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.

Resources: https://www2.education.vic.gov.au/pal

https://www2.education.vic.gov.au/pal/school-policy-templates-portal

Google Drive: https://drive.google.com/drive/folders/0APsGZOeO2A7QUk9PVA

Website: https://albanyrise-ps.vic.edu.au/about-us/policies/

Policy last reviewed	26th February 2025
Approved by	School Council: Principal:
Next schedule review date:	2026

ARPS POLICY

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	• Brief in 1st PL days • Staff Google Policy Folder • Whole school Policy folder • Team leaders • Excursion & Camp Template folder n Google drive • Email reminder to staff early Term 1		• Policies mentioned in the newsletter and available on request • School website	• School website	2026
Duty of Care & On-site Supervision Policy	• Brief in 1st PL days • Staff Google Policy Folder • Whole school Policy server • Staff Operations Manual		• Policies mentioned in the newsletter and available on request • School website	• School website	2025 (reviewed/updated yearly)
Student Wellbeing and Engagement Policy	• Brief in 1st PL days • Staff Google Policy Folder • Whole school Policy folder • Staff server • CARE team through SWPB action plan	• Part of Quality Beginnings program • With Student Code of Conduct • In RRRR SEL lessons	• Policies mentioned in the newsletter and available on request • School website • Enrolment Pack website information re policy access • Parent Information Nights	• School Website	2025
Child Safety Reporting and Responding obligations policy and procedure	• Brief in 1st PL days • Staff Google Policy Folder • Whole school Policy folder • Staff online training schedule annually (Mandatory LearnEd)	• In SEL and RRRR lessons re: personal safety • JSC & SVT start of year	• School website	• School website • School council	2025
Cyber- Safety & ESmart Policy Acceptable use Agreement	• Brief in 1st PL days • Staff Google Policy Folder • Whole school Policy folder • CARE team • Scheduled PL sessions	• All students Handout- Early Term 1 • ICT Student Leaders • Assemblies	• Policies mentioned in the newsletter and available on request • School website • Enrolment Pack • Individual letters home (as	• School website • Enrolment pack for parents	2026

		• Cyber-Safety sessions in STEM • Explicit teaching prior to accessing laptops- year 3-6	required) • Compass document		
Anaphylaxis Policy	• Brief in 1st PL days • Staff Google Policy Folder • 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. • Included in CRT folders	• Individual meetings with students and parents of anaphylactic children • Classroom discussion re food handling issues • Letter home in each class	• Policies mentioned in the newsletter and available on request • School website • Parent Information Night • Enrolment Information (as required) • Individual parent meetings with anaphylactic children to develop management plans • Newsletter information • School Council review annually	• School website (abridged document)	February 2025 (updated yearly)
First Aid Policy (incl. Medication and Asthma)	• 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	2025 Medication 2025 First Aid 2025 Asthma 2025

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 • Personally to staff as required	• Circle Time • Assemblies • Peer Support Program • Peer Mediation training • Code of Conduct	• Policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) • Parent Information Nights	• School website	2024
Parent Payments Policy & Refunds Policy	• Policy folder • Staff server		• Enrolment Pack • School newsletter twice per year (T1 & T3) • School website • Dojo • Annual Hard copy to parents (Nov)	• School website	2025 (reviewed/updated yearly)
Emergency Management & Critical Incident Plan	• Staff Google Policy Folder • Whole school Policy folder • Staff Server • Briefing re: policy and procedures in Term 1 • Evacuation Drill/Lockdown – at least 4 times per year	• Evacuation drills • Classroom signage, specific to each room • Maps in all rooms visible	• School website • Post incident as required - ISOC • Maps in all rooms visible • ESM review reports to School Council	• School website	February 2024 (annually)- presented in March
Student Dress Code & Uniform Policy	• Staff Google Policy Folder • Whole school Policy folder • Staff Server • Staff meetings/briefings • Staff News	• Circle Time • Assemblies • Enrolment pack • JSC meetings • Student Leaders Meetings • Student Voice Team meetings	• Enrolment Pack includes website information re policy access • School newsletter • School website • Information Nights • Uniform reminders (personalised) sent home	• School website	2026
Sunsmart Policy	• Staff Google Policy Folder • Whole school Policy folder • Staff Server • Briefing re: policy and procedures in 1st 3 days of	• During Quality beginnings sessions (Week1 Term 1) • End of Term 3.	• Enrolment Pack • School newsletter (Term 1 and 4) • School website	• School website	2025

	school				
Staff Leave Policy	• Staff Google Policy Folder • Whole school Policy folder • Consultative meetings		• School website	• On request	2025
Professional Learning Policy & Professional Practice Days policy	• Staff Google Policy Folder • Whole school Policy folder • Intranet/ server • Staff meetings • PLT meetings • Local Agreement implementation • Staffroom display • Long Term planning agreement		• On request	• On request	Professional Learning 2026 Professional Practice Day 2025 (in Long term planning agreement annually)
Privacy Policy	• Link to DET policy provided to all staff in Term 1		• School website- link to DET policy	• School website • School Newsletter (Feb annually) • Enrolment Pack	(DET policy)
Approaching the School policy	• Policy folder • Intranet/ server		• School newsletter • School website • Parent meetings as required	• School website • School Newsletter	2025
Adult Code of Conduct	• Staff Google Policy Folder • Whole school Policy folder • Staff Server • Staff meetings • Signed Copies stored in office	Protective Behaviour sessions annually	• School newsletter • School website • Parent meetings as required • Enrolment Pack website information re policy access • Volunteer Packs (available at the office)	• School website • School Newsletter	Code of Conduct (Adults) 2025
Child Safety and Wellbeing Policy	• Staff Google Policy Folder • Whole school Policy folder • Staff Server • Staff meetings		• School newsletter • School website • Enrolment Pack website information re policy access	• School website • School Newsletter	2025

Annual Report to the school Community	• Leadership team & SIT • Staff meeting • Signed copy stored with Principal in office		• School Website • Notification on website through school Newsletter • March Reporting to community meeting (annual)	• School Website • DET required sites	2025- March
Mobile Phone & Electronic Devices Policy	• Staff Google Policy Folder • Whole school Policy folder • Staff Server • Staff meetings	In classrooms with teacher at the start of each term	• School Website • Notification on website through school Newsletter • Class Dojo reminder	• School Website • DET required sites • Enrolment Pack	2026