

COMMUNICATION (Policies)

POLICY

Rationale:

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.

Aims:

To ensure that Murchison Primary Schools policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements. The needs of the students and school operations must remain the focus of all school policies.

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 school and 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 or reviewing an existing one, the Principal will consult with appropriate personnel. 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.
- Changes as a result of policy developments and / or reviews will be communicated to students, staff and parents through the website and newsletter.
- Staff will be given opportunity to provide input into the policy development or review process.
- Any concerns relating to the policies of the school should be directed to the Principal or School Council President.
- Relevant policies will also be loaded onto the U Drive and school website for community observation and comment.
- The Education Subcommittee will provide final approval for reviewed policies prior to ratification at School Council.

Key Links : [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 Incursion Policy Camps Policy	<ul style="list-style-type: none"> Brief in February PL days Policy manual U Drive 		<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 	Oct 2017 Oct 2017 Oct 2017
Onsite Supervision of Students Policy Duty of Care Policy	<ul style="list-style-type: none"> Brief in February PL days Policy manual U Drive 		<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 	Aug 2017 Aug 2017
Behaviour Management Policy Student Welfare Policy Child Protection Reporting Policy and Procedures	<ul style="list-style-type: none"> Brief in February PL days Policy manual U Drive Staff meetings 	<ul style="list-style-type: none"> Class Rules YCDI & Bounce Back Programs Circle Time 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Student Welfare Policy – Enrolment Pack Newsletter 	<ul style="list-style-type: none"> School website 	Nov 2016 Nov 2016 Nov 2016
Internet Policy Cyberbullying Policy	<ul style="list-style-type: none"> Brief in February PL days Staff manual Policy manual U Drive E-learning mtg at start of each year 	<ul style="list-style-type: none"> Enrolment pack Assemblies eSmart 	<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 	May 2016 May 2016
Anaphylaxis Policy	<ul style="list-style-type: none"> Policy manual U Drive Meeting at start of each semester to review policy and anaphylactic children 	<ul style="list-style-type: none"> Individual meetings with students and parents of anaphylactic children Classroom discussion 	<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 	May 2017

	<ul style="list-style-type: none"> • Twice Yearly mandated training program 	re food handling issues	<ul style="list-style-type: none"> • Enrolment Information • Individual parent meetings with anaphylactic children. 		
First Aid Policy Care Arrangements for Ill students Policy Distribution of Medication Policy	<ul style="list-style-type: none"> • Policy manual • U Drive • 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"> • All policies mentioned in the newsletter and available on request • School website • Information booklet • Parents sent medical information & asthma plans to update at start of each year 	<ul style="list-style-type: none"> • School website 	Aug 2017 Dec 2017 Aug 2017
Bullying & Harassment Policy	<ul style="list-style-type: none"> • Policy manual • U Drive 	<ul style="list-style-type: none"> • Circle Time 	<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 	Nov 2017
Emergency Management Plan Critical Accidents & Incidents Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • U Drive • Review of policy and procedures in February • Evacuation Drill/Lockdown – twice per year 	<ul style="list-style-type: none"> • Evacuation drills 	<ul style="list-style-type: none"> • School website • Newsletters 	<ul style="list-style-type: none"> • School website 	Dec 2016 May 2018
Sunsmart Policy	<ul style="list-style-type: none"> • Policy manual • U Drive • Review of policy and procedures in February. 	<ul style="list-style-type: none"> • Assemblies 	<ul style="list-style-type: none"> • School newsletter • School website 	<ul style="list-style-type: none"> • School website 	Oct 2017
Curriculum Policy	<ul style="list-style-type: none"> • Policy manual • U Drive 		<ul style="list-style-type: none"> • Enrolment Pack 	<ul style="list-style-type: none"> • School website 	Nov 2018

Enrolment Policy	<ul style="list-style-type: none"> Review of policy and procedures in February. 		<ul style="list-style-type: none"> School newsletter School website 		May 2018
Working with Children Policy					May 2018

Evaluation:

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

This policy was last ratified by School Council in....	November 2015
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