



Communication Procedures and Schedule for members of the school community

Policy	Staff	Students	Parents	General Community	Review Date
Excursions Policy Camps Policy	<ul style="list-style-type: none"> • Staff briefing in first PL at beginning of year Curriculum Days • Copy in Excursion/Incursion Folder distributed to all staff • Intranet 	<ul style="list-style-type: none"> • Policy implementation throughout year 	<ul style="list-style-type: none"> • Mentioned in the newsletter as relevant and available on request • School website 	<ul style="list-style-type: none"> • School website 	2019 2021
Duty of Care	<ul style="list-style-type: none"> • Staff briefing in first PL at beginning of year Curriculum Days • Staff Handbook/Induction processes • Intranet 		<ul style="list-style-type: none"> • School Website • Mentioned in the newsletter as relevant and available on request 	<ul style="list-style-type: none"> • School website 	Annually
Yard Duty and Supervision	<ul style="list-style-type: none"> • Staff briefing in first PL at beginning of year Curriculum Days • Staff Handbook/Induction processes • Yard Duty roster distributed each term or as required • Intranet 				2021

<p>Child Safety – including Child Safe Policy, Code of Conduct, standards and strategies</p> <p>Child Protection Reporting Policy</p>	<ul style="list-style-type: none"> • Staff briefing in first PL at beginning of year Curriculum Days • Wellbeing Folder – distributed to all staff 	<ul style="list-style-type: none"> • Classroom briefing and discussion at beginning of each year • Implementation throughout the year 	<ul style="list-style-type: none"> • Mentioned in the newsletter as relevant and available on request • School website 	<ul style="list-style-type: none"> • School website 	<p>Every two years</p> <p>Review due – June 2020</p> <p>July 2018</p>
<p>Student Engagement & Wellbeing Policy</p> <p>Student Code of Conduct</p>	<ul style="list-style-type: none"> • Staff briefing in first PL at beginning of year Curriculum Days • Copy in Wellbeing Folder distributed to all staff • Intranet 	<ul style="list-style-type: none"> • Enrolment Pack • Student Code of Conduct – • Classroom briefing and discussion at beginning of each year • Policy implementation throughout year 	<ul style="list-style-type: none"> • Mentioned in the newsletter as relevant and available on request • School website • Permission Booklet – beginning of each year 	<ul style="list-style-type: none"> • School website 	<p>2019</p>
<p>Bullying Prevention Policy</p>	<ul style="list-style-type: none"> • Staff briefing in first PL at beginning of year Curriculum Days • Copy in Wellbeing Folder distributed to all staff • Intranet 	<ul style="list-style-type: none"> • Classroom briefing and discussion in Term 1 • Policy implementation throughout year 	<ul style="list-style-type: none"> • Mentioned in the newsletter as relevant and available on request • School website 	<ul style="list-style-type: none"> • School website 	<p>2020</p>
<p>Inclusion and Diversity Policy</p>	<ul style="list-style-type: none"> • Intranet • Staff Manual/Induction processes 	<ul style="list-style-type: none"> • Classroom briefing and discussion in Term 1 • Policy implementation throughout year 	<ul style="list-style-type: none"> • School Website 	<ul style="list-style-type: none"> • School website 	<p>2021</p>

<p>Digital Technologies</p> <p>Acceptable Use Agreement</p>	<ul style="list-style-type: none"> • Intranet • Staff Handbook and induction processes 	<ul style="list-style-type: none"> • Classroom briefing and discussion in Term 1 • AUA signed at beginning of each year 	<ul style="list-style-type: none"> • Mentioned in the newsletter as relevant and available on request • School website • Permissions Booklet – AUA signed at beginning of the year 	<ul style="list-style-type: none"> • School website 	<p>Annually</p>
<p>Anaphylaxis Policy</p>	<ul style="list-style-type: none"> • Staff Manual and induction process • Meeting at start of each year /semester/on enrolment of anaphylactic children • Twice yearly mandated training program • Medical Alerts/Illness register 	<ul style="list-style-type: none"> • Individual meetings with students and parents of anaphylactic children • Classroom discussion re food handling issues 	<ul style="list-style-type: none"> • Mentioned in the newsletter as relevant and available on request • School website • Enrolment Information • Individual parent meetings with anaphylactic children 	<ul style="list-style-type: none"> • School website 	<p>Annually</p>
<p>First Aid Policy</p> <p>Health Care Needs Policy</p> <p>Administration of Medication Policy</p> <p>Asthma Policy</p>	<ul style="list-style-type: none"> • Staff Handbook and induction process • Intranet • Meeting at start of year to review medical details of students • Update first aid qualifications, CPR qualifications & asthma procedures • Teacher briefings • Medical Alerts/Illness register • CRT information manual 		<ul style="list-style-type: none"> • Mentioned in the newsletter and available on request • School website • Parent Information Night • Enrolment Information • Parents must provide medical information & anaphylaxis and asthma plans at enrolment and must update information communication at start of each year, or as conditions change 	<ul style="list-style-type: none"> • School website 	<p>2021</p> <p>2021</p>

			<ul style="list-style-type: none"> Individual meetings with parents of children with specific medical conditions 		
Homework Policy	<ul style="list-style-type: none"> Intranet PLC meetings 	<ul style="list-style-type: none"> Classroom briefing and discussion in Term 1 Policy implementation throughout year 	<ul style="list-style-type: none"> Provided to parents at the beginning of each year – Permissions Booklet School newsletter School website Parent Information Night 	<ul style="list-style-type: none"> School website 	*2018
Emergency Management Critical Incident Policy and Plan	<ul style="list-style-type: none"> Briefing for all staff on evacuation procedures in Term 1 Emergency Management folder distributed to all staff Evacuation Drill/Lockdown – as per OHS Activities Calendar 	<ul style="list-style-type: none"> Evacuation drills 			Emergency Management Plan updated annually (November) 2021 (or after a critical incident)
Student Dress Code/Uniform Policy	<ul style="list-style-type: none"> Intranet Staff Manual Staff meetings/briefings 	<ul style="list-style-type: none"> Assemblies Enrolment Information Classroom discussion 	<ul style="list-style-type: none"> Enrolment Information Provided to parents at the beginning of each year – Permissions Booklet School newsletter School website 	<ul style="list-style-type: none"> School website 	September 2019

			<ul style="list-style-type: none"> • Parent Information Nights 		
SunSmart Policy	<ul style="list-style-type: none"> • Intranet 	<ul style="list-style-type: none"> • Assemblies • No Hat, No Play policy implemented in Term 1 and 4 	<ul style="list-style-type: none"> • Mentioned in the newsletter as relevant and available on request • School website 	<ul style="list-style-type: none"> • School website 	April 2019
Assessment Policy	<ul style="list-style-type: none"> • Staff Manual and induction processes • PLC Meetings • Intranet 				2020
Language Policy	<ul style="list-style-type: none"> • Staff Manual and induction processes • Intranet 				2020
Curriculum Framework Policy	<ul style="list-style-type: none"> • Staff Manual and induction processes • Intranet 				
Staffing Policy	<ul style="list-style-type: none"> • Intranet • Staff meetings • Local Agreement implementation • Leadership meetings/meetings with Principal 				May 2019
Parent Complaints and Concerns	<ul style="list-style-type: none"> • Intranet • Leadership meetings 		<ul style="list-style-type: none"> • School newsletter • School website 	<ul style="list-style-type: none"> • School website 	September 2019
Enrolment Policy			<ul style="list-style-type: none"> • <i>School Website - link to DET policy</i> 	<ul style="list-style-type: none"> • <i>School Website - link to DET policy</i> 	
Canteen Policy	<ul style="list-style-type: none"> • Intranet 		<ul style="list-style-type: none"> • School Website 	<ul style="list-style-type: none"> • School Website 	2020

			<ul style="list-style-type: none"> • Mentioned in the newsletter as relevant and available on request • School website 		
Class Formation Policy	<ul style="list-style-type: none"> • Staff Manual • Staff meetings/briefings • Intranet 		<ul style="list-style-type: none"> • Mentioned in the newsletter as relevant and available on request • School website 	<ul style="list-style-type: none"> • School Website 	2019
Volunteers Policy	<ul style="list-style-type: none"> • Staff Manual and induction processes • Intranet 		<ul style="list-style-type: none"> • Volunteer Training/Induction process • Mentioned in the newsletter as relevant and available on request • School website 	<ul style="list-style-type: none"> • School Website 	2020
Visitors Policy	<ul style="list-style-type: none"> • Staff Manual and induction processes • Intranet 		<ul style="list-style-type: none"> • Mentioned in the newsletter as relevant and available on request • School website 	<ul style="list-style-type: none"> • School Website 	2021
Attendance Policy	<ul style="list-style-type: none"> • Staff briefing in first PL at beginning of year Curriculum Days • Wellbeing Folder – distributed to all staff 	<ul style="list-style-type: none"> • Policy implementation throughout year 	<ul style="list-style-type: none"> • Enrolment Information • Mentioned in the newsletter as relevant and available on request • School website • Parent Information Night 	<ul style="list-style-type: none"> • School Website 	2020
Electronic Funds Management Policy	<ul style="list-style-type: none"> • Staff Manual • Intranet 				Annually

Investment Policy					
Cash Handling Policy					
Parent Payment Policy*			<ul style="list-style-type: none"> *School Website 		
Fundraising Policy	<ul style="list-style-type: none"> Staff Handbook Intranet 		<ul style="list-style-type: none"> Mentioned in the newsletter as relevant and available on request School website 	<ul style="list-style-type: none"> School Website 	2020
Personal Property Policy	<ul style="list-style-type: none"> Intranet 	<ul style="list-style-type: none"> Classroom briefing and discussion in Term 1 Policy implementation throughout year 	<ul style="list-style-type: none"> School website Mentioned in the newsletter as relevant and available on request 	<ul style="list-style-type: none"> School Website 	2021
Photographing and Filming Students Policy	<ul style="list-style-type: none"> Staff Handbook and induction processes Intranet 		<ul style="list-style-type: none"> School website Permissions Booklet – consent form signed by parents at the beginning of each year Enrolment Information 	<ul style="list-style-type: none"> School website 	2021
Statement of Values and School Philosophy	<ul style="list-style-type: none"> Staff Handbook Intranet 	<ul style="list-style-type: none"> Classroom briefing and discussion in Term 1 Policy implementation throughout year 	<ul style="list-style-type: none"> School website 	<ul style="list-style-type: none"> School website 	2022
Privacy Policy (DET)			<ul style="list-style-type: none"> <i>Enrolment Information – ‘Collection Notice’</i> <i>Link to DET policy on school website</i> 	<ul style="list-style-type: none"> <i>Link to DET policy on school website</i> 	
Occupational Health & Safety (DET)	<ul style="list-style-type: none"> Staff Handbook and Induction processes OHS Noticeboard 				

Sexual Harassment (DET)	<ul style="list-style-type: none">• Staff Manual				
Workplace Bullying (DET_	<ul style="list-style-type: none">• Staff Manual				