

# Tyers Primary School – Communication of School Policies & Procedures Policy

## Purpose

The policies of the school guide and describe the main processes, functions and operations of Tyers Primary School. The development and review of policies is part of an agreed process to ensure key stakeholders are part of the consultation and review process.

The aim of this policy is to ensure Tyers Primary School policies frame and accurately reflect the school operations, directions, and goals and meet all relevant legislative and Department of Education and Training (DET) compliance and duty of care requirements, are responsive to changes in legislation and reflect best practise in education.

## 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 teaching and learning 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, the principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to staff members, parents and students as appropriate prior to ratification by School Council.
- Policies will be developed taking into account relevant legislation, Ministerial Orders, DET policies, memorandums and circulars relating to specific policy areas.
- A database of policies and a review schedule to provide a timeline for reviews either annually or on a tri-annually is to be maintained.
- When reviewing an existing school policy as per the tri-annual review cycle, the principal will consult with staff, parents and students as appropriate and to School Council for ratification.
- Changes as a result of policy developments and/or reviews will be distributed to students, staff and parents.
- Staff will be given opportunity to provide input into the policy development or review process.
- The focus of all school policies must remain the needs of students and school operations and reference the school's School Philosophy and Supervision and Duty of Care Policy
- Any concerns relating to the structure of the school should be directed to the principal or School Council President.
- Relevant policies will be placed on the intranet, school website and the Tyers Primary School Policies & associated documents folders located at the school office, Principal's Office and each classroom for community reference and comment.

## Review

The Tyers Primary School School Council and staff will regularly monitor and review the effectiveness of the Communication of School Policies and Procedures Policy tri-annually or as required by completing a policy review.

Communication of School Policies and Procedures Policy updates and requirements will be made available to staff, families and visitors.

This policy was ratified by School Council at the School Council Meeting held 14/06/2016.

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
<b>Administration of Medication Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	13/06/2019
<b>Anaphylaxis Management Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Student engagement forum</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents of anaphylactic children</li> <li>• Classroom discussion re. food handling issues</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Individual parent meetings with anaphylactic children</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	13/06/2017
<b>Bullying &amp; Harassment Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Student engagement forum</li> <li>• Restoratives Practices briefings</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment pack</li> <li>• Student Forums</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Enrolment Pack</li> <li>• Parent Information Session</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	02/05/2019
<b>Care Arrangements for Ill Students Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Parent Information Session</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	13/06/2019

<b>Cash Handling Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> </ul>	• School website	13/06/2019
<b>Communication of School Policies &amp; Procedures Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> </ul>	• School website	13/06/2019
<b>Curriculum Framework Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Parent Information Session</li> </ul>	• School website	02/05/2019
<b>Dress Code Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Student engagement forum</li> </ul>	• Student Forums	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Enrolment Pack</li> <li>• Parent Information Session</li> </ul>	• School website	13/06/2019
<b>Excursions and Camp Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Parent Information Session</li> </ul>	• School website	02/05/2019

<b>First Aid Policy &amp; Procedures</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Parent Information Session</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	13/06/2019
<b>Gifts, Benefits and Hospitality Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	01/12/2017
<b>ICT &amp; Internet Acceptable Use Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Student engagement forum</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment pack</li> <li>• Student briefings</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Enrolment Pack</li> <li>• Parent Information Session</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	02/05/2019
<b>Acceptable Use of Digital Technologies and Internet Agreement for Students</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Student engagement forum</li> <li>• Restoratives Practices briefings</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment pack</li> <li>• Student briefings</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Enrolment Pack</li> <li>• Parent Information Session</li> <li>• Our HS Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	02/05/2019

<b>Incursion Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Student engagement forum</li> <li>• Restoratives Practices briefings</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Parent Information Session</li> </ul>	• School website	02/05/2019
<b>Key &amp; Security Fob Register &amp; Security Protocols</b>	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• Intranet</li> </ul>				Ongoing
<b>Mandatory Reporting Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Parent Information Session</li> </ul>	• School website	13/06/2019
<b>School Hours Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment pack</li> <li>• Student briefings</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Enrolment Pack</li> <li>• Parent Information Session</li> </ul>	• School website	13/06/2019
<b>School Philosophy Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment pack</li> <li>• Student briefings</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Enrolment Pack</li> <li>• Parent Information Session</li> </ul>	• School website	02/05/2019

<b>Staff Registers Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>			<ul style="list-style-type: none"> <li>• School website</li> </ul>	13/06/2019
<b>Student Engagement &amp; Inclusion Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Student forum</li> <li>• Restoratives Practices briefings</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment pack</li> <li>• Student briefings</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Enrolment Pack</li> <li>• Parent Information Session</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	13/06/2019
<b>Supervision and Duty of Care Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Parent Information Session</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	02/05/2019
<b>Visitors Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	02/05/2019
<b>Volunteers Check (WWCC) Policy</b>	<ul style="list-style-type: none"> <li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	02/05/2019

<b>Working with Children Check Policy</b>	<ul style="list-style-type: none"><li>• Highlight at initial staff briefing &amp; discuss at PLT meetings</li><li>• Policy manual</li><li>• Intranet</li></ul>		<ul style="list-style-type: none"><li>• All policies mentioned in the newsletter and available on request</li><li>• School website</li><li>• Enrolment Pack</li><li>• Parent Information Session</li></ul>	<ul style="list-style-type: none"><li>• School website</li></ul>	02/05/2019
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