



Policy Guidelines and Communication

Rationale:

The policies of the Kerrimuir Primary 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 staff, school council and parents/caregivers are part of the consultation and review process.

Aims:

To ensure that KPS policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

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 or nominee 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 new school and new 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 or nominee 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.
- 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 or nominee 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 advised to students, staff and parents.
- Staff will be given opportunity to provide input into the policy development or review process.
- Any concerns relating to the structure of the school should be directed to the principal, nominee or curriculum sub-committee.
- Relevant policies will also be uploaded onto the school website for community observation and uploaded onto the intranet for staff

Date:

Ratified:

Review:



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Curriculum Policies	Communication Procedures and schedule for members of the school community			
	Staff	Students	Parent/ Caregivers & Wider Community	Policy Review Date
Computer & Internet Usage Policy <i>(May)</i>	<ul style="list-style-type: none"> • Staff meetings • Staff & Policy manual • Intranet • Reviewed in Team meetings • Curriculum Committee overview 	<ul style="list-style-type: none"> • CALC Program • BYOD Program • ICT lessons • Circle Time • Assemblies 	<ul style="list-style-type: none"> • School website • Notes are sent to parents & caregivers to inform them when the policy is under review, inviting them to participate in the review process • A hard copy of the policy is available upon request • Parents/Caregivers are required to sign off on the policy 	2014
Teaching & Learning <i>(March)</i>	<ul style="list-style-type: none"> • Staff meetings • Staff & Policy manual • Intranet • Reviewed in Team meetings • Curriculum Committee overview 		<ul style="list-style-type: none"> • School website • Notes are sent to parents & caregivers to inform them when the policy is under review, inviting them to participate in the review process • A hard copy of the policy is available upon request 	2015
Student Engagement & Wellbeing <i>(September)</i>	<ul style="list-style-type: none"> • Staff meetings • Staff & Policy manual • Intranet • Reviewed in Team meetings 	<ul style="list-style-type: none"> • CALC Program • Circle Time • Assemblies • Class discussions • Re-Think 	<ul style="list-style-type: none"> • School website • Notes are sent to parents & caregivers to inform them when the policy is under review, inviting 	2016

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	<ul style="list-style-type: none"> • Curriculum Committee overview • Restorative Practices Training 	<ul style="list-style-type: none"> • Family Life Sessions • Life Education Sessions 	<p>them to participate in the review process</p> <ul style="list-style-type: none"> • A hard copy of the policy is available upon request • Information Guide (in enrolment pack) • Parent Information Night 	
<p>Assessment & Reporting <i>(September)</i></p> <p>English As an Additional Language <i>(September)</i></p> <p>Health & Physical Education <i>(September)</i></p> <p>Humanities <i>(September)</i></p> <p>Literacy <i>(September)</i></p> <p>Numeracy <i>(September)</i></p> <p>Swimming <i>(September)</i></p>	<ul style="list-style-type: none"> • Staff meetings • Staff & Policy manual • Intranet • Reviewed in Team meetings • Curriculum Committee overview 	<ul style="list-style-type: none"> • Circle Time • Assemblies • Class discussions 	<ul style="list-style-type: none"> • School website • Notes are sent to parents & caregivers to inform them when the policy is under review, inviting them to participate in the review process • A hard copy of the policy is available upon request 	Throughout 2016
<p>Curriculum Framework <i>(February)</i></p> <p>Camping <i>(February)</i></p> <p>Excursions & Incursions <i>(February)</i></p> <p>Homework <i>(February)</i></p> <p>Integration <i>(September)</i></p> <p><i>(February)</i></p> <p>Junior School Council <i>(September)</i></p> <p>Languages Other Than English <i>(February)</i></p> <p>Library <i>(February)</i></p> <p>Performing Arts <i>(February)</i></p> <p>Science <i>(February)</i></p> <p>Staff Professional Development</p> <p>Sustainability <i>(February)</i></p> <p>Technology, Creativity & Design</p>	<ul style="list-style-type: none"> • Staff meetings • Staff & Policy manual • Intranet • Reviewed in Team meetings • Curriculum Committee overview 	<ul style="list-style-type: none"> • Circle Time • Assemblies • Class discussions 	<ul style="list-style-type: none"> • School website • Notes are sent to parents & caregivers to inform them when the policy is under review, inviting them to participate in the review process • A hard copy of the policy is available upon request 	Throughout 2017

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(February) Visual Arts (February)				
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Parent Interest Policies	Communication Procedures and schedule for members of the school community			
	Staff	Students	Parent/ Caregivers & Wider Community	Policy Review Date
Canteen <i>(May)</i>	<ul style="list-style-type: none"> • Staff meetings • Staff & Policy manual • Intranet • Reviewed in Team meetings • Curriculum Committee 		<ul style="list-style-type: none"> • School website • Notes are sent to parents & caregivers to inform them when the policy is under review, inviting them to participate in the review process • Parent Information Transition Sessions • A hard copy of the policy is available upon request 	2013
Inclement Weather <i>(February)</i> EMA Policy <i>(July)</i>	<ul style="list-style-type: none"> • Staff meetings • Staff & Policy manual • Intranet • Reviewed in Team meetings • Curriculum Committee 		<ul style="list-style-type: none"> • School website • Notes are sent to parents & caregivers to inform them when the policy is under review, inviting them to participate in the review process Parent Information Transition Sessions • A hard copy of the policy is available upon request 	2014
Anti-Bullying <i>(April)</i> Asthma <i>(September)</i> Headlice <i>(April)</i> Uniform <i>(March)</i>	<ul style="list-style-type: none"> • Staff meetings • Staff & Policy manual • Intranet • Reviewed in Team 	<ul style="list-style-type: none"> • CALC Program • Circle Time • Assemblies • Class discussions 	<ul style="list-style-type: none"> • School website • Notes are sent to parents & caregivers to inform them when the policy is 	2015

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<p>Working With Children <i>(February)</i></p>	<p>meetings</p> <ul style="list-style-type: none"> • Curriculum Committee • Update first aid qualifications, CPR qualifications & asthma procedures • Teacher briefings with Anne Italiano • OH&S and Evacuation Planning cycle. 	<ul style="list-style-type: none"> • Re-Think • Family Life Sessions • Life Education Sessions 	<p>under review, inviting them to participate in the review process</p> <ul style="list-style-type: none"> • A hard copy of the policy is available upon request • Information Guide (in enrolment pack) • Parent Information Transition Sessions • Parents sent medical information & asthma plans to update at start of each year 	
<p>Healthy Eating Privacy <i>(September)</i></p>	<ul style="list-style-type: none"> • Staff meetings • Staff & Policy manual • Intranet • Reviewed in Team meetings • Curriculum Committee 		<ul style="list-style-type: none"> • School website • Notes are sent to parents & caregivers to inform them when the policy is under review, inviting them to participate in the review process • A hard copy of the policy is available upon request 	<p>2016</p>
<p>Anaphylaxis Policy <i>(February)</i> Administration of Medication <i>(February)</i> First Aid Policy <i>(February)</i></p>	<ul style="list-style-type: none"> • Staff meetings • Staff & Policy manual • Intranet • Meeting at start of year to review each policy & provide medical details of students. • Annual update of first aid 	<ul style="list-style-type: none"> • CALC Program • Circle Time • Assemblies • Class discussions • Family Life Sessions • Life Education Sessions 	<ul style="list-style-type: none"> • School website • Notes are sent to parents & caregivers to inform them when the policy is under review, inviting them to participate in the review process • A hard copy of the policy is 	<p>March 2017 (updated yearly)</p>

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	<p>and CPR qualifications and bi-annual training</p> <ul style="list-style-type: none"> OH&S and Evacuation Planning cycle. 		<p>available upon request</p> <ul style="list-style-type: none"> Parent Information Transition Sessions Individual parent meetings with anaphylactic children Information Guide (in enrolment pack) Parents sent medical information to update at start of each year 	
Bullying & Harassment Policy <i>(March)</i>	<ul style="list-style-type: none"> Staff meetings Staff & Policy manual Intranet Wellbeing Team Meetings Staff meetings Restorative Practices Training 	<ul style="list-style-type: none"> CALC Program Circle Time Assemblies Class discussions Re-Think Peer Mediation Training Family Life Sessions Life Education Sessions 	<ul style="list-style-type: none"> School website Notes are sent to parents & caregivers to inform them when the policy is under review, inviting them to participate in the review process A hard copy of the policy is available upon request Parent Information Transition Sessions Information Guide (in enrolment pack) 	2017
<p>Graduation <i>(February)</i></p> <p>Mobile Phones <i>(February)</i></p> <p>Ride to School <i>(February)</i></p> <p>School Councillor Code of Conduct <i>(February)</i></p> <p>Sunsmart <i>(February)</i></p>	<ul style="list-style-type: none"> Staff meetings Staff & Policy manual Intranet 	<ul style="list-style-type: none"> CALC Program Circle Time Assemblies Class discussions Family Life Sessions Life Education Sessions Bike Education 	<ul style="list-style-type: none"> School website Notes are sent to parents & caregivers to inform them when the policy is under review, inviting them to participate in the review process 	2017

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			<ul style="list-style-type: none"> • A hard copy of the policy is available upon request • Parent Information Transition Sessions • Information Guide (in enrolment pack) • AGM School Council Meeting 	
Raising Concerns and Complaints Policy (In development)	<ul style="list-style-type: none"> • Staff meetings • Staff & Policy manual • Intranet 		<ul style="list-style-type: none"> • School website • Notes are sent to parents & caregivers to inform them when the policy is under review, inviting them to participate in the review process • A hard copy of the policy is available upon request 	2017

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Operational Policies	Communication Procedures and schedule for members of the school community			
	Staff	Students	Parent/ Caregivers & Wider Community	Policy Review Date
Asbestos Management <i>(April)</i> Copyright <i>(June)</i> Equal Opportunity <i>(April)</i> Occupational Health & Safety <i>(July)</i> Staff Leave <i>(April)</i>	<ul style="list-style-type: none"> • Staff meetings • Staff & Policy manual • Intranet 		<ul style="list-style-type: none"> • School website • Notes are sent to parents & caregivers to inform them when the policy is under review, inviting them to participate in the review process • A hard copy of the policy is available upon request 	2014
Asset Management <i>(September)</i>	<ul style="list-style-type: none"> • Staff meetings • Staff & Policy manual • Intranet 		<ul style="list-style-type: none"> • School website • A hard copy of the policy is available upon request 	2015
Accidents & Incidents <i>(April)</i> Care Arrangements for Ill Students <i>(April)</i> Communication <i>(April)</i> Critical Response to Incidents <i>(April)</i> Duty of Care <i>(April)</i> Enrolment <i>(April)</i> Mandatory Reporting <i>(March)</i> On Site Supervision <i>(April)</i> Staff Register <i>(April)</i>	<ul style="list-style-type: none"> • Staff meetings • Staff & Policy manual • Intranet • Restorative Practices Training 		<ul style="list-style-type: none"> • School website • A hard copy of the policy is available upon request • Parent Information Transition Sessions 	2017
Emergency Management <i>(April)</i> Critical Incident <i>(April)</i>	<ul style="list-style-type: none"> • Staff meetings • Staff & Policy manual • Intranet • Evacuation Drill/Lockdown – twice per year 	<ul style="list-style-type: none"> • Evacuation drills 	<ul style="list-style-type: none"> • School website 	2017

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