



COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULES POLICY

PURPOSE

The school policies 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 the Diamond Creek Primary School policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

To ensure that the relevant policies and procedures for Diamond Creek Primary School, are communicated to the various sectors of the school community to ensure their awareness and understanding.

IMPLEMENTATION

- The policies describe the purpose, 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 new school and new programs.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period (policy review schedule)
- 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 sectors – this may include: committee/s, staff members, parents, or students before ratification by School Council (if it is a policy deemed needing School Council ratification).
- Policies will be developed taking into account the Department of Education's overarching 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 within a four-year basis, is to be maintained.
- When reviewing an existing school policy as per the four-year review cycle, the principal will consult with staff and the appropriate Committee/s, and to School Council for ratification (if required).
- Changes as a result of policy developments and / or reviews will be widely advised 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 effective and efficient school operations.
- Any concerns relating to the structure of the school should be directed to the principal or School Council president
- Relevant policies will be loaded onto the school website and on to Compass for parent / carer observation and comment

- Relevant policies will also be loaded onto the school website for community observation and comment

All sectors of the school community will be considered in the communication of the Diamond Creek Primary School's Policies, Procedures and Schedules – generally as relevant and designated below:

Community Group	Policies, Procedures and Schedules	Method of communication
Students	Attendance Behaviour Management Bullying Prevention Home Learning ICT Acceptable Use Mobile Phone Personal Property Photographing, Filming, Recording of Students Respect for School Staff Sun Smart Uniform Philosophy	In all "Teachable moments" In class meetings In team assemblies During whole school assemblies When individual or small groups of students are counselled
Parents / Carers	Administration of Medication Ambulance Attendance Anaphylaxis Asthma Attendance Behaviour Management Bullying Prevention Camping, Outdoor Education Child Safe Child Safe Environments Child Safe Risk Assessment Child Safe Risk Management Class Placement Communication With Staff Community Code of Conduct Community Communications Diabetes Distribution of Medication Enrolment First Aid Fundraising Head Lice Health Care Needs Home Learning ICT acceptable use Mobile Phone Parent Code of Conduct Parent Disputes Parent Payments Parent Queries, Concerns and Complaints Personal Property Photographing, Filming, Recording of Students Privacy DET Respect for School Staff Student Wellbeing and Engagement SunSmart Uniform	School Website Compass - Parent information Section Team / Area newsletters each term Wednesday Wrap
School Councillors	Consultation required: Bullying prevention Camps and Excursions Student Engagement and Wellbeing Approval Required: Cash Handling Child Safe Standards Policy Child Safe Code of Conduct Electronic Funds Management Fund Raising	In addition to parent availabilities "above".... In School Council meetings and In School Council email correspondence

	<p>Investments Parent Payments School Purchasing Card Sunsmart Uniform Visitors Volunteers</p>	
<p>Staff (Including relief staff)</p> <p>Most applicable to office staff and Principal class</p>	<p>Additional Assistance Administration of Medication Ambulance Attendance Anaphylaxis Assessment & Reporting Archives and Record Management DET Asthma Attendance Behaviour Management Buildings and Grounds Bullying Prevention Camping, Outdoor Education Child Safe Child Safe Environments Child Safe Risk Assessment Child Safe Risk Management Class Placement Communication of Policies, Procedures and Schedules Communication With Staff Community Code of Conduct Community Communications Contract Renewal DET Critical Incident Curriculum Framework Curriculum Implementation Diabetes Digital Technologies Distribution of Medication Drug Education Duty of Care Electronic Banking Electronic Devices Enrolment eSmart Excursion External Providers First Aid Fundraising Gas Heater Maintenance & Inspection DET Head Lice Health Care Needs Home Learning ICT acceptable use Inclusion and Diversity Incursion Internet Banking Investment Mandatory Reporting Mobile Phone Parent Code of Conduct Parent Disputes Parent Payments Parent Queries, Concerns and Complaints Personal Property Photographing, Filming, Recording of Students Privacy DET Procurement DET Professional Learning (Staff) Purchasing Card Records and Information Management DET Respect for School Staff Shelter in Place (Building) DET Staff and Volunteer Recruitment Student Wellbeing and Engagement SunSmart Uniform</p>	<p>Compass – staff Information Section Staff Meetings Area Meetings Professional Learning Community meetings Professional Learning Sessions Meetings with Principal / school leadership</p>

	Workplace Bullying DET Workplace Harassment	
Broader Community	Those policies on the Website	School website

EVALUATION AND REVIEW

This policy is listed for review on the school's policy review schedule.