Communication of Policies and Procedures Policy

Purpose

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

It is Kananook Primary School's aim to ensure that the school's policies frame and accurately reflect the school's operations, directions and goals. They will 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 and will be a continuous cycle, and will use a transparent and consultative process. *(see Appendix 1)*

• New policies will be added and modified to reflect the growth and evolution of the school and new programs.

• All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period *(see Appendix 1)*

• 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 staff members, to parents and/or students before ratification by School Council via the Education Sub Committee.

• Policies will be developed taking into account Department of Education and Training (DET) policies, memos and circulars relating to a particular policy area.

• 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 widely advised to students, staff and parents.

• Staff will be given opportunity to provide input into the policy development or review process, if applicable.

• The focus of all school policies must remain the needs of students and school operations.

• Any concerns relating to the structure of the school should be directed to the Principal or the School Council President.

• Relevant policies may also be loaded onto the intranet and school website for community observation and comment.

Appendix 1

Schedule for Policy Review and Ratification by the School Council.

Evaluation

This policy will be reviewed as part of the school's annual review cycle.

Date Implemented	June 2015
Prepared by	Martene Matthews
Approved By	Kananook Primary School Council
Date Reviewed	June 2015
Responsible for Review	Principal and Education Sub-Committee
Review Date	June 2018

The following pages contain a list of all policies currently in place and included in the Support Policies Document found in the 2015 Record of Registration Requirements on the U Drive.

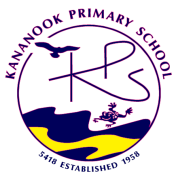# Kananook Primary School No.5418

SCHEDULE OF POLICY COMMUNICATION AND TIMELINE FOR RATIFICATION OF DOCUMENTS BY KANANOOK PRIMARY SCHOOL COUNCIL

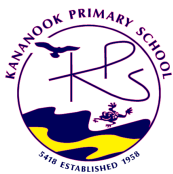| Policies Blue indicates policies that are in draft form.	Staff	Student	Parents	Community	Scheduled date for ratification by School Council
Accident and Incident Reporting Procedure	Notice board, Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2018
Administration	Notice board, Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	August 2015
Administration and Planning Time (APT)	Notice board, Staff Public (T drive)		All policies mentioned in the newsletter and available on request		August 2015
Anaphylaxis Management	Staff Public (T drive) Classroom education on food handling and sharing	Individual meetings with students and parents of anaphylactic children. Classroom education on food handling and sharing. Display of posters of children with allergies around the school and in classrooms.	All policies mentioned in the newsletter and available on request Individual parent contact with anaphylactic children on a regular basis	School website, link to policies	June 2016
Attendance Policy	Notice board, Staff Public (T drive)	Newsletter Assemblies	All policies mentioned in the newsletter and available on request	School website, link to policies	2017
Bullying Policy and Anti Cyber-Bullying Policy	Notice board, Staff Public (T drive)	Newsletter Assemblies contracts	All policies mentioned in the newsletter and available on request	School website, link to policies	2018
Bus Code of Conduct Policy	Notice board, Staff Public (T drive)	Prior to excursions or enrolling to travel on the school bus	All policies mentioned in the newsletter and available on request	School website, link to policies	2018
Camping Policy	Notice board, Staff Public (T drive)		All policies mentioned in the newsletter and	School website, link to policies	2015

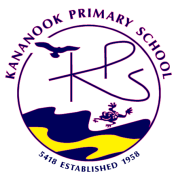|					
			available on request		
Code of Conduct	Notice board, indicating policies available Staff Public (T drive)	Assemblies Newsletter contract	Newsletter and available on request Notices home for parents to sign	School website, link to policies	2015
Commercialism and Sponsorship Policy	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2015
Computer and Internet Acceptable Use Policy	Notice board, indicating policies available Brief at start of year Staff Public (T drive)	Assemblies Note home	Newsletter and available on request Notices home for parents to sign	School website, link to policies	2018
Critical Incident Plan	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2018
Curriculum Document	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	By Staff during Term 3 and 4 each year
Development of Policies and Procedures Policy	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2018
Dress Code	Notice board, indicating policies available Staff Public (T drive)	Assemblies Notes home newsletter	All policies mentioned in the newsletter and available on request	School website, link to policies	2015
Duty of Care Policy	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2018
Electronic Funds Transfer (EFT) Policy	Notice board, indicating policies available Staff Public		All policies mentioned in the newsletter and available on request	School website, link to policies	2018

	(T drive)				
Emergency Bushfire Management Statement	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2015
Emergency Management Plan	Notice board, indicating policies available Staff Public (T drive)	Drills - onsite and offsite	All policies mentioned in the newsletter and available on request	School website, link to policies	2015
Engagement and Well Being Policy	Notice board, indicating policies available Staff Public (T drive)	Newsletter assemblies	All policies mentioned in the newsletter and available on request	School website, link to policies	2015
Enrolment Policy	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2015
Equity and Equal Opportunity	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2015
Excursions Policy	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2016
Feedback Policy	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2015
First Aid Policy	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2015
Harm Minimisation Drug Education	Notice board, indicating policies available	Newsletter assemblies	All policies mentioned in the newsletter and available on request	School website, link to policies	2018

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Policy	Staff Public (T drive)				
Head Lice Policy	Notice board, indicating policies available Staff Public (T drive)	Newsletter Assemblies Notes home Nit nurse	All policies mentioned in the newsletter and available on request	School website, link to policies	2016
Healthy Eating Policy	Notice board, indicating policies available Staff Public (T drive)	Newsletter Assemblies Notes Home SRC	All policies mentioned in the newsletter and available on request	School website, link to policies	2015
Homework Policy	Notice board, indicating policies available Staff Public (T drive)	Newsletter Homework grids Assemblies	All policies mentioned in the newsletter and available on request	School website, link to policies	2016
Instructional Framework for Teaching	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2015
Internet Banking Policy	Notice board, indicating policies available Staff Public (T drive)	Newsletter	All policies mentioned in the newsletter and available on request	School website, link to policies	2018
Mandatory Reporting	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2017
Medication Policy	Notice board, indicating policies available Staff Public (T drive)	Newsletter	All policies mentioned in the newsletter and available on request	School website, link to policies	2018
Merit and Equity	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	September 2015
Mobile Phone Appendix to anti-cyber bullying	Notice board, indicating policies available	Newsletter Assemblies contracts	All policies mentioned in the newsletter and available on request	School website, link to policies	2018

policy	Staff Public (T drive)				
Multicultural Policy	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	September 2015
Not for profit statement	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School Council Minutes, first meeting each year.	2015
Onsite Supervision Policy	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2018
Parent Payments	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2017
Privacy Policy	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	October 2015
Procedures for the Maintenance of Registers	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2015
Professional Learning Team Protocol Document	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request		2015
Professional Development Policy	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	October 2015
Protocol for Dealing with Threatening	Notice board, indicating policies available		All policies mentioned in the newsletter and available on request	School website, link to policies	October 2015

Parents	Staff Public (T drive)				
School Council Meeting Charter	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2017
School Council Sub Committee Roles and Responsibilities	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2017
School Profile Statement	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2015
Sexual Harassment Policy	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2015
Staff Selection	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request		2015
Statement of Philosophy (Vision, Mission, Values and Objectives)	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2015
Student Representative Council	Notice board, indicating policies available Staff Public (T drive)	Assemblies Newsletter elections	All policies mentioned in the newsletter and available on request	School website, link to policies	August 2015
Sun Smart Policy	Notice board, indicating policies available Staff Public (T drive)	Assemblies newsletter elections	All policies mentioned in the newsletter and available on request	School website, link to policies	November 2015
Time allocation	Notice board, indicating		All policies mentioned in the		2015

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per learning area	policies available Staff Public (T drive)		newsletter and available on request		
Time in Lieu (ES staff only)	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request		2016
Visitors to School Guidelines	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2015
Volunteers and Confidentiality Policy	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2016
Working with Children Check	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2016
Worksafe Policies - -Falls Prevention -Manual Handling -Volunteer Helpers -Work Health and Safety -Contract Management Procedures	Notice board, indicating policies available Staff Public (T drive)		All policies mentioned in the newsletter and available on request	School website, link to policies	2015
Year 6-7 Transition Policy	Notice board, indicating policies available Staff Public (T drive)	Assemblies Newsletter Notes home Visits by secondary schools	All policies mentioned in the newsletter and available on request	School website, link to policies	2015