



SHERBOURNE PRIMARY SCHOOL COMMUNICATION OF POLICIES POLICY

Rationale:

In order to develop the best policies for Sherbourne Primary School to document both a consultation and communication process.

Aim:

To ensure:

- There is a process to allow input into the preparation of policies by the relevant sections of the school community, which may be staff, parents and carers, students and/or School Council committees;
- The school community is advised of new and revised policies; and the school community can access the school's policies.

Implementation:

- Each year the Education Sub Committee will prepare an annual work schedule that will include:
 - current policies required to be reviewed as part of school's the three-year review cycle;
 - any new policies required by Victorian Registration and Qualifications Authority (VRQA) or the Department of Education and Early Childhood Development (DEECD); and
 - any new policies proposed by the Principal or a School Council committee.
- Any member of the school community may join the Education Sub Committee.
- The review of an existing policy or preparation of an initial draft of a new policy may undertaken by the Education Sub Committee, another School Council Committee, member/s of staff or a working party consisting of parents or a combination of parents and staff.
- If the Education Sub Committee considers a working party should be formed to review an existing policy or prepare an initial draft of a new policy, then all members of the school community will be invited via the newsletter to participate in that working party.
- The initial draft of a new or revised policy will be provided to the Staff for feedback then to the Education Sub Committee for review.
- In some cases the school community will be invited via the newsletter/Compass to provide feedback on the final draft of the policy or when entering into the review process.
- The Policy Committee will consider all feedback from the school community and may at its discretion revise the final draft policy.
- The final draft policy will be provided to School Council for consideration and approval.
- When School Council approves a policy:
 - the policy will be placed on the school's website; and
 - the school community will be advised via the newsletter of the policy and that it is on the school's website.

Review:

This policy was endorsed by School Council	September 2018
Due for review:	September 2020

POLICY	STAFF	STUDENTS	PARENTS AND WIDER COMMUNITY
Duty of care Including yard duty	First day Principal briefing Intranet Shared drive		Website- Compliance policies
Child Safe Policy and practice	First day Principal briefing. Term 3 refresher	Respectful Relationships program P-6 Start of year program	School Council meetings Newsletter Website
Student Engagement Including attendance	First day Principal briefing Intranet Shared drive		Website
Student Management	First day Principal briefing Shared drive	Start of year program	Website- Compliance policies Parent permission required.
Computer & Internet Usage Policy	Shared drive	Start of year program	Website- Compliance policies Parent permission sought Parent session bi annual
Anaphylaxis Policy	First day Principal briefing Shared drive Training first day term 1 and refresher term 3 Online training compliance. Plans in staff room, first aid, yard duty bags	Notices home Classroom discussion	Website Notice home
First Aid Policy (incl. Medication and Asthma)	Training in first meeting Register of First Aid training	Start of year program	Website
Bullying Policy	Principal briefing Refresher Term 3	Start of year program Values education Refresher Term 3	Website Newsletter Parent session bi annual
Emergency Management & Critical Incident Policies	Training each term	Evacuation drills	Website- abridged version
Mandatory reporting	Online training Staff PL session	Values education	
Parent Complaints Policy	Staff meeting		Newsletter Website
Sunsmart Procedure	First day Principal briefing		Parent and Staff Handbooks Newsletter

Staff Leave Policy Privacy Policy	First day Principal briefing Shared drive		
Uniform Policy	Shared drive	Assemblies Yard duty classrooms	Parent and Staff Handbooks Newsletter Website