

Communication of School Policies, Procedures and Schedule Policy

RATIONALE

The policies of Roberts McCubbin 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 key stakeholders are part of the consultation and review process.

PURPOSE

To ensure that Roberts McCubbin Primary Schools' policies frame and accurately reflect the school operations, directions and goals, and meet all legislative, compliance and duty of care requirements.

IMPLEMENTATION

- The focus of all school policies must remain the needs of students and school operations. Refer to the schools': ***Duty of Care and Supervision Policy and the Child Safe Policy.***
- The policies describe the policy statement, aims and guidelines/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 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 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 DET 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 four-year basis is to be maintained.
- When reviewing an existing school policy as per the School Strategic Plan cycle (or earlier if required), the Principal will consult with staff and the appropriate Committee/s, and then to School Council for ratification.
- 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 or School Council President
- Changes as a result of policy developments and/or reviews will be widely advised to students, staff and parents.

- **Relevant policies and including Annual Implementation Plan, School Strategic Plan and Annual Report will be available via the website, Compass, in School Policy Folder (via the office) for community observation and comment.**

EVALUATION

This policy will be reviewed every 3-4 years.

Last reviewed in March 2019

REFERENCES

Other policies which underpin this policy:

- Child Safe Policy
- Child Safety Responding and Reporting Obligations Policy (including Mandatory Reporting)
- Duty of Care Policy
- Supervision Policy
- Student Engagement and Well-Being Policy
- Statement of Values – Promoting Healthy, Safe and Respectful School Communities



Communication of School Policies, Procedures and Schedule for members of the school community

Policy	Staff	Students	Parent	General Community	Policy Review Date
Strategic Plan (SP) Annual Implementation Plan (AIP) Annual Report (AR)	<ul style="list-style-type: none"> • Staff Meetings & Professional Learning • School Website 		<ul style="list-style-type: none"> • All policies referred to in the newsletter • School website • Shared and discussed at Education Committee/School Council 	<ul style="list-style-type: none"> • School Website 	<ul style="list-style-type: none"> • SP – 2018 • AIP – Annually • AR – Annually
Statement of Values & School Philosophy	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request • School website • Shared and discussed at Education Committee/School Council 	<ul style="list-style-type: none"> • School Website 	2023
RMPS Written Statement	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request • School website • Shared and discussed at Education Committee/School Council 	<ul style="list-style-type: none"> • School Website 	2023

Child Safe	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Website 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request • School website • Shared and discussed at Education Committee/School Council 	• School website	• Annually
Child Safety Responding & Reporting Obligations (including Mandatory Reporting)	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter • School website • Shared and discussed at Education Committee/School Council 	• School website	• 2022
Duty of Care	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request • School website • Shared and discussed at Education Committee/School Council 	• School website	• Annually
Asthma	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request • School website 	• School website	• 2020
Anaphylaxis	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request 	• School website	• 2020

	<ul style="list-style-type: none"> • School Management Portal 		<ul style="list-style-type: none"> • School website 		
Bully Prevention	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request • School website • Shared and discussed at Education Committee/School Council 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • 2022
Bushfire Preparedness	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • 2023
Camps & Excursions	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request • School website • Shared and discussed at Education Committee/School Council 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • 2023
Complaints	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • 2022
Critical Incident Plan	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • Annually

	<ul style="list-style-type: none"> • School Management Portal 				
Curriculum Framework	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • 2023
Digital Technologies	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request • School website • Shared and discussed at Education Committee/School Council 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • 2023
Communication Procedures and Schedule	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • Annually
Enrolment*	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request • School website • Shared and discussed at Education Committee/School Council 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • 2023
External Providers	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • 2023

	<ul style="list-style-type: none"> • School Management Portal 		<ul style="list-style-type: none"> • School website • Shared and discussed at Education Committee/School Council 		
First Aid	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request • School website 	• School website	• 2023
Heath Care Needs	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual School Management Portal		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request • School website 	School website	2023
Inclusion & Diversity (Equal Opportunity & Sexual Harassment)	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request • School website • Shared and discussed at Education Committee/School Council 	School website	2023
Medication	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request 	School website	2023
Safe & Happy Book	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request 	School website	2023

	School Management Portal		<ul style="list-style-type: none"> • School website • Shared and discussed at Education Committee/School Council 		
Staff Code of Conduct	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual School Management Portal		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request 	School website	
Student Well-being & Engagement	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request • School website Shared and discussed at Education Committee/School Council	School website	2020
SunSmart	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request • School website Shared and discussed at Education Committee/School Council	School website	2023
Visitors	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request • School website Shared and discussed at	School website	2023

			Education Committee/School Council		
Volunteers	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request • School website <p>Shared and discussed at Education Committee/School Council</p>	School website	2023
Yard Duty & Supervision	<ul style="list-style-type: none"> • Staff meetings • Staff manual • Policy manual • School Management Portal 		<ul style="list-style-type: none"> • All policies referred to in the newsletter & available on request 	School website	2020