



COMMUNICATION POLICY

Rationale:

The policies of the 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.

Aims:

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

Implementation:

- 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.
- 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 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, to staff members, to parents, to students before ratification by School Council.
- Policies will be developed taking into account Department 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 will consult with staff and the appropriate Committees, and to School Council for ratification.
- Changes as a result of policy developments 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 school operations.
- Any concerns relating to the structure of the school should be directed to the Principal or School Council President.

- Relevant policies will also be loaded onto the School Computer Drive and School Website for the wider school community to access.

Key Links: [Department School Policy Advisory Guide - Duty of Care](#)

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
School Excursion Policy School Camp Policy	<ul style="list-style-type: none"> • Brief in February • PLT • Policy Manual • Staff Drive 		<ul style="list-style-type: none"> • Policies referred to in the newsletter and available upon request • School website 	<ul style="list-style-type: none"> • School website 	Both 2020
Duty of Care Policy	<ul style="list-style-type: none"> • Brief in February • PLT • Policy Manual • Staff Drive 		<ul style="list-style-type: none"> • Policies referred to in the newsletter and available upon request • School website 	<ul style="list-style-type: none"> • School website 	2019
Behaviour Management Policy Mandatory Reporting Policy	<ul style="list-style-type: none"> • Brief in February • PLT • Policy Manual • Staff Drive • Student engagement workshops – staff meetings 	<ul style="list-style-type: none"> • Class Rules • Respectful Relationships SELS Program 	<ul style="list-style-type: none"> • Policies referred to in the newsletter and available upon request • School website • Information Guide (in enrolment pack) • Parent Information Night • Newsletter 	<ul style="list-style-type: none"> • School website 	2019
Internet Policy Acceptable ICT Use Policy	<ul style="list-style-type: none"> • Brief in February • PLT • Policy Manual • Staff Drive • E-learning PLT at start of each year • Wednesday PLT sessions 	<ul style="list-style-type: none"> • Enrolment pack • Assemblies • Student Wellbeing Cluster Days • eSmart 	<ul style="list-style-type: none"> • Policies referred to in the newsletter and available upon request • School website • Enrolment Pack • Newsletter 	<ul style="list-style-type: none"> • School website 	Both 2019
Anaphylaxis Policy	<ul style="list-style-type: none"> • Brief in February • PLT • Policy Manual • Staff Drive • Meeting at start of each semester to review policy and anaphylactic children 	<ul style="list-style-type: none"> • Individual meetings with students and parents of anaphylactic children • Classroom discussion re food handling issues • Peer Support Leaders meetings 	<ul style="list-style-type: none"> • Policies referred to in the newsletter and available upon request • School website • Enrolment Information • Individual parent meetings with anaphylactic children. 	<ul style="list-style-type: none"> • School website 	2020

	<ul style="list-style-type: none"> • Twice Yearly mandated training program 				
First Aid Policy Care Arrangements for Ill Students Policy Distribution of Medication Policy Asthma Policy	<ul style="list-style-type: none"> • Brief in February PLT • Policy Manual • Staff Drive • Meeting at start of year to review each policy & provide medical details of students. • Update first aid qualifications , CPR qualifications & asthma procedures • Mentor group teacher briefings • OH&S and Evacuation Planning cycle. 	<ul style="list-style-type: none"> • Enrolment pack 	<ul style="list-style-type: none"> • Policies referred to in the newsletter and available upon request • School website • Information Guide (in enrolment pack) • Parents sent medical information & asthma plans to update at start of each year 	<ul style="list-style-type: none"> • School website 	All 2020
Trust & Safety Policy (Anti-Bullying) School Values Policy Respectful Relationships Policy	<ul style="list-style-type: none"> • Brief in February PLT • Policy Manual • Staff Drive • Wellbeing Team review of dealing with issues of harassment 	<ul style="list-style-type: none"> • Mentor Group sessions • Circle Time • Assemblies • Enrolment pack • Peer Support Program 	<ul style="list-style-type: none"> • Policies referred to in the newsletter and available upon request • School website • Information Guide (in enrolment pack) 	<ul style="list-style-type: none"> • School website 	2020
Emergency Management Plan Accidents & Incidents Policy	<ul style="list-style-type: none"> • Staff manual • Brief in February PLT • Policy Manual • Staff Drive • Review of policy and procedures in February • Evacuation Drill and Lockdown annually 	<ul style="list-style-type: none"> • Mentor group sessions • Evacuation drills 	<ul style="list-style-type: none"> • Policies referred to in the newsletter and available upon request • School website • School website 	<ul style="list-style-type: none"> • School website 	Annually
Child Safe	<ul style="list-style-type: none"> • Policy 	<ul style="list-style-type: none"> • Enrolment 	<ul style="list-style-type: none"> • Enrolment Pack 	<ul style="list-style-type: none"> • School 	2019

Policy Child Safe Code of Conduct Child Safe Statement of Values	<ul style="list-style-type: none"> • manual • Brief in February PLT • Policy Manual • Staff Drive Review of policy and procedures in February. 	<ul style="list-style-type: none"> • pack 	<ul style="list-style-type: none"> • Policies referred to in the newsletter and available upon request • School website 	<ul style="list-style-type: none"> • website 	
Classroom Volunteering Policy School Volunteering Policy Classroom Volunteering Agreement Volunteering Privacy Policy	<ul style="list-style-type: none"> • Policy manual • Brief in February PLT • Policy Manual • Staff Drive Review of policy and procedures in February. 	<ul style="list-style-type: none"> • Enrolment pack 	<ul style="list-style-type: none"> • Enrolment Pack • Policies referred to in the newsletter and available upon request • School website 	<ul style="list-style-type: none"> • School website 	2019
Curriculum Policy Enrolment Policy Working with Children Policy Complaints Resolution Policy	<ul style="list-style-type: none"> • Policy manual • U Drive • Review of policy and procedures in February. 	<ul style="list-style-type: none"> • Enrolment pack 	<ul style="list-style-type: none"> • Enrolment Pack • Policies referred to in the newsletter and available upon request • School website 	<ul style="list-style-type: none"> • School website 	2020

The school website is <http://www.congupnaps.vic.edu.au/>

Evaluation:

- This policy will be reviewed as part of the school's three year review cycle.

Certification:

This policy was adopted at the School Council meeting held at Congupna Primary School on the 17th day of May, 2016.

Signed.....

Signed

School Council President

Principal