

## WESTGROVE PRIMARY SCHOOL NO. 5365

### COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE 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.

#### **Aim:**

To ensure that policies frame and accurately reflect the school operations, directions, and goals and 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, 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/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 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 Committee/s, and submit it 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 an 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 intranet and school website for community observation and comment.

<b>Policy</b> <i>3 year review cycle unless otherwise indicated</i>	<b>Communication Procedures and schedule for members of the school community</b>				
	<b>Staff</b>	<b>Students</b>	<b>Parents</b>	<b>General Community</b>	<b>Policy Review Date</b>
<b>School Council/ Administration</b>					
<b>Cash Handling</b>	<ul style="list-style-type: none"> <li>School Council minutes on p-drive</li> <li>Polices manual on p-drive</li> </ul>		<ul style="list-style-type: none"> <li>Policy mentioned in the newsfeed and available on request</li> </ul>	<ul style="list-style-type: none"> <li>Policy list on School website</li> </ul>	March 2019 (annual)
<b>Eft-Pos</b>	<ul style="list-style-type: none"> <li>School Council minutes on p-drive</li> </ul>		<ul style="list-style-type: none"> <li>Policy mentioned in the newsfeed and available on request</li> </ul>	<ul style="list-style-type: none"> <li>Policy list on School website</li> </ul>	March 2019 (annual)
<b>Internet Banking</b>	<ul style="list-style-type: none"> <li>Polices manual on p-drive</li> </ul>		<ul style="list-style-type: none"> <li>Policy mentioned in the newsfeed and available on request</li> </ul>	<ul style="list-style-type: none"> <li>Policy list on School website</li> </ul>	March 2019 (annual)
<b>Investment</b>	<ul style="list-style-type: none"> <li>School Council minutes on p-drive</li> </ul>		<ul style="list-style-type: none"> <li>Policy mentioned in the newsfeed and available on request</li> </ul>	<ul style="list-style-type: none"> <li>Policy list on School website</li> </ul>	March 2019 (annual)
<b>School Purchasing Card</b>	<ul style="list-style-type: none"> <li>Polices manual on p-drive</li> </ul>		<ul style="list-style-type: none"> <li>Policy mentioned in the newsfeed and available on request</li> </ul>	<ul style="list-style-type: none"> <li>Policy list on School website</li> </ul>	March 2019 (annual)
<b>B Pay</b>	<ul style="list-style-type: none"> <li>Polices manual on p-drive</li> </ul>		<ul style="list-style-type: none"> <li>Policy available on school website</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on school website</li> </ul>	As required
<b>Parent Payment</b>	<ul style="list-style-type: none"> <li>School Council minutes on p-drive</li> <li>Polices manual on p-drive</li> </ul>		<ul style="list-style-type: none"> <li>Policy available on school website</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on school website</li> </ul>	March 2020
<b>Complaints</b>	<ul style="list-style-type: none"> <li>Policies manual on p-drive</li> <li>Staff meetings/briefing</li> <li>Email</li> </ul>		<ul style="list-style-type: none"> <li>Policy available on school website</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on school website</li> </ul>	June 2021
<b>Hire of facilities by community groups</b>	<ul style="list-style-type: none"> <li>School Council minutes on p-drive</li> </ul>		<ul style="list-style-type: none"> <li>Policy mentioned in the newsfeed and available on request</li> </ul>	<ul style="list-style-type: none"> <li>Policy list on School website</li> </ul>	June 2021
<b>Uniform</b>	<ul style="list-style-type: none"> <li>Policies manual on p-drive</li> <li>Staff meetings/briefing</li> <li>Email</li> </ul>	<ul style="list-style-type: none"> <li>Notes</li> <li>Newsfeed</li> <li>Assemblies</li> <li>Student leaders</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on school website</li> <li>School newsfeeds</li> <li>Enrolment pack</li> <li>School handbook</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on school website</li> </ul>	May 2020

Canteen <i>In review process</i>	<ul style="list-style-type: none"> <li>• Policies manual on p-drive</li> <li>• Events on school calendar</li> <li>• Staff briefing</li> <li>• Email</li> </ul>	<ul style="list-style-type: none"> <li>• Notes</li> <li>• Newsfeed</li> <li>• Assemblies</li> <li>• Student leaders group</li> </ul>	<ul style="list-style-type: none"> <li>• Policy mentioned in the newsfeed and available on request</li> <li>• School newsfeed</li> <li>• Enrolment Pack</li> <li>• School handbook</li> </ul>	<ul style="list-style-type: none"> <li>• Policy list on School website</li> </ul>	
Occupational Health & Safety	<ul style="list-style-type: none"> <li>• Policies manual on p-drive</li> <li>• Staff manual</li> <li>• OH&amp;S Information Board.</li> <li>• Staff meeting</li> <li>• Brief in 1<sup>st</sup> PL days</li> <li>• Email</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Announcements</li> <li>• Posters</li> </ul>	<ul style="list-style-type: none"> <li>• Policy mentioned in the newsfeed and available on request</li> </ul>	<ul style="list-style-type: none"> <li>• Policy list on School website</li> </ul>	February 2019 (annual)
Staff Leave	<ul style="list-style-type: none"> <li>• Policies manual on p-drive</li> </ul>		<ul style="list-style-type: none"> <li>• Policy mentioned in the newsfeed and available on request</li> </ul>	<ul style="list-style-type: none"> <li>• Policy list on School website</li> </ul>	June 2021
ES time In-Lieu	<ul style="list-style-type: none"> <li>• Policies manual on p-drive</li> </ul>		<ul style="list-style-type: none"> <li>• Policy mentioned in the newsfeed and available on request</li> </ul>	<ul style="list-style-type: none"> <li>• Policy list on School website</li> </ul>	August 2018
Privacy Policy (DET)	<ul style="list-style-type: none"> <li>• Policies manual on p-drive</li> <li>• School website</li> </ul>		<ul style="list-style-type: none"> <li>• Policy available on school website</li> </ul>	<ul style="list-style-type: none"> <li>• Policy available on school website</li> </ul>	Where required
Communication of school policies procedures and schedule	<ul style="list-style-type: none"> <li>• Policies manual on p-drive</li> <li>• Staff meetings/briefing</li> <li>• Leadership team</li> <li>• School Improvement team</li> </ul>		<ul style="list-style-type: none"> <li>• Policy available on school website</li> </ul>	<ul style="list-style-type: none"> <li>• Policy available on school website</li> </ul>	June 2019 (annual)
<b>Well-Being</b>					
Excursion and Camps	<ul style="list-style-type: none"> <li>• Brief in 1st PL days</li> <li>• Staff meeting/briefing</li> <li>• Policies manual on p-drive</li> </ul>	<ul style="list-style-type: none"> <li>• School newsfeed</li> <li>• Class discussion</li> <li>• Assemblies</li> <li>• Information/permission notes</li> </ul>	<ul style="list-style-type: none"> <li>• Policy mentioned in the newsfeed and available on request</li> <li>• School handbook</li> </ul>	<ul style="list-style-type: none"> <li>• Policy list on School website</li> </ul>	May 2021
Visitors	<ul style="list-style-type: none"> <li>• Brief in 1st PL days</li> <li>• Staff meetings/briefing</li> <li>• Policies manual on p-drive</li> </ul>	<ul style="list-style-type: none"> <li>• School newsfeed</li> <li>• Class discussion</li> <li>• Assemblies</li> <li>• Information/permission notes</li> </ul>	<ul style="list-style-type: none"> <li>• Policy mentioned in the newsfeed and available on request</li> <li>• School handbook</li> </ul>	<ul style="list-style-type: none"> <li>• Policy list on School website</li> </ul>	May 2021

Duty of Care	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff meeting/briefing</li> <li>Policies manual on p-drive</li> </ul>	<ul style="list-style-type: none"> <li>School newsfeed</li> <li>Class information sessions</li> <li>Assemblies</li> </ul>	<ul style="list-style-type: none"> <li>Policy mentioned in the newsfeed and available on request</li> <li>School handbook</li> </ul>	<ul style="list-style-type: none"> <li>Policy list on School website</li> </ul>	October 2019
Child Safe	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff meeting/briefing</li> <li>Policies manual on p-drive</li> </ul>	<ul style="list-style-type: none"> <li>School newsfeed</li> <li>Class discussion</li> <li>Curriculum program</li> <li>Assemblies</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on School website</li> <li>School newsfeeds</li> <li>School enrolment pack</li> </ul>	<ul style="list-style-type: none"> <li>Available on school website</li> </ul>	May 2019 ( annual)
Child Protection Reporting	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff meeting/briefing</li> <li>Policies manual on p-drive</li> </ul>	<ul style="list-style-type: none"> <li>School newsfeed</li> <li>Class discussion</li> <li>Curriculum program</li> </ul>	<ul style="list-style-type: none"> <li>Policy mentioned in the newsfeed and available on request</li> </ul>	<ul style="list-style-type: none"> <li>Policy list on School website</li> </ul>	May 2019 ( annual)
Yard duty and supervision	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff meeting/briefing</li> <li>Policies manual on p-drive</li> </ul>	<ul style="list-style-type: none"> <li>School newsfeed</li> <li>Class discussion</li> <li>Assemblies</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on School website</li> <li>School newsfeeds</li> <li>School enrolment pack</li> </ul>	<ul style="list-style-type: none"> <li>Available on school website</li> </ul>	June 2021 or as required
Student Engagement & Inclusion	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Policy manual on p-drive</li> <li>Student engagement workshops –</li> <li>Team and staff meetings</li> <li>Email</li> </ul>	<ul style="list-style-type: none"> <li>student welfare services</li> <li>Student leaders groups</li> <li>House team activities</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on school website</li> <li>School newsfeed</li> <li>Enrolment Pack</li> <li>School handbook</li> <li>Parent Information sessions</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on School website</li> </ul>	May 2019 (annual)
Bullying and Harassment	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Policy manual on p-drive</li> <li>Staff forum</li> <li>PBS and Respectful Relationships program</li> </ul>	<ul style="list-style-type: none"> <li>Mediated Group sessions</li> <li>Circle Time</li> <li>Assemblies</li> <li>PBS and Respectful Relationships learning programs</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on School website</li> <li>School newsfeed</li> <li>Enrolment Pack</li> <li>School handbook</li> <li>Parent Information sessions</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on School website</li> </ul>	October 2019
Enrolment	<ul style="list-style-type: none"> <li>Policy manual on p-drive</li> <li>Staff meeting/briefing</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Policy mentioned on website and available on request</li> </ul>	<ul style="list-style-type: none"> <li>Policy list on School website</li> </ul>	May 2021

Attendance	<ul style="list-style-type: none"> <li>• Policy manual on p-drive</li> <li>• Staff PL training and updates</li> <li>• Email</li> </ul>	<ul style="list-style-type: none"> <li>• Student leaders group discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Policy mentioned on website and available on request</li> <li>• Unexplained absences SMS to parents/carers daily</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Policy list on School website</li> </ul>	May 2021
First Aid Policy (incl. Medication and Asthma)	<ul style="list-style-type: none"> <li>• Brief in 1st PL days</li> <li>• Staff meeting/briefing</li> <li>• Policies manual on p-drive</li> <li>• Update first aid qualifications, CPR qualifications &amp; asthma procedures</li> <li>• Mentor group teacher briefings</li> </ul>	<ul style="list-style-type: none"> <li>• Class discussion</li> <li>• Assemblies</li> <li>• PBS and Respectful Relationships learning programs</li> </ul>	<ul style="list-style-type: none"> <li>• Policy mentioned in the newsfeed and available on request</li> <li>• School handbook (in enrolment pack)</li> <li>• Parent Information Night</li> <li>• Parents sent medical information &amp; asthma plans to update at start of each year</li> </ul>	<ul style="list-style-type: none"> <li>• Policy list on School website</li> </ul>	May 2021
Care arrangements for ill students	<ul style="list-style-type: none"> <li>• Brief in 1st PL days</li> <li>• Staff meeting/briefing</li> <li>• Policies manual on p-drive</li> <li>• Email</li> </ul>	<ul style="list-style-type: none"> <li>• Class discussion</li> <li>• PBS and Respectful Relationships learning programs</li> </ul>	<ul style="list-style-type: none"> <li>• Policy mentioned in the newsfeed and available on request</li> </ul>	<ul style="list-style-type: none"> <li>• Policy list on School website</li> </ul>	June 2021
Anaphylaxis	<ul style="list-style-type: none"> <li>• Policy manual on p-drive</li> <li>• Brief in 1st PL days of semester to review policy and anaphylactic children</li> <li>• Twice Yearly mandated training program</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents of anaphylactic children</li> <li>• Classroom discussion re: food handling issues</li> </ul>	<ul style="list-style-type: none"> <li>• Policy mentioned in the newsfeed and available on request</li> <li>• Enrolment Pack</li> <li>• Individual meetings with parents of anaphylactic children</li> </ul>	<ul style="list-style-type: none"> <li>• Policy list on School website</li> </ul>	May 2021 <i>(every 3 years or as required)</i>
Head-lice	<ul style="list-style-type: none"> <li>• Policies manual on p-drive</li> <li>• Staff meeting/briefing</li> <li>• Email</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Policy available on School website</li> <li>• School newsfeed</li> <li>• Enrolment Pack</li> <li>• School handbook</li> </ul>	<ul style="list-style-type: none"> <li>• Policy available on School website</li> </ul>	May 2020

Sun Smart	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff meeting/briefing</li> <li>Policies manual on p-drive</li> <li>Email</li> </ul>	<ul style="list-style-type: none"> <li>School handbook</li> <li>Assemblies</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on School website</li> <li>School newsfeed</li> <li>Enrolment Pack</li> <li>School handbook</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on School website</li> </ul>	June 2021
Traffic and Bike Safety	<ul style="list-style-type: none"> <li>Policy manual on p-drive</li> <li>Staff training/briefing</li> <li>PLT discussion</li> <li>email</li> </ul>	<ul style="list-style-type: none"> <li>Assembly</li> <li>School newsfeed</li> <li>Student leadership groups</li> <li>Curriculum program</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on School website</li> <li>School newsfeed</li> <li>Enrolment Pack</li> <li>School handbook</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on School website</li> </ul>	June 2021
eSmart	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Policy manual on p-drive</li> <li>Staff training/briefing</li> <li>SIT (school improvement team) updates</li> <li>PLT discussions</li> <li>email</li> </ul>	<ul style="list-style-type: none"> <li>Digital Technology User Agreement</li> <li>Enrolment pack</li> <li>School handbook</li> <li>Assemblies</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on School website</li> <li>School newsfeeds</li> <li>Enrolment Pack</li> <li>School handbook</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on School website</li> </ul>	October 2019
Mobile Device	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Policy manual on p-drive</li> <li>Staff meeting/briefing</li> </ul>	<ul style="list-style-type: none"> <li>Assemblies</li> <li>Newsfeeds</li> <li>Class discussions</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on School website</li> <li>School newsfeeds</li> <li>Enrolment Pack</li> <li>School handbook</li> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on School website</li> </ul>	October 2019
School Staff Social Media	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Policy manual on p-drive</li> <li>Staff training/briefing</li> </ul>		<ul style="list-style-type: none"> <li>Policy mentioned in the newsfeed and available on request</li> </ul>	<ul style="list-style-type: none"> <li>Policy list on School website</li> </ul>	October 2019
Emergency Management & Critical Incident	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Policy manual on p-drive</li> <li>Staff meeting/briefing</li> <li>Evacuation Drill/Lockdown – four per year</li> </ul>	<ul style="list-style-type: none"> <li>Mentor group sessions</li> <li>Evacuation drills</li> </ul>	<ul style="list-style-type: none"> <li>Policy mentioned in the newsfeed and available on request</li> </ul>	<ul style="list-style-type: none"> <li>Policy list on School website</li> </ul>	June 2021 – annually as part of compliance process (or after a critical incident)

Teaching and Learning					
Homework	<ul style="list-style-type: none"> <li>• Policy manual on p-drive</li> <li>• meetings/briefings</li> <li>• PLT teams</li> </ul>	<ul style="list-style-type: none"> <li>• Student Diary</li> <li>• Mentor group</li> <li>• Enrolment pack</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsfeed</li> <li>• School website</li> <li>• Parent Information Night</li> </ul>	<ul style="list-style-type: none"> <li>• Policy available on School website</li> </ul>	October 2019
Professional Learning	<ul style="list-style-type: none"> <li>• Policy manual on p-drive</li> <li>• Staff meetings/briefing</li> <li>• EMS 360</li> <li>• Email</li> <li>• PLT discussions</li> </ul>		<ul style="list-style-type: none"> <li>• Policy mentioned in the newsfeed and available on request</li> </ul>	<ul style="list-style-type: none"> <li>• Policy listed on school website</li> </ul>	June 2021
Teaching and Learning (in development)	<ul style="list-style-type: none"> <li>• Teaching and Learning Guidelines Folder</li> <li>• Policy manual on p-drive</li> <li>• Staff meetings/briefing</li> <li>• Email</li> <li>• PLT discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum programs</li> <li>• Student surveys</li> <li>• Leadership group</li> <li>• Newsfeeds</li> <li>• Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Policy available on School website</li> <li>• School newsfeeds</li> <li>• Enrolment Pack</li> <li>• School handbook</li> </ul>	<ul style="list-style-type: none"> <li>• Policy available on School website</li> </ul>	
Assessment and Reporting	<ul style="list-style-type: none"> <li>• Teaching and Learning Guidelines Folder</li> <li>• Policy manual on p-drive</li> <li>• Staff meetings/briefing</li> <li>• Email</li> <li>• PLT discussions</li> </ul>		<ul style="list-style-type: none"> <li>• Policy available on School website</li> <li>• School newsfeeds</li> <li>• Enrolment Pack</li> <li>• School handbook</li> <li>• Compass Student Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Policy available on School website</li> </ul>	June 2021

This Policy was last ratified by School Council on: 12<sup>th</sup> June 2018

This Policy will be reviewed as part of the school's three-year review cycle in 2021 or where necessary due to changes in regulations or circumstances.