



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 Avenel Primary School's 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 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/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 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.
- 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.
- Information regarding the Child Safe standards and the school's Child Safe Policy and Code of Conduct will be published on the school website and revisited through the school newsletter.
- Relevant policies will also be loaded onto the school website for community observation and comment.
- The school's strategic objectives and annual performance will be published on the school website by uploading each Annual Implementation Plan (AIP) and Annual Report.

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Excursion, Incursion and Camping Policies & procedures	<ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual • Intranet 		<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website 	<ul style="list-style-type: none"> • School website 	August 2021
Yard Duty / Supervision Policy Duty of Care Policy	<ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual • Intranet 		<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website 	<ul style="list-style-type: none"> • School website 	August 2021
Student Engagement & Inclusion Policy Mandatory Reporting Policy	<ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual • Intranet • Student engagement workshops – staff meetings 	<ul style="list-style-type: none"> • Student diary (School engagement, attendance and student welfare services) • SRC 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website 	<ul style="list-style-type: none"> • School website 	August 2021

	<ul style="list-style-type: none"> Restorative Practices Training 	<ul style="list-style-type: none"> Mentor group meetings 	<ul style="list-style-type: none"> Information Guide (in enrolment pack) Parent Information Night Our HS Newsletter 		
Computer & Internet Usage Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy manual Intranet E-learning mtg at start of each year Wednesday PD sessions 	<ul style="list-style-type: none"> Student diary Enrolment pack Mentor Group meetings ICT Student Leaders Assemblies 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Enrolment Pack Our HS newsletter 	<ul style="list-style-type: none"> School website 	August 2021
Anaphylaxis Policy	<ul style="list-style-type: none"> Staff manual Policy manual Intranet Meeting at start of each semester to review policy and anaphylactic children Twice Yearly mandated training program 	<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"> All policies mentioned in the newsletter and available on request School website Parent Information Night Enrolment Information Our HS Newsletter Individual parent meetings with anaphylactic children 	<ul style="list-style-type: none"> School website 	August 2021

<p>First Aid Policy (incl. Medication and Asthma)</p>	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • 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"> • All policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) • Parent Information Night • Our HS Newsletter • Parents sent medical information & asthma plans to update at start of each year 	<ul style="list-style-type: none"> • School website 	<p>August 2021</p>
<p>Harassment Policy</p>	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Review of policy and procedures in 1st 3 days of school • Wellbeing Team review of dealing with issues of harassment • Restorative Practices Training program 	<ul style="list-style-type: none"> • Student Diary • Mentor Group sessions • Circle Time • Assemblies • Enrolment pack • Peer Support Program 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) • Parent Information Night • Our HS Newsletter 	<ul style="list-style-type: none"> • School website 	<p>August 2021</p>

Home Learning Policy (In development)	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Reviewed in Domain meetings at start of each year • Curriculum Committee overview 	<ul style="list-style-type: none"> • Student Diary • Mentor group • Enrolment pack 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website • Parent Information Night 	<ul style="list-style-type: none"> • School website 	August 2021
Emergency Management & Critical Incident Policies	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Review of policy and procedures in 1st 3 days of school • Evacuation Drill/Lockdown – twice per year 	<ul style="list-style-type: none"> • Mentor group sessions • Evacuation drills 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	March 2015 – annually as part of compliance process (or after a critical incident)
Uniform Policy	<ul style="list-style-type: none"> • Staff Manual • Policy manual • Intranet • Staff meetings/briefings 	<ul style="list-style-type: none"> • Student Diary • Mentor Group sessions • Circle Time • Assemblies • Enrolment pack • SRC meetings 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website • Information Night 	<ul style="list-style-type: none"> • School website 	August 2021
SunSmart Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Review of policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> • Student Diary • Mentor Group • Enrolment pack 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website 	<ul style="list-style-type: none"> • School website 	July 2015

Staff Leave Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	November 2015(annually)
Privacy Policy	<ul style="list-style-type: none"> • Intranet • Staff meetings 				
Professional Learning Policy	<ul style="list-style-type: none"> • LAC meetings • Local Agreement implementation 				
Raising Concerns and Complaints Policy (In development)	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet 		<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	April 2019

Date Ratified at School Council_____

Principal Signature_____

School Council President Signature_____

Review Date_____