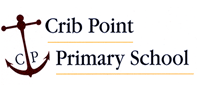
**COMMUNCIATION PROCEDURE AND SCHEDULE**

[](http://cpps.vic.edu.au/)

**Purpose**

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.

**Objective**

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

**Policy**

* 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 programs and initiatives
* 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 will be circulated for comment to the appropriate committee/s and to staff members, before ratification by School Council (if required)
* 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 on a one to three year basis is to be maintained.
* When reviewing an existing school policy as per the review cycle, the Principal will consult with staff and the appropriate Committee/s (Curriculum and Policy), and to School Council for ratification if required.
* Changes as a result of policy developments and / or reviews will be widely advised to the school community
* 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 intranet and school website for community observation and comment

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| --- | --- | --- | --- | --- | --- |
| **Policy** | **Communication Procedures and schedule for members of the school community** | | | | |
| **Staff** | **Students** | **Parents** | **General Community** | **Policy Review Date** |
| Excursion, Incursion and Outdoor Education Policy | School webpage | Policy implementation throughout year | Mentioned in the newsletter as relevant and available on request  School website | School website | December 2017 |
| Staff Information Manual detailing Yard Duty / Supervision requirements/Duty of Care | Brief in 1st PL at the start of year, Curriculum days  Intranet |  | Mentioned in the newsletter as relevant and available on request |  | January 2017 |
| Child Protection Reporting Policy and Procedures | Brief staff in 1st PL at the start of year, Curriculum days  Intranet |  | Mentioned in the newsletter as relevant and available on request |  | June 2018 |
| Student Engagement & Inclusion Policy | Brief staff in 1st PL days at the start of the year  Student Wellbeing meetings  Intranet  Student engagement workshops – staff meetings  Restorative Practices Training and program implementation | (School engagement, attendance and student welfare services)  Student Council | Mentioned in the newsletter as relevant and available on request  School website | School website | July 2016 |
| Computer & Internet Usage Policy | Intranet  E-learning meetings and professional learning sessions | Enrolment pack  Sent home at the beginning of each year | Mentioned in the newsletter as relevant and available on request  School website  Enrolment Pack | School website | February 2017 (reviewed/updated yearly) |
| Anaphylaxis Policy | Intranet  Meeting at start of each year /semester/on enrolment of anaphylactic children  Twice Yearly mandated training program  Medical Alerts/Illness register  CRT information manual | Individual meetings with students and parents of anaphylactic children  Classroom discussion re food handling issues | Mentioned in the newsletter as relevant and available on request  School website  Required Enrolment Information  Individual parent meetings with anaphylactic children | School website | August 2017 |
| Student Health and First Aid Policy (incl. Medication and Asthma) | Intranet  Meeting at start of year to review medical details of students  Update first aid qualifications, CPR qualifications & asthma procedures  Teacher briefings  OH&S and Evacuation Planning cycle  Medical Alerts/Illness register  CRT information manual |  | Mentioned in the newsletter as relevant and available on request  School website  Parent Information Night  Parents must provide medical information & anaphylaxis and asthma plans at enrolment and must to update information communication at start of each year, or as conditions change | School website | June 2017 |
| Staff Conduct and Wellbeing Policy | Staff Information manual  Intranet  Leadership Team f dealing with issues of staff conduct  CRT information manual |  | Mentioned in the newsletter as relevant and available on request |  | October 2016 |
| Emergency Management & Critical Incident Policies and Plan | Intranet  Evacuation Drill/Lockdown – four times per year | Evacuation drills | School website | School website | November 2016 (or after a critical incident) |
| Dress Code/Uniform Policy | Intranet  Staff meetings/briefings | Circle Time  Assemblies  Enrolment pack  Student Council meetings | Enrolment Pack  School newsletter  School website  Information Nights | School website | August 2017 |
| SunSmart Policy | Intranet | Circle Time  Assemblies | Mentioned in the newsletter as relevant and available on request  School website | School website | April 2019 |
| Staff Leave Policy | Intranet  Staff meetings  Local Agreement implementation  Leadership  meetings/meetings with Principal |  |  |  | October 2017 |
| Parent Grievance Policy | Intranet  Leadership meetings |  | School newsletter  School website | School website  School Newsletter | August 2016 |

**Review cycle**

* This policy was last updated in July 2018 is scheduled for review in July 2020.