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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 KWPS 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 DEECD 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.

Relevant policies will also be loaded onto the U Drive and school website for community observation and comment

Key Links : [DEECD 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
Excursion Policy Incursion Policy Camping Policy	<ul style="list-style-type: none"> Brief in February PL days Policy manual U Drive 		<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 	All July 2015
Onsite Supervision of Students Policy Duty of Care Policy	<ul style="list-style-type: none"> Brief in February PL days Policy manual U Drive 		<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 	Both March 2015
Behaviour Management Policy Student Welfare Policy Mandatory Reporting Policy	<ul style="list-style-type: none"> Brief in February PL days Policy manual U Drive Student engagement workshops – staff meetings Restorative Practices Training 	<ul style="list-style-type: none"> Class Rules Bounce Back 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 Newsletter 	<ul style="list-style-type: none"> School website 	All December 2015
Internet Policy Cyberbullying Policy	<ul style="list-style-type: none"> Brief in February PL days Staff manual Policy manual U Drive E-learning mtg at start of each year Wednesday PD sessions 	<ul style="list-style-type: none"> Enrolment pack Assemblies Student Wellbeing Cluster Days eSmart 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Enrolment Pack Newsletter 	<ul style="list-style-type: none"> School website 	Both July 2015
Anaphylaxis Policy	<ul style="list-style-type: none"> Policy manual U Drive Meeting at start of each 	<ul style="list-style-type: none"> Individual meetings with students and 	<ul style="list-style-type: none"> All policies mentioned in the newsletter 	<ul style="list-style-type: none"> School website 	Both September 2015

	<p>semester to review policy and anaphylactic children</p> <ul style="list-style-type: none"> • Twice Yearly mandated training program 	<p>parents of anaphylactic children</p> <ul style="list-style-type: none"> • Classroom discussion re food handling issues • Peer Support Leaders meetings 	<p>and available on request</p> <ul style="list-style-type: none"> • School website • Enrolment Information • Individual parent meetings with anaphylactic children. 		
<p>First Aid Policy</p> <p>Care Arrangements for Ill students Policy</p> <p>Distribution of Medication Policy</p>	<ul style="list-style-type: none"> • Policy manual • U 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"> • All policies mentioned in the newsletter and available on 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 	<p>March 2015</p>
<p>Bullying & Harassment Policy</p>	<ul style="list-style-type: none"> • Policy manual • U Drive • Wellbeing Team review of dealing with issues of harassment • Restorative Practices Training program 	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • School website 	<p>December 2015</p>
<p>Emergency Management Plan</p> <p>Critical Accidents &</p>	<ul style="list-style-type: none"> • Staff manual • Policy manual • U Drive • Review of policy and procedures in 	<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 	<p>Both March 2015</p>

Incidents Policy	<ul style="list-style-type: none"> February Evacuation Drill/Lockdown – twice per year 				
Sunsmart Policy	<ul style="list-style-type: none"> Policy manual U Drive Review of policy and procedures in February. 	<ul style="list-style-type: none"> 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
Curriculum Policy Enrolment Policy Working with Children 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 School newsletter School website 	<ul style="list-style-type: none"> School website 	All July 2015

Certification:

This policy was adopted at the School Council meeting held at Currawa Primary School on the
day of _____, 2014.

Signed.....

Signed

School Council President

Principal