



## COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY

### Policy Statement

The policies of Carlton North Primary 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 Carlton North 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/Guidelines

- The policies describe the policy statement, aims and guidelines/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 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 four-year basis is to be maintained.
- When reviewing an existing school policy as per the School Strategic Plan cycle (or earlier if required), the Principal will consult with staff and the appropriate Committee/s, and then 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. *Reference the school's Duty of Care and Supervision Policy and the Child Safe Policy.*
- 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 Council folder on Google Drive and school website for community observation and comment.

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Camp Policy Activities Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff manual</li> <li>Policy manual</li> <li>CNPS Google Drive</li> </ul>		<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	Before August 2021
Duty of Care and Supervision Policy	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff manual</li> <li>Policy manual</li> <li>CNPS Google Drive</li> </ul>		<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	Annually March 2018
Child Safe Policy Student Wellbeing & Engagement Policy Bullying and Harassment (including cyber-bullying) Prevention Policy Student Inclusion Policy Gender Inclusion Policy Mandatory Reporting of Children at Risk Policy and Procedures	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff manual</li> <li>Policy manual</li> <li>CNPS Google Drive</li> <li>Schoolwide Positive Behaviour documentation</li> </ul>	<ul style="list-style-type: none"> <li>Student diary</li> <li>Junior School Council</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> <li>Enrolment Pack</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	Annually March 2018
Use of Digital Technology in School Policy Digital Citizenship User Agreement	<ul style="list-style-type: none"> <li>Brief in 1st PL days</li> <li>Staff manual</li> <li>Policy manual</li> <li>CNPS Google Drive</li> </ul>	<ul style="list-style-type: none"> <li>Student diary</li> <li>Enrolment pack</li> <li>Junior School Council</li> </ul>	<ul style="list-style-type: none"> <li>All policies mentioned in the newsletter and available on request</li> <li>School website</li> <li>Enrolment Pack</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	Before August 2021

Acceptable Use Agreement for Digital Devices  Acceptable Use Agreement for Mobile Phones					
Anaphylaxis Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Meeting at start of each year 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> <li>• Peer Support Leaders meetings</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Our Newsletter</li> <li>• Individual parent meetings with anaphylactic children</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Annually February 2018
First Aid Policy  Distributions of Medication Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Meeting at start of year to review each policy &amp; provide medical details of students.</li> <li>• Update first aid qualifications, CPR qualifications &amp; asthma procedures</li> <li>• OH&amp;S and Evacuation Planning cycle.</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment pack</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> <li>• Information Guide (in enrolment pack)</li> <li>• Parent Information Night</li> <li>• Our HS Newsletter</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>• School website</li> </ul>	Annually December 2017
Homework Policy (In development)	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• CNPS Google Drive</li> </ul>	<ul style="list-style-type: none"> <li>• Student Diary</li> <li>• Enrolment pack</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Before August 2021

			<ul style="list-style-type: none"> <li>• Parent Information Sessions</li> </ul>		
Emergency Management & Critical Incident Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• CNPS Google Drive</li> <li>• Review of policy and procedures in 1<sup>st</sup> days of school</li> <li>• Evacuation Drill/Lockdown - twice per year</li> </ul>	<ul style="list-style-type: none"> <li>• SIT Meetings</li> <li>• Evacuation drills</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	March 2017 - annually as part of compliance process (or after a critical incident)
Communication Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• CNPS Google Drive</li> </ul>		<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> <li>• School Newsletter</li> </ul>	Before August 2021
Curriculum Policy Assessment and Reporting Policy	<ul style="list-style-type: none"> <li>• Brief in 1st PL days</li> <li>• Staff manual</li> <li>• Policy manual</li> <li>• CNPS Google Drive</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	
School Electronic Funds Management Policy School Investment Policy Cash Handling Policy School Purchasing Card Policy Parent Payment Policy Shared Use of School Facilities Policy	<ul style="list-style-type: none"> <li>• Brief in 1st PL days</li> <li>• Staff manual</li> <li>• Policy manual</li> <li>• CNPS Google Drive</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Before August 2021
Enrolment Policy	<ul style="list-style-type: none"> <li>• Brief in 1st PL days</li> <li>• Staff manual</li> <li>• Policy manual</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Before August 2021

Class Formation Policy  Electronic Publication of Student Names Work and Images Policy  Privacy Policy	<ul style="list-style-type: none"> <li>• CNPS Google Drive</li> </ul>		<ul style="list-style-type: none"> <li>• and available on request</li> <li>• School website</li> <li>• Enrolment Pack</li> </ul>		
Education Support Time in Lieu Policy	<ul style="list-style-type: none"> <li>• Brief in 1st PL days</li> <li>• Staff manual</li> <li>• Policy manual</li> <li>• CNPS Google Drive</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Before August 2021
Occupational Health and Safety Policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• CNPS Google Drive</li> <li>• Review of policy and procedures in 1<sup>st</sup> days of school</li> <li>• Evacuation Drill/Lockdown – twice per year</li> </ul>	<ul style="list-style-type: none"> <li>• SIT Meetings</li> <li>• Evacuation drills</li> </ul>	<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	March 2017 – annually as part of compliance process (or after a critical incident)
Communication of School Policies Procedures and Schedule Policy	<ul style="list-style-type: none"> <li>• Brief in 1st PL days</li> <li>• Staff manual</li> <li>• Policy manual</li> <li>• CNPS Google Drive</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Before August 2021
Instrumental Music Program Policy	<ul style="list-style-type: none"> <li>• Brief in 1st PL days</li> <li>• Staff manual</li> <li>• Policy manual</li> <li>• CNPS Google Drive</li> </ul>		<ul style="list-style-type: none"> <li>• All policies mentioned in the newsletter and available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Before August 2021

Evaluation:

This policy will be reviewed by 2021 or sooner if required.

This policy was ratified by School Council on 6 September 2017.