



Date written: 2001
School Council Ratified: 1st APRIL 2019

Date reviewed: 2019
Next review: 2022

**Our Communication Policy has been developed by members of School Council.
This includes both parent and DET representatives.**

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.

POLICY STATEMENT

To ensure that Greenhills Primary School 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 follow a continuous review 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 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 data base 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 advised to students, staff and parents through CONTACT (school newsletter).
- Staff will be given opportunity to provide input into the policy development or review process.
- Relevant policies will be uploaded onto the school website for community observation and comment during the formation/review process for a two week period for consultation.
- Policies ratified by School Council will be uploaded onto the School Website for community access.



IMPLEMENTATION (Continued)

RESPONSIBILITIES and SCHEDULE

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Excursion, Incursion and Camping Policies	Brief in 1st PL days Staff Handbook School Website		All policies mentioned in the newsletter and available on request. School website	School website	As per schedule
Yard Duty / Supervision Policy Duty of Care Policy	Brief in 1st PL days Staff Handbook School Website		All policies mentioned in the newsletter and available on request. School website	School website	As per schedule
Student Engagement & Wellbeing Policy (includes) Student Welfare Policy Student Management Policy Mandatory Reporting Policy	Brief in 1st PL days School Website	Greenhills is GREAT Program Welfare Sessions with teachers. In communication with teachers across each PLT.	All policies mentioned in the newsletter and available on request. School website	School website	As part of Whole School Review.
Acceptable Internet Usage Policy	Brief in 1st PL days School Website	All 5/6 Students and their families given policy on participation in the 1:1 Program. Teachers to disseminate information to students and parents from P-6 relevant to the type of ICT being used.	All policies mentioned in the newsletter and available on request. School website	School website	As per schedule`



Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Anaphylaxis Policy	Staff manual Policy manual Brief in 1st PL days School Website Twice yearly mandated training program. Individual meetings with teachers, students and parents of anaphylactic children (new students or when plans change (First Aid Officer)	Classroom discussion e.g. food handling issues	All policies mentioned in the newsletter and available on request. School website Individual parent meetings with anaphylactic children.	School website	As per schedule or as needs for information arises or as Individual Management Plans change.
First Aid Policy (including Medication and Asthma)	Staff manual Policy manual Intranet Staff induction Update first aid qualifications, CPR qualifications & asthma procedures Teacher briefings OH&S and Evacuation Planning cycle.	Enrolment pack	All policies mentioned in the newsletter are available on request. School website. Information Guide in enrolment pack. Parent Information Night. Contact Newsletter. Parents send medical information & individual plans to update at start of each year.	School website	As per schedule
Harassment Policy	Brief in 1st PL days School Website	Student Engagement and Well-being Policy	All policies mentioned in the newsletter and available on request. School website	School website	As per schedule
Homework Policy	School Website Copy in classroom organisation folders.	Teachers to highlight relevant parts of policy for students through class discussion.	Enrolment Pack School newsletter School website	School website	As per schedule



Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Emergency Management & Critical Incident Policies	Staff Handbook Review of policy and procedures in 1 st 3 days of school Evacuation Drill/Lockdown: each term	Evacuation drills Staff consultation after each drill.	School website	School website	Annually as part of compliance process (or after a critical incident).
Uniform Policy	School Website Copy in classroom organisation folders.	Teachers to highlight relevant parts of policy for students through class discussion.	Enrolment Pack School newsletter School website Information Night	School website	As per schedule
Sun smart Policy	School Website Copy in classroom organisation folders	Teachers to highlight relevant parts of policy for students through class discussion.	School newsletter School website	School website	As per schedule
Staff Leave Policy Privacy Policy Professional Learning Policy	Local Agreement implementation		School website Consultative Committee to communicate with and to staff.	School website	As per schedule
Concerns, Complaints and Compliments	Staff manual Policy manual Intranet Parents can email teachers as required		Enrolment Pack School newsletter School website	School website School Newsletter	As per schedule

EVALUATION AND REVIEW

The Greenhills Primary School Communication Policy will be reviewed as per School Council Policy and School Council will evaluate its relevance in line with DET expectations as represented by parent members on School Council.