

# BELMONT PRIMARY SCHOOL

## COMMUNICATION OF SCHOOL POLICIES

### PROCEDURES & SCHEDULE



The policies of Belmont Primary School describe the main processes, functions and operations of the school. Government school principals are required to plan, implement and monitor arrangements to ensure the safety, security and wellbeing of students. 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 Belmont Primary School policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.
- To ensure that information pertaining to our school policies and procedures is communicated to and readily accessible by the school community, including parents, staff and students (as appropriate).

#### IMPLEMENTATION:

##### Policy Development and Review

- 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 in conjunction with the Education and Policy Sub-Committee. It will be a continuous cycle and will use a transparent and consultative process within accordance to the guidelines on the *Department of Education School Policy Template Portal*.
- The school will ensure that it has all required policies in place to ensure that it continues to meet the minimum registration standards required by the *Victorian Qualifications and Registration Authority (VRQA)*, along with any additional compulsory policies required by the *Department of Education*.
- In cases where schools are not required to have a local policy in relation to matters (for example, Enrolment or Restraint of Students), the school will follow the Department's policy on such matters and will refer to *School Policy and Advisory Guide*. In these cases, the school will refer parents and community members to the relevant information of the Department website.
- When necessary, the school will develop additional local policies to respond to specific school community needs, issues or directions. The focus of all school policies must remain on the needs of students and school operations.
- 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 (or nominee) will refer to the *School Policy Template Portal* to determine the level of consultation required with the community and School Council and to confirm whether or not the policy requires School Council approval. Operational matters do not require consultation or approval from School Council, however Belmont Primary School will ensure that the update of any operational policy is reported to School Council.
- Where consultation and School Council approval is required, draft policies will be circulated for comment to the appropriate sub-committee/s, to staff members and to School Councillors before ratification by School Council. The Education and Policy Sub-Committee will review all policies prior to their presentation to School Council. Student, parent and broader school community input will be sought through a range of strategies as appropriate to the individual policy.
- When reviewing an existing school policy, the principal (or nominee) will refer to latest Department guidelines and legislation to ensure the policy meets requirements and ensure that it accurately reflects school practices and processes. Further consultation with staff, sub-committees, parents, students and School Council will occur as appropriate to the level of change that has been required.

### Communication and Publication of School Policies:

- Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents as required.
- School policies related to student care, safety and wellbeing, along with those related to the school's behaviour management policies and procedures will be communicated in accordance with the school's *Policy Communication Procedures and Schedule*.
- Relevant policies will also be uploaded to the school website.
- Staff and parent handbooks will include relevant policies and/or excerpts of key information from relevant policies.
- Throughout the year, excerpts and key points of school policies will be published in the school newsletter at relevant times.
- A staff member, parent or school councillor may request a copy of any school policy at any time.

### Policy Queries:

- Any concerns relating to the structure and operations of the school should be directed to the principal.
- Concerns or queries regarding Governance related matters, including school council approved policies may be directed to either the principal or the School Council President.
- Community members with queries or concerns related to Department of Education policy will be referred to the DET website or the community liaison officers at the South Western Victoria Regional Office.

### EVALUATION

This policy will be reviewed every four years as part of the school's policy review cycle.

This policy last updated in.....

**February 2019**

*\* As this policy is operational, approval by School Council is not required.*

**Review Date: 2023**



# Policy and Procedures Communication Schedule

Policy and Procedures	Communication Procedures and schedule for members of the school community			
	Staff	Students	Parents/Carers	General Public
Anaphylaxis Policy Attendance Policy Child Safety Policy Child Safe Standards (Commitment, Code of Conduct) Child Safety Reporting Obligations Policy Camp and Excursions Policy Duty of Care Policy Emergency Management Plan Onsite Supervision of Students Policy Statement of Values and Philosophy Student Engagement Policy and Behaviour Management Guidelines	These policies and procedures will be specifically: <ul style="list-style-type: none"> <li>Briefed in 1st PL days</li> <li>Included in Staff Induction processes</li> </ul>			
Accidents and Incidents Reporting Procedures Administration of Medication Policy <b>Anaphylaxis and Asthma Management Policies</b> <b>Attendance Policy</b> Camp and Excursions Policy <b>Child Safety Policy &amp; Child Safety Reporting Obligations Policy</b> <b>Child Safe Standards (Commitment, Code of Conduct)</b> Curriculum Framework <b>Digital Media Policy</b> Duty of Care Policy <b>Inclusion and Diversity Policy</b> <b>Issues Resolution Policy</b> School Policy Communication Policy and Schedule <b>First Aid Policy</b> Health Care Needs Policy <b>Onsite Supervision of Students Policy</b> <b>Parent Payment Policy</b> <b>Statement of Values and Philosophy</b> <b>Student Engagement Policy</b> Swimming Policy <b>Visitors Policy</b> <b>Volunteers Policy</b> Working with Children Checks Procedures	Aspects of policies will be regularly referenced at leadership, staff and team meetings.  All staff will have access to the School Policy Manual on the school server.		Relevant Policies (or excerpts) referenced in the School Newsletter and available upon request  <b>School website</b>  All policies can be printed and available for reference at the school office  Individual meetings with students and parents of children with specific needs	<b>School website</b>  All policies are printed and available for reference at the school office
Bullying Prevention Policy <b>Cyber Safety Policy</b> Emergency Management Procedures Homework Policy Sun Smart Policy		Student Diary Assemblies Evacuation Drills Learning Programs		