****

Communication of School Policies, Procedures and Schedule Policy

**RATIONALE**

The policies of Roberts McCubbin 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.

**PURPOSE**

To ensure that Roberts McCubbin Primary Schools’ policies frame and accurately reflect the school operations, directions and goals, and meet all legislative, compliance and duty of care requirements.

**IMPLEMENTATION**

* The focus of all school policies must remain the needs of students and school operations.

Refer to the schools’:***Duty of Care and Supervision Policy and the Child Safe Policy.***

* 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.
* Staff will be given opportunity to provide input into the policy development or review process.
* Any concerns relating to the structure of the school should be directed to the Principal or School Council President
* Changes as a result of policy developments and/or reviews will be widely advised to students, staff and parents.
* **Relevant policies and including Annual Implementation Plan, School Strategic Plan and Annual Report will be available via the website, Compass, in School Policy Folder (via the office) for community observation and comment.**

**EVALUATION**

This policy will be reviewed every 3-4 years.

Last reviewed in March 2019

**REFERENCES**

Other policies which underpin this policy:

* Child Safe Policy
* Child Safety Responding and Reporting Obligations Policy (including Mandatory Reporting)
* Duty of Care Policy
* Supervision Policy
* Student Engagement and Well-Being Policy
* Statement of Values – Promoting Healthy, Safe and Respectful School Communities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| robmacps logoCommunication of School Policies, Procedures and Schedule for members of the school community | | | | | |
| **Policy** | **Staff** | **Students** | **Parent** | **General Community** | **Policy Review**  **Date** |
| Strategic Plan (SP)  Annual Implementation Plan (AIP)  Annual Report (AR) | * Staff Meetings & Professional Learning * School Website |  | * All policies referred to in the newsletter * School website * Shared and discussed at Education Committee/School Council | * School Website | * SP – 2018 * AIP – Annually * AR – Annually |
| Statement of Values & School Philosophy | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request * School website * Shared and discussed at Education Committee/School Council | * School Website | 2023 |
| RMPS Written Statement | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request * School website * Shared and discussed at Education Committee/School Council | * School Website | 2023 |
| Child Safe | * Staff meetings * Staff manual * Policy manual * School Website |  | * All policies referred to in the newsletter & available on request * School website * Shared and discussed at Education Committee/School Council | * School website | * Annually |
| Child Safety Responding & Reporting Obligations (including Mandatory Reporting) | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter * School website * Shared and discussed at Education Committee/School Council | * School website | * 2022 |
| Duty of Care | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request * School website * Shared and discussed at Education Committee/School Council | * School website | * Annually |
| Asthma | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request * School website | * School website | * 2020 |
| Anaphylaxis | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request * School website | * School website | * 2020 |
| Bully Prevention | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request * School website * Shared and discussed at Education Committee/School Council | * School website | * 2022 |
| Bushfire Preparedness | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request | * School website | * 2023 |
| Camps & Excursions | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request * School website * Shared and discussed at Education Committee/School Council | * School website | * 2023 |
| Complaints | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request | * School website | * 2022 |
| Critical Incident Plan | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request | * School website | * Annually |
| Curriculum Framework | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request | * School website | * 2023 |
| Digital Technologies | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request * School website * Shared and discussed at Education Committee/School Council | * School website | * 2023 |
| Communication Procedures and Schedule | * Staff meetings * Staff manual * Policy manual   School Management Portal |  | * All policies referred to in the newsletter & available on request * School website | * School website | * Annually |
| Enrolment\* | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request * School website * Shared and discussed at Education Committee/School Council | * School website | * 2023 |
| External Providers | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request * School website * Shared and discussed at Education Committee/School Council | * School website | * 2023 |
| First Aid | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request * School website | * School website | * 2023 |
| Heath Care Needs | * Staff meetings * Staff manual * Policy manual   School Management Portal |  | * All policies referred to in the newsletter & available on request * School website | School website | 2023 |
| Inclusion & Diversity (Equal Opportunity & Sexual Harassment) | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request * School website * Shared and discussed at Education Committee/School Council | School website | 2023 |
| Medication | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request | School website | 2023 |
| Safe & Happy Book | * Staff meetings * Staff manual * Policy manual   School Management Portal |  | * All policies referred to in the newsletter & available on request * School website * Shared and discussed at Education Committee/School Council | School website | 2023 |
| Staff Code of Conduct | * Staff meetings * Staff manual * Policy manual   School Management Portal |  | * All policies referred to in the newsletter & available on request | School website |  |
| Student Well-being & Engagement | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request * School website   Shared and discussed at Education Committee/School Council | School website | 2020 |
| SunSmart | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request * School website   Shared and discussed at Education Committee/School Council | School website | 2023 |
| Visitors | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request * School website   Shared and discussed at Education Committee/School Council | School website | 2023 |
| Volunteers | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request * School website   Shared and discussed at Education Committee/School Council | School website | 2023 |
| Yard Duty & Supervision | * Staff meetings * Staff manual * Policy manual * School Management Portal |  | * All policies referred to in the newsletter & available on request | School website | 2020 |