

KATUNGA PRIMARY SCHOOL



COMMUNICATION PROCEDURES AND 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 Katunga 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:

- 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 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 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. **Reference the school's Supervision and Duty of Care Policy**
- Any concerns relating to the structure of the school should be directed to the principal or School Council president.



KATUNGA PRIMARY SCHOOL

- Relevant policies will also be loaded onto the intranet 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
Excursion, Incursion and Camping Policies & procedures	<ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual 		<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 	August 2020
Yard Duty / Supervision Policy Duty of Care Policy	<ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual 		<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 	March 2020
Student Engagement & Inclusion Policy Mandatory	<ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual • Student engagement workshops – staff meetings • Restorative Practices Training 	<ul style="list-style-type: none"> • Student diary (School engagement, attendance and student welfare services) • Mentor group meetings 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Information Guide 	<ul style="list-style-type: none"> • School website 	All December 2020 (part of annual Wellbeing Review)



KATUNGA PRIMARY SCHOOL

Reporting Policy			(in enrolment pack) <ul style="list-style-type: none"> • Parent Information Night 		
Computer & Internet Usage Policy	<ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual • E-learning mtg at start of each year 	<ul style="list-style-type: none"> • Student diary • Enrolment pack • Mentor Group meetings • ICT Student Leaders • Assemblies 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Enrolment Pack 	<ul style="list-style-type: none"> • School website 	July 2020 (reviewed/updated yearly)
Anaphylaxis Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Meeting at start of each semester to review policy and anaphylactic children • Yearly mandated training program 	<ul style="list-style-type: none"> • Individual meetings with students and parents of anaphylactic children • Classroom discussion re food handling issues • Peer Support Leaders meetings 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Enrolment Information • Individual parent meetings with anaphylactic children 	<ul style="list-style-type: none"> • School website 	August 2019 (updated yearly)



KATUNGA PRIMARY SCHOOL

<p>First Aid Policy (incl. Medication and Asthma)</p>	<ul style="list-style-type: none"> • Staff manual • Policy manual • Meeting at start of year to review each policy & provide medical details of students. • Update first aid qualifications, CPR qualifications & asthma procedures • 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>February 2020</p>
<p>Emergency Management & Critical Incident Policies</p>	<ul style="list-style-type: none"> • Staff manual • Policy manual • Review of policy and procedures in 1st 3 days of school • Evacuation Drill/Lockdown – twice per year 	<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>March 2019 – annually as part of compliance process (or after a critical incident)</p>
<p>Uniform Policy</p>	<ul style="list-style-type: none"> • Staff Manual • Policy manual • Staff meetings/briefings 	<ul style="list-style-type: none"> • Assemblies • Enrolment pack 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website 	<ul style="list-style-type: none"> • School website 	<p>August 2020 – (council annual review)</p>



KATUNGA PRIMARY SCHOOL

Sunsmart Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Review of policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> • Student Diary • 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 2020
-----------------	---	---	---	--	-----------

Communication:

Katunga Primary School has a process in place where it communicates its policies to staff, students, guardians, parents and the school community by placing its policies on the school website and making them available to anyone who comes into the office and requests to see them.

Ratified: This policy has been ratified by School Council in July 2018.