

POLICY DEVELOPMENT and COMMUNICATION

POLICY

The policies of the school guide and describe the main processes, functions and operations of Ripponlea Primary School (RPS). The development and review of policies should therefore have an agreed process so that various stakeholders are part of the consultation and review process.

PURPOSE

To have school policies in place to best guide the operations and directions of RPS.

IMPLEMENTATION

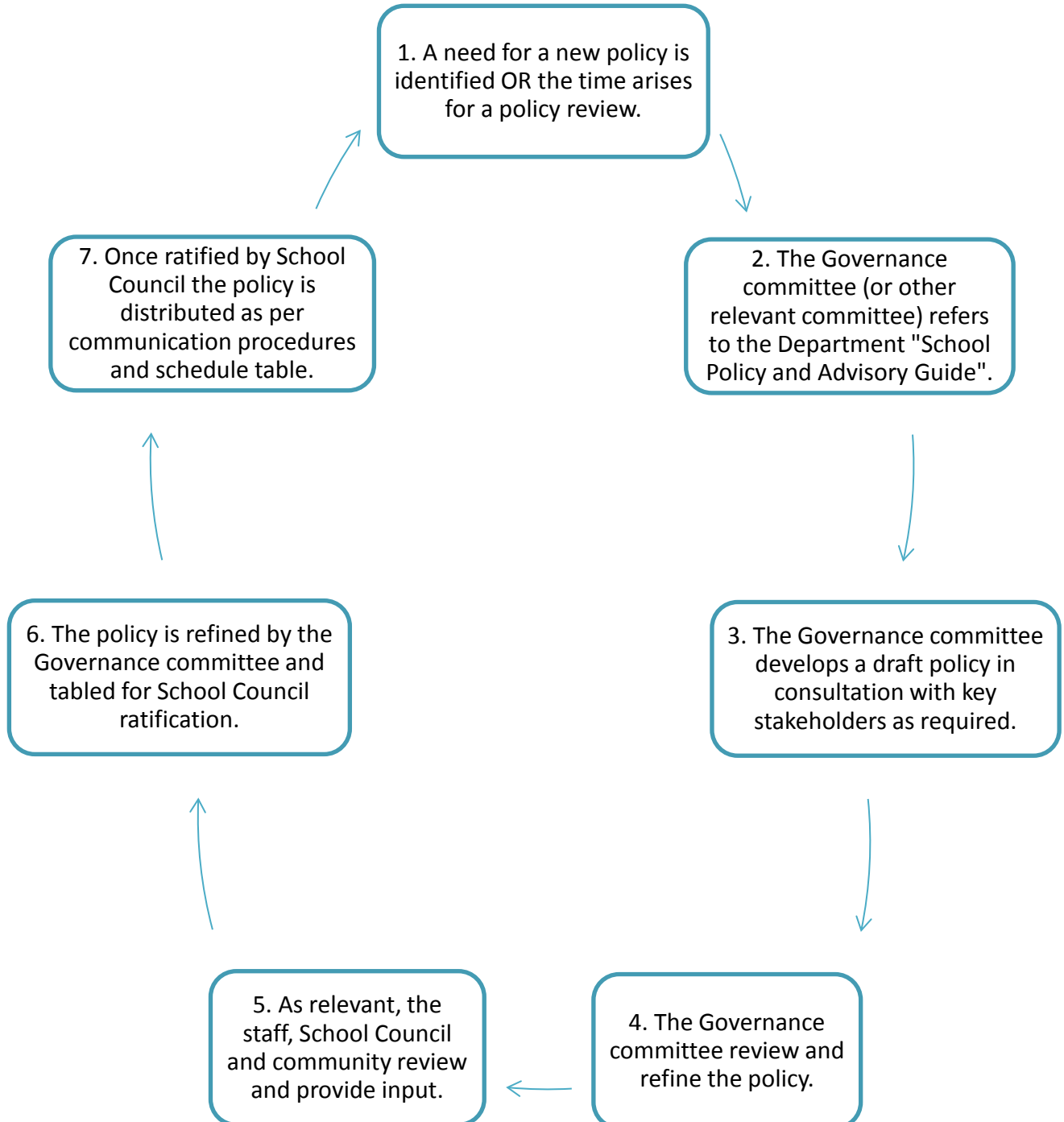
1. The policies describe the rationale, aims and implementations of the operations and directions of RPS as a whole.
2. The process of considering school policies will be managed by the Principal via the Governance Committee and will be a continuous cycle, and will use a transparent and consultative process.
3. All policies will use the RPS policy layout including the following elements: school name; policy name; purpose; implementation; evaluation; and review time.
4. Policies will be developed taking into account Department of Education and Training (DET) policies, memos and circulars relating to a particular policy area.
5. Policy development and review will follow the process outlined in the Policy Development and Review Flowchart (**Appendix 1**).
6. When developing a new policy, the Governance Committee convenor will consult with appropriate personnel including the Principal in order to draft the initial policy statement. The draft policy will then be circulated for comment as appropriate to RPS committee(s), students, staff, and parents/carers.
7. Following consultation the Governance Committee will revise the draft as appropriate and present to the School Council for ratification, preferably within a term.
8. Once ratified by School Council the policy is distributed as per communication procedures and the schedule table (**Appendix 2**).
9. A database of policies and a review schedule will be maintained to provide a timeline for reviews either annually or as recommended by the DET.
10. When reviewing an existing school policy, the Principal will consult with all staff and the appropriate team(s) and RPS School Council for ratification.
11. Changes as a result of policy developments and/or reviews will be communicated to staff and parents/carers as appropriate.
12. All staff will have opportunities to provide input into any policy development or review process.
13. The focus of all school policies must remain on the needs of students and school operations.
14. Relevant policies will also be loaded onto the school website for community access and comment.

REFERENCES:

School Policy and Advisory Guide: <http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>

Ratified by School Council: June 2018
Next review date: June 2021

Appendix 1: Policy Development and Review Flowchart



Appendix 2: Policy communication procedures and schedule

Policy	Communication procedures and schedule for members of the school community				
	Developed By/Author	Staff	Parents/Carers	General Community	Policy Review Term
Anaphylaxis Policy	Governance Committee	<ul style="list-style-type: none"> ▪ Staff share drive ▪ Twice annually alongside professional learning session ▪ Induction 	<ul style="list-style-type: none"> ▪ Enrolment Information ▪ Parent Information Evening 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Yearly or as required
Animals in the School Grounds	Governance Committee	<ul style="list-style-type: none"> ▪ Staff share drive ▪ Induction 	<ul style="list-style-type: none"> ▪ As the occasion arises 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly
Annual Report	Governance Committee/ School Leadership Team	<ul style="list-style-type: none"> ▪ Term 2 staff briefing 	<ul style="list-style-type: none"> ▪ Invitation to attend Annual Report Presentation 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Yearly
Anti-Bullying & Cyberbullying	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Induction 	<ul style="list-style-type: none"> ▪ Parent Information Evening 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	2 yearly
Asthma Management	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Annual professional learning 	<ul style="list-style-type: none"> ▪ Enrolment Information ▪ Parent Information Evening 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Yearly
Camps and Excursions	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Annually alongside professional learning session ▪ Induction ▪ Staff Handbook 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information ▪ Parent Information Evening 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly

Policy	Communication procedures and schedule for members of the school community				
	Developed By/Author	Staff	Parents/Carers	General Community	Policy Review Term
Child Safe Code of Conduct	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Induction 		<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	2 yearly
Child Safety Policy	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Induction ▪ Annual professional learning 		<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	2 yearly
Class Placements	Governance Committee	<ul style="list-style-type: none"> ▪ Term 4 staff briefing ▪ Staff share drive ▪ PLT's 	<ul style="list-style-type: none"> ▪ Information sent home ▪ Parent Information Evening ▪ Enrolment information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly
Cybersafety and Use of Electronic Devices	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Induction 	<ul style="list-style-type: none"> ▪ Information sent home ▪ Parent Information Evening ▪ Enrolment information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	2 yearly
Duty of Care	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Induction ▪ Annual professional learning 		<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly
Emergency Management	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive 		<ul style="list-style-type: none"> ▪ School website 	3 yearly
External Providers	Governance Committee	<ul style="list-style-type: none"> ▪ Staff share drive 	<ul style="list-style-type: none"> ▪ As the occasion arises 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly

Policy	Communication procedures and schedule for members of the school community				
	Developed By/Author	Staff	Parents/Carers	General Community	Policy Review Term
Family Participation	Governance Committee	<ul style="list-style-type: none"> ▪ Staff share drive 	<ul style="list-style-type: none"> ▪ Enrolment Information ▪ Parent Information Evening 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly
Finance Policies <ul style="list-style-type: none"> • Cash Handling • Finance and Investment • Fraud and Corruption • Internet and Eftpos Banking • Purchasing Card 	Finance Committee	<ul style="list-style-type: none"> ▪ Staff share drive ▪ Induction for new finance/admin staff 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Yearly
First Aid	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Alongside annual professional learning 	<ul style="list-style-type: none"> ▪ Parent Information Evening 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	2 yearly
Gender Equality	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive 	<ul style="list-style-type: none"> ▪ Parent Information Evening 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly
Head Lice	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive 	<ul style="list-style-type: none"> ▪ Alert sent as the occasion arises 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly
Healthy Eating at School	Governance Committee	<ul style="list-style-type: none"> ▪ Staff share drive ▪ Induction 	<ul style="list-style-type: none"> ▪ Information sent home 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly
Home Learning	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Induction 	<ul style="list-style-type: none"> ▪ Parent Information Evening 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly

Policy	Communication procedures and schedule for members of the school community				
	Developed By/Author	Staff	Parents/Carers	General Community	Policy Review Term
Mandatory Reporting	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Induction ▪ Annual professional learning 		<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly
Medication and Health Care Needs	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Induction 	<ul style="list-style-type: none"> ▪ Enrolment Information ▪ Parent Information Evening ▪ Information sent out as the need arises 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	2 yearly
OH&S	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Induction ▪ Annual professional learning 			3 yearly
Out of School Hours care	Governance Committee	<ul style="list-style-type: none"> ▪ Staff share drive ▪ Induction 	<ul style="list-style-type: none"> ▪ Information sent out 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly
Parent Complaints	Governance Committee	<ul style="list-style-type: none"> ▪ Staff share ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information ▪ Student Support Group meetings ▪ Parent Information Evening 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	2 yearly
Parent Payments and Voluntary Contributions	Finance Committee	<ul style="list-style-type: none"> ▪ Induction 	<ul style="list-style-type: none"> ▪ Information sent home ▪ Enrolment information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Yearly

Policy	Communication procedures and schedule for members of the school community				
	Developed By/Author	Staff	Parents/Carers	General Community	Policy Review Term
Playground Supervision	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Induction 		<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Yearly
Policy Development and Communication	Governance Committee	<ul style="list-style-type: none"> ▪ Staff share drive ▪ Induction 		<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly
Privacy	Governance Committee	<ul style="list-style-type: none"> ▪ Staff share ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information ▪ Parent Information Evening 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly
School Vision: Philosophy, Values, Teaching & Learning, Reporting & Assessment	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Induction ▪ Ongoing professional learning 	<ul style="list-style-type: none"> ▪ Enrolment Information ▪ Parent Information Evening 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	2 yearly (to be implemented from 2018)
Student Engagement and Wellbeing	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Induction ▪ Ongoing professional learning 	<ul style="list-style-type: none"> ▪ Parent Information Evening 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	2 yearly
Special Religious Instruction	Governance Committee	<ul style="list-style-type: none"> ▪ Staff share drive ▪ Induction 	<ul style="list-style-type: none"> ▪ As the occasion arises 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly

Policy	Communication procedures and schedule for members of the school community				
	Developed By/Author	Staff	Parents/Carers	General Community	Policy Review Term
Sun Smart	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Annually alongside professional learning session ▪ Induction ▪ Staff operations booklet 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information ▪ Parent Information Evening 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly
Uniform	Governance Committee	<ul style="list-style-type: none"> ▪ Staff share drive ▪ Induction 	<ul style="list-style-type: none"> ▪ Enrolment Information ▪ Parent Information Evening 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly
Use of School Facilities	Governance Committee	<ul style="list-style-type: none"> ▪ Staff share drive 	<ul style="list-style-type: none"> ▪ As the occasion arises 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly
Visitors to School and Volunteers	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information ▪ Parent Information Evening 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly
Working With Children Check	Governance Committee	<ul style="list-style-type: none"> ▪ Staff share drive ▪ Induction 	<ul style="list-style-type: none"> ▪ Information sent home 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	3 yearly
Worksafe Incident Reporting	Governance Committee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ Staff share drive ▪ Induction 			3 yearly