

COMMUNICATION OF SCHOOL POLICIES AND PROCEDURES POLICY



PURPOSE

The purpose of this policy is to ensure that Seaholme Primary School policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements, ensuring the school community at Seaholme Primary School are made aware of, and have access to (where applicable) key policies and procedures of the school.

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.

SCOPE

This policy applies to all policies and procedures that ensure the efficient and safe operation of Seaholme Primary School. It is the goal to ensure that Seaholme Primary School policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance with Victorian Registrations and Qualifications Authority (VRQA), and duty of care requirements.

POLICY IMPLEMENTATION

The school principal is responsible for operational school policies, procedures and decisions. There are a **small** number of policies that must be developed and approved by the school council because of legal requirements or Department policy (e.g. Uniform and Student Dress Code, all finance policies, Child Safe etc).

Seaholme Primary School will provide the following minimum steps:

Consultation with key stakeholders in the school community when updating or introducing new policies. There are **very few** policies that require school council approval. However, even where a policy does not require school council approval, it is open to the school principal to choose to consult with and/or seek approval from their school council if they consider this to be appropriate.

Consultation may include, but is not limited to:

- circulating draft policies amongst staff, parents and teachers for comment
- including notices in your school newsletter inviting input into policy development
- discussion about draft policies amongst a working group of school council
- workshops with student representative groups.

Publish school policies so that they are accessible to the Seaholme Primary School community. Inclusion of key policies on the school website, or other communication channels used by Seaholme Primary School including enrolment packs, staff handbooks, induction packs, newsletters and student diaries.

Communicate school policies to all school staff to ensure that they are well understood and consistently applied. Ensure that key policies are regularly referenced in school decision-making processes and staff meetings and easily accessible. All relevant policies will be included in staff induction and any staff handbooks published by Seaholme Primary School.

Review the effectiveness of school policies and collect data to help to measure their success. Examples of data that Seaholme Primary School may choose to collect include:

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- student survey results
- parent survey results
- incident registers.

Seaholme Primary School will ensure:

- School 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 on 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 the School Council.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A list 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 the School Council for approval (where applicable).
- Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents.
- Staff will be given the opportunity to provide input into the policy development or review process (where applicable).
- The focus of all school policies must remain the needs of students and school operations.
- Any concerns relating to the structure of the school should be directed to the principal
- Relevant policies will also be available on the school portal and school website where applicable

FURTHER INFORMATION AND RESOURCES

Related School Policies and Documents

- Managing Concerns and Complaints Policy
- Supervision and Duty of Care Policy
- Seaholme Primary School - Policy Responsibilities and Schedule 2020

Related DET Resources

<https://edusafe.eduweb.vic.gov.au//login.aspx?ReturnUrl=%2fDefault.aspx&cks=1>

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EVALUATION AND REVIEW

This policy will be reviewed as part of the school's review cycle and/or if circumstances and regulations change. Proposed amendments to this policy will be discussed and include consultation with school council