



Communication of School Policies and Schedule

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 AHS 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.
 - To provide a safe environment for students
 - To ensure the safety of the student is considered in all deliberations of the teacher
 - To ensure legislative requirements around Duty of Care are implemented
- Any concerns relating to the structure of the school should be directed to the principal or School Council president.
- Relevant policies will also be loaded onto the school website for community observation and comment

This policy was last reviewed in: 2019

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"> • Emailed out in the 'What's On' • 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 	Last Review: August 2019 Next Review: August 2022
Yard Duty / Supervision Policy Duty of Care Policy	<ul style="list-style-type: none"> • Emailed out in the 'What's On' • 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 	Last Reviewed: September 2019 Next Review: September 2020
Student Engagement Policy Student Welfare Policy Student Management Policy Attendance Policy Mandatory Reporting	<ul style="list-style-type: none"> • Emailed out in the 'What's On' • Staff manual • Policy manual • Student engagement workshops – staff meetings • Staff Meetings & 		<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) • Parent Information Night 	<ul style="list-style-type: none"> • School website 	All reviewed 2019 Next Review: 2020

Policy Duty of Care Policy	PLC				
Computer & Internet Usage Policy Mobile Phone Policy	<ul style="list-style-type: none"> • Emailed out in the 'What's On' • Staff manual • Policy manual 	<ul style="list-style-type: none"> • Assemblies • Behaviour Plan Matrix 	<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 	Last Reviewed: September 2019 (reviewed/updated yearly)
Anaphylaxis Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Meeting at start of each year 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 • Parent Information Night • Enrolment Information • Individual parent meetings with anaphylactic children 	<ul style="list-style-type: none"> • School website 	Last Reviewed: August 2019 Next Review: 2020 (updated yearly)
First Aid Policy (incl. Medication and Asthma) Caring for Ill Students Policy	<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 	<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) • Parent Information Night 	<ul style="list-style-type: none"> • School website 	Last Reviewed: September 2019 Next Review: 2021

	<ul style="list-style-type: none"> qualifications & asthma procedures OH&S and Evacuation Planning cycle. 		<ul style="list-style-type: none"> Parents sent medical information & asthma plans to update at start of each year 		
Bullying and Harassment Policy	<ul style="list-style-type: none"> Staff manual Policy manual Leadership Team review of dealing with issues of harassment Restorative Practices Training program 	<ul style="list-style-type: none"> Student Meeting Time Assemblies Resilience Project Student Welfare sessions 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Information Guide (in enrolment pack) Parent Information Night 	<ul style="list-style-type: none"> School website 	<p>Last Reviewed: September 2019</p> <p>Next Review: 2020</p>
Inclusion and Diversity Policy	<ul style="list-style-type: none"> Staff manual Policy manual Leadership Team review of dealing with issues of harassment 	<ul style="list-style-type: none"> Student Meeting Time Assemblies Resilience Project 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Information Guide (in enrolment pack) 	<ul style="list-style-type: none"> School Website 	<p>Last Reviewed: Sep 2019</p> <p>Next Review: 2022</p>
Privacy Policy (link for DET policy) Equal Opportunity & Anti-Discrimination Policy (link for DET policy)	<ul style="list-style-type: none"> Link to be made available to all staff members. Staff Manual 		<ul style="list-style-type: none"> Parents to be made aware of link to department policy through Newsletter and Website 	<ul style="list-style-type: none"> School Website 	N/A
Homework Policy	<ul style="list-style-type: none"> Staff manual Policy manual Leadership Team to review 		<ul style="list-style-type: none"> Enrolment Pack School newsletter School website Parent Information Night 	<ul style="list-style-type: none"> School website 	<p>Last Reviewed: August 2019</p> <p>Next Review: 2023</p>

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Child Safe Policy	<ul style="list-style-type: none"> • Emailed out in the 'What's On' • Staff manual • Policy manual 		<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website 	<ul style="list-style-type: none"> • School website 	<p>Last Reviewed: June 2019</p> <p>Next Review: 2020</p>
Emergency Management & Critical Incident Policies	<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"> • Evacuation drills 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	<p>September 2019 – annually as part of compliance process (or after a critical incident)</p>
Uniform Policy	<ul style="list-style-type: none"> • Staff Manual • Policy manual • Staff meetings/briefings 	<ul style="list-style-type: none"> • Student Meetings • Junior School Council 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website • Information Night 	<ul style="list-style-type: none"> • School website 	<p>Last Reviewed: June 2019</p> <p>Next Review: 2021</p>
Sunsmart Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Review of policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> • Student Meetings • Newsletter 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website 	<ul style="list-style-type: none"> • School website 	<p>Last Reviewed: Sept 2019</p> <p>Next Review: 2022</p>
Staff Leave Policy Professional Learning Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Staff meetings • PLC meetings 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	<p>Last Reviewed: June 2019</p> <p>Next Review: June 2020</p>
Complaints Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual 		<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	<p>Last Reviewed: Sept 2019</p>

					Next Review: 2022
Finance Policies Including: Cash Handling Policy Parent Payment Policy School Electronic Funds Management Policy School Purchasing Card Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual 				Last Reviewed: March 2019 To be reviewed at the first School Council Meeting of each year.
Statement of Values and School Philosophy	<ul style="list-style-type: none"> • Emailed out in the ‘What’s On’ • 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 	Last Reviewed: Sep 2019 Next Review: 2022
Visitors Policy Volunteers Policy	<ul style="list-style-type: none"> • Emailed out in the ‘What’s On’ • 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 	Last Reviewed: Sep 2019 Next Review: 2022