



## Warragul North Primary School COMMUNICATION PROCEDURES AND SCHEDULE 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 WNPS 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 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 at the direction of school council, 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 DEECD 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 five-year basis is to be maintained.
- When reviewing an existing school policy as per the five-year review cycle, the principal will consult with staff and the appropriate committee/s, and to School Council for ratification.
- Major 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.
- Relevant policies will also be loaded onto the intranet and school website for community observation.

**Key Links :** [DET School policy Advisory Guide -](#)

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policies Review Date
Child Safe Standards Code of Conduct Policy Child Safe Standards Statement of Commitment Child Safe Standards Officer	<ul style="list-style-type: none"> <li>Brief in 1st staff meeting</li> <li>Staff Handbook</li> <li>Policy manual</li> <li>Intranet</li> </ul>	<ul style="list-style-type: none"> <li>Classroom</li> </ul>	<ul style="list-style-type: none"> <li>All policies available on request</li> <li>School website</li> <li>School newsletter</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	reviewed yearly
Excursion policy Incursion policy Camping Policy	<ul style="list-style-type: none"> <li>Brief in 1st staff meeting</li> <li>Staff Handbook</li> <li>Policy manual</li> <li>Intranet</li> </ul>	<ul style="list-style-type: none"> <li>Student briefing before camp or excursion</li> </ul>	<ul style="list-style-type: none"> <li>All policies available on request</li> <li>School website</li> <li>Letters to parents re camp</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	2023
Duty of Care Policy Onsite Supervision of Students Policy Working With Children Check policy Health, Safety and Well Being policy Staff Information Register & Procedures to Maintain Register policy Visitors Policy Volunteers Policy Privacy policy	<ul style="list-style-type: none"> <li>Brief in 1st staff meeting</li> <li>Staff handbook</li> <li>Policy manual</li> <li>Intranet</li> </ul>	<ul style="list-style-type: none"> <li>Classroom</li> </ul>	<ul style="list-style-type: none"> <li>All policies available on request</li> <li>School website</li> <li>School newsletter</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	2022
Student Engagement & Inclusion policy Behaviour Management policy Attendance policy Mandatory Reporting policy	<ul style="list-style-type: none"> <li>Brief in 1st staff meeting</li> <li>Policy manual</li> <li>Staff handbook</li> <li>Intranet</li> <li>Student Engagement &amp; Behaviour – staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>School Assemblies</li> <li>Peer Mentor meetings</li> <li>Student diaries</li> <li>Classroom</li> </ul>	<ul style="list-style-type: none"> <li>All policies available on request</li> <li>School website</li> <li>School newsletter</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	2021

Information & Communication Technology policy Internet Usage policy Mobile Phone & Personal Devices	<ul style="list-style-type: none"> <li>• Brief in 1st staff meeting</li> <li>• Staff handbook</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Computer sub committee</li> </ul>	<ul style="list-style-type: none"> <li>• Student diaries</li> <li>• Enrolment pack</li> <li>• Classroom</li> </ul>	<ul style="list-style-type: none"> <li>• All policies available on request</li> <li>• School website</li> <li>• Enrolment Pack</li> <li>• School newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	2022
Anaphylaxis policy Asthma Policy	<ul style="list-style-type: none"> <li>• Staff Handbook</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Meeting at start of each semester to review policy and anaphylactic children</li> <li>• Twice Yearly mandated training program</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents of anaphylactic children</li> <li>• Classroom discussion re food handling issues</li> <li>• Signs around school</li> </ul>	<ul style="list-style-type: none"> <li>• All policies available on request</li> <li>• School website</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Individual parent meetings with anaphylactic children</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	2022
Accidents & Incidents Reporting policy Administrations of Medications policy Administration of First Aid policy Care Arrangements for Students with Medical Conditions Students policy	<ul style="list-style-type: none"> <li>• Staff Handbook</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Staff to familiarize medical details of students on Sentral</li> <li>• Update first aid qualifications, CPR qualifications &amp; asthma procedures if needed.</li> <li>• OH&amp;S and Evacuation Planning cycle.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with parents of students with medical needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Policies available on request</li> <li>• School website</li> <li>• Information Guide (in enrolment pack)</li> <li>• Parents sent medical information &amp; asthma plans to update at start of each year</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	2022
Bullying Prevention (including Cyberbullying) Equal Opportunity policy	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Review of policy and procedures in 1<sup>st</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Student Diary</li> <li>• Classroom</li> <li>• Assemblies</li> <li>• Peer Support Program</li> </ul>	<ul style="list-style-type: none"> <li>• Policies available on request</li> <li>• School website</li> <li>• Information Guide (in enrolment pack)</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	2021

	staff meeting		<ul style="list-style-type: none"> <li>• Newsletter</li> </ul>		
Home Learning Policy Student Assessment policy Student Reporting policy	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• Intranet</li> <li>• Reviewed in PLT meetings at start of each year</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Student Diary</li> <li>• Classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Policy available on request</li> <li>• School newsletter</li> <li>• School website</li> <li>• Parent Information Nights</li> <li>• School level newsletters</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	2024
EFTPOS policy Internet Banking policy Parent Payment policy Purchasing policy Sponsorship policy Investment policy Refund policy Cash Handling	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• Intranet</li> <li>• School Council finance sub committee</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Reviewed yearly
Emergency Management Manual Critical Incident Recovery policy and plan	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Review of policy and procedures in 1<sup>st</sup> staff meeting</li> <li>• Evacuation Drill/Lockdown – twice per year</li> </ul>	<ul style="list-style-type: none"> <li>• Evacuation drills</li> </ul>	<ul style="list-style-type: none"> <li>• Policy available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Reviewed yearly
School Enrolment Policy School Philosophy policy	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Policy manual</li> <li>• Intranet</li> <li>• Staff meetings/briefings</li> </ul>	<ul style="list-style-type: none"> <li>• Posters</li> <li>• Class</li> </ul>	<ul style="list-style-type: none"> <li>• Policy available on request</li> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> <li>• Information Nights</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	2023
Sun Protection policy Headlice policy Uniform policy	<ul style="list-style-type: none"> <li>• Staff manual</li> <li>• Policy manual</li> <li>• Intranet</li> </ul>	<ul style="list-style-type: none"> <li>• Student Diary</li> <li>• Enrolment pack</li> <li>• Classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Policy available on request</li> <li>• School newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	2024

Student Leadership policy	<ul style="list-style-type: none"> <li>Review of policies at staff meetings</li> </ul>		<ul style="list-style-type: none"> <li>School website</li> </ul>		
Leave policy Professional Learning policy	<ul style="list-style-type: none"> <li>Staff manual</li> <li>Policy manual</li> <li>Intranet</li> <li>Staff meetings</li> </ul>		<ul style="list-style-type: none"> <li>Policy available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	2020
Managing Complaints policy Parent Complaints policy	<ul style="list-style-type: none"> <li>Policy manual</li> <li>Intranet</li> </ul>		<ul style="list-style-type: none"> <li>Policy available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	2020
<ul style="list-style-type: none"> <li>Curriculum Framework policy</li> <li>Design and Technology policy</li> <li>Economic policy</li> <li>English policy</li> <li>Health &amp; Physical Education policy</li> <li>History policy</li> <li>LOTE policy</li> <li>Geography policy</li> <li>Mathematics policy</li> <li>Science policy</li> <li>The Arts policy</li> </ul>	<ul style="list-style-type: none"> <li>Learning and Teaching handbook</li> <li>Policy manual</li> <li>Intranet</li> </ul>	<ul style="list-style-type: none"> <li>Classroom</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on request</li> <li>School website</li> <li>School newsletter</li> <li>Year level newsletters</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	Curriculum Framework policy 2021 Design and Technology policy 2021 Economic policy 2023 English policy 2019* Health & Physical Education policy 2020* History policy 2023 Geography 2023 LOTE policy 2022* Mathematics policy 2022 Science policy 2025 The Arts policy 2025
<ul style="list-style-type: none"> <li>Canteen policy</li> <li>Hire of Facilities policy</li> <li>Library policy</li> <li>Use of School Facilities policy</li> </ul>	<ul style="list-style-type: none"> <li>Policy manual</li> <li>Intranet</li> </ul>	<ul style="list-style-type: none"> <li>Classroom</li> </ul>	<ul style="list-style-type: none"> <li>Policy available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	2025
<ul style="list-style-type: none"> <li>Students With Additional Needs policy</li> <li>Reading Recovery</li> </ul>	<ul style="list-style-type: none"> <li>Policy manual</li> <li>Intranet</li> <li>Learning &amp; Teaching handbook</li> </ul>		<ul style="list-style-type: none"> <li>Policy available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	2022

<ul style="list-style-type: none"> <li>• policy</li> </ul>	<ul style="list-style-type: none"> <li>• Staff meetings</li> <li>• Year level meetings</li> </ul>				
<ul style="list-style-type: none"> <li>• Developing School policy</li> <li>• Evaluation policy</li> <li>• Communication Procedures &amp; Schedule policy</li> </ul>	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• Intranet</li> </ul>		<ul style="list-style-type: none"> <li>• Policy available on request</li> <li>• School website</li> <li>• School council</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	2023
<ul style="list-style-type: none"> <li>• Out of School Hours Child Care Program policy</li> </ul>	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• Intranet</li> <li>• OSHCC staff meetings</li> <li>• OSHCC staff manual</li> </ul>		<ul style="list-style-type: none"> <li>• Policy available on request</li> <li>• School website</li> <li>• Enrolment packs</li> <li>• School newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> <li>•</li> </ul>	2022

**EVALUATION:**

This policy will be reviewed annually as part of the school review cycle.

This policy was adopted by School Council in September 2014

This policy was amended by School Council in July 2018

This policy was reviewed and ratified by School Council in March 2019

This policy was amended and reviewed by School Council in August 2020

This policy was amended and reviewed by School Council in February 2021