COMMUNICATION POLICY, PROCEDURE AND SCHEDULE

Eltham East

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 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.
* Policies will be added and modified to reflect the growth and evolution of the school and new programs.
* Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
* All other 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.
* 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 Education Sub 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.
* Student needs and school operations must remain the focus of all school policies.

Evaluation:

* This policy will be reviewed as part of the school's three-year review cycle.

Revision dates	Version number	Summary of changes
Sept 2018	2.0	Name of Policy changed from Communication Policy Minor typographical errors corrected. Point 8 added Education before Sub Committee Final dot point wording rearranged.

Policy	Staff	Students	Parents and Wider Community
Duty of care Including yard duty	First day Principal briefing Intranet Shared server		Website- Compliance policies
Student Engagement Including attendance	First day Principal briefing Intranet Shared server		Website
Student Management	First day Principal briefing Shared server	Start up program	Website- Compliance policies Parent permission sought
Computer & Internet Usage Policy	Shared server	Start up program	Website- Compliance policies Parent permission sought
Anaphylaxis Policy	First day Principal briefing Shared server Training first day term 1 and staff meeting term 3 Plans in staff room, first aid, yard duty bags	Notices home Classroom discussion	Website Notice home
First Aid Policy (incl. Medication and Asthma)	Training in first meeting	Start up program	Website Proforma on website
Emergency Management & Critical Incident Policies	Training each term	Evacuation drills	Website- abridged version
Mandatory reporting	Training in first term- Guidance Officer & online	Values education	
Parent Concerns Policy			Newsletter Website
Sunsmart Procedure	First day Principal briefing Teacher Meeting	Assembly Class Meetings	Hand book Newsletter
Uniform Policy	Shared server	Assemblies Yard duty classrooms	Hand book Newsletter Website