SOUTH YARRA PRIMARY SCHOOL
COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY

PURPOSE

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.

AIM

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 purpose, aims and implementation of the operations and directions of the school as a whole.
- Where in existence, DET templates from the DET Policies Portal will be used for SYPS policies.
- The process of considering school policies will be managed by the Principal, 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 approval (if required) 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 as required by DET or the VRQA is to be maintained.
- When reviewing an existing school policy as per the relevant review cycle period, the principal will consult with staff and the appropriate Committee/s, and submit it to School Council for approval if required.
- Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents.
- Staff will be given an 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.
- Any concerns relating to the structure of the school should be directed to the principal.
- Relevant policies will also be loaded onto the intranet and school website for community observation and comment.

POLICY 3 year review cycle unless otherwise indicated	COMMUNICATION PROCEDURES AND SCHEDULE FOR MEMBERS OF THE SCHOOL COMMUNITY				
	STAFF	STUDENTS	PARENTS	GENERAL COMMUNITY	POLICY REVIEW DATE
School Council/ Administration					
Alcohol at School Events	School Council minutes emailed to all staff Polices manual on staff shared drive and SYPS website		Policy on School website	Policy on School website	2019
Cash Handling (Finance Committee)	School Council minutes emailed to all staff Polices manual on staff shared drive and SYPS website		• Policy mentioned in the newsfeed and available on request	• Policy on School website	2019
Electronic Funds Management (Finance Committee)	• Polices manual on staff shared drive and SYPS website		• Policy mentioned in the newsfeed and available on request	• Policy list on School website	2019
Investment (Finance Committee)	• School Council minutes on staff shared drive and SYPS website		• Policy mentioned in the newsfeed and available on request	• Policy list on School website	2019
School Purchasing Card (Finance Committee)	• Polices manual on staff shared drive and SYPS website		• Policy mentioned in the newsfeed and available on request	• Policy list on School website	2019
Parent Payment (Finance Committee)	• School Council minutes on staff shared drive • Polices manual on staff shared drive and SYPS website		• Policy available on school website	• Policy available on school website	2020
Petty Cash (Finance Committee)	•				2019
Refunds Policy (Finance Committee)	• Finance Committee Policy				2020
Complaints	• Policy on staff shared drive and SYPS website • Staff meetings/briefing • Email		• Policy available on school website	• Policy available on school website	2020
Hire of facilities by community groups	• School Council minutes on staff shared drive and SYPS website		• Policy mentioned in the newsfeed and available on request	• Policy list on School website	2019

Inclusion and Diversity Policy	Policy on staff shared drive and SYPS website School website		Policy available on school website	Policy available on school website	2021
Occupational Health & Safety	• • Policies on staff shared drive and • • SYPS website • SYPS Staff Information and • Induction Handbook OH&S Information Board. Staff meeting Brief in 1st PL days Email	• • Assemblies • Announcements Posters	• Policy mentioned in the newsfeed and available on request	• Policy list on School website	2022
Schools Privacy Policy (DET)	• Policy on staff shared drive and • SYPS website School website		• Policy available on school website	• Policy available on school website	2021 or in accordance with DET guidelines at any time
Statement of Values and School Philosophy	Policy on staff shared drive and SYPS website School website		Policy available on school website	Policy available on school website	2021 or in accordance with DET guidelines at any time
Communication of school policies procedures and schedule	• • Policy on staff shared drive and • SYPS website • Staff meetings/briefing Education Committee		• Policy available on school website	• Policy available on school website	2022
SYPS and DET Statement of Democratic Principles	Policy on staff shared drive and SYPS website Staff meetings/briefing Education Committee		Policy available on school website	Policy available on school website	In accordance with DET Guidelines
Wellbeing					

Administration of Medications Policy	Policy on staff shared drive and SYPS website Staff meetings/briefing		Policy available on school website	Policy available on school website	2022
Attendance Policy	Policy on staff shared drive and SYPS website Staff meetings/briefing		Policy available on school website	Policy available on school website	2022
Bike Riding and Scooter Policy	Policy on staff shared drive and SYPS website Staff meetings/briefing		Policy available on school website	Policy available on school website	2020
Excursion and Camps	• • Brief in 1st PL days • Staff meeting/briefing Policy on staff shared drive and SYPS website	• • School newsfeed • Class discussion • Assemblies Information/ permission notes	• Policy mentioned in the newsfeed and available on request School • handbook	• Policy list on School website	2022
Visitors	• • Brief in 1st PL days • Staff meetings/briefing Policy on staff shared drive and SYPS website	• • School newsfeed • Class discussion • Assemblies Information/ permission notes	• Policy mentioned in the newsfeed and available on request School • handbook	• Policy list on School website	2021
Duty of Care	• • Brief in 1st PL days • Staff meeting/briefing Policy on staff shared drive and SYPS website	• • School newsfeed Class information sessions • Assemblies	• Policy mentioned in the newsfeed and available on request School • handbook	• Policy list on School website	2020

Bullying Prevention Policy	• • Brief in 1st PL days • Policy on staff shared drive and • SYPS website Staff forum PBS and Respectful Relationships program	• Mediated Group sessions Circle • • Time • Assemblies PBS and Respectful Relationships learning programs	• Policy available on School website • • School newsfeed • Enrolment Pack • School handbook Parent Information sessions	• Policy available on School website	Last reviewed June 2018
Child Safe Standards Policies and Documentation Standards 1 – 7 (see under Child Safe Standards Assessments 2019)	• • Brief in 1st PL days • Staff meeting/briefing • Policies, statements, processes and procedural documents on • staff shared drive and SYPS • website • Leadership Team Staff Consultative Team Staff briefings and meetings	• • School newsfeed • Class discussion • Curriculum programs - Assemblies	• CSS Policies and procedures available on • School website • School newsfeeds School enrolment pack • Parent Information sessions	• Available on school website	2020 All documents reviewed annually
Child Safety Responding and Reporting Obligations (including Mandatory Reporting)	• • Brief in 1st PL days • Staff meeting/briefing Policy on staff shared drive and SYPS website	• • School newsfeed • Class discussion Curriculum program	• Policy mentioned in the newsfeed and available on request	• Policy list on School website	2022
Critical Incident Recovery Policy and Plan	Emergency drills, procedures, policies and evaluations presented to and discussed with staff each term		On SYPS website.	Policy list on SYPS website	
Inclusion and Diversity	• • Policy on staff shared drive and • SYPS website Student engagement workshops – • Team and staff meetings • School Council Minutes			• Policy available on SYPS website	2021
ICT Student Acceptable Use Agreement	Document reviewed annually by ICT Team Staff Meetings	Discussed by class teachers with all students in class	Document available via Compass	Document available via Compass and SYPS website	Reviewed annually

Policy	Staff	Students	Parents/Community	Publication	Date
Mandatory Reporting Policy and Procedures 2019	Staff Meetings Reminders re: Compulsory annual Mandatory Reporting eLearning modules via DET eduPay.		School newsletter, Education Committee, School Council	Policy on SYPS website	
New Student Enrolment	• • Policy on staff shared drive and SYPS website Staff meeting/briefing	•	• Policy mentioned on website and available on request	• Policy list on SYPS website	Oct 2019
Personal Property	Policy on staff shared drive and SYPS website Staff meeting/briefing	• Discussed by class teachers with all students • Student Code of Conduct	Policy mentioned on website and available on request	Policy list on SYPS website	2022
Respect for School Staff	Policy on staff shared drive and SYPS website Staff meeting/briefing Email	• Student Code of Conduct	Policy mentioned on website and available on request	Policy mentioned on website	August 2019
Student Wellbeing and Engagement	• • Brief in 1st PL days • Policy on staff shared drive and SYPS website Student • engagement workshops – • Team and staff meetings Email	• Student Wellbeing services • Student leaders groups House team activities • SYPS Values Curriculum Student Voice, Agency and Leadership curriculum	• Policy available on SYPS website newsfeed • • Enrolment Pack • Parent Information • sessions	• Policy available on SYPS website	2020
Yard duty and supervision	• • Brief in 1st PL days • Staff meeting/briefing Policy on staff shared drive and SYPS website	• • SYPS newsfeed • Class discussion Assemblies	• Policy available on SYPS website • SYPS newsfeeds SYPS • enrolment pack	• Available on SYPS website	November 2019

Policy	Staff	Students	Community	Website	Year
First Aid Policy (incl. Medication and Asthma)	• Brief in 1st PL days • Staff meeting/briefing • Policies on staff shared drive and SYPS website • Update first aid qualifications, CPR qualifications & asthma procedures • Mentor group teacher briefings	• Class discussion • Assemblies PBS and Respectful Relationships learning programs	• Policy mentioned in the newsfeed and available on request SYPS handbook (in enrolment pack) • Parent Information Night • Parents sent medical information & asthma plans to update at start of each year	• Policy list on SYPS website	2021

Health Care Needs	• Brief in 1st PL days
	• Staff meeting/briefing
	  Policy on staff shared drive and SYPS website
	  Email
		• Class discussion PBS and Respectful Relationships learning programs	• Policy mentioned in the newsfeed and available on request	• Policy list on SYPS website	2022

Anaphylaxis	• Policy on staff shared drive and SYPS website Brief in 1st PL days of semester to review policy and anaphylactic children Twice • Yearly mandated training program	• Individual meetings with students and parents of anaphylactic children Classroom discussion re: • food handling issues	• Policy mentioned in the newsfeed and available on request Enrolment Pack • Individual meetings with parents of anaphylactic children	• Policy list on SYPS website	2020

Head-lice	• Policy on staff shared drive and
	• SYPS website
	  Staff meeting/briefing
	  Email
			• Policy available on SYPS website
			• SYPS newsfeed when notifications arise
			• Enrolment Pack
			  Prep Transition Booklet
				• Policy available on SYPS website	2019

Sun Smart	• Brief in 1st PL days • Staff meeting/briefing • Policy on staff shared drive and SYPS website Email	• SYPS Information and Induction Handbook Assemblies	• Policy available on SYPS website • SYPS newsfeed • Enrolment Pack	• Policy available on SYPS website	2020

eSmart and Cybersafety	• • Brief in 1st PL days • • Policy on staff shared drive and SYPS website • Staff training/briefing • SIT (school improvement team) updates PLT discussions email	• Digital Technology User Agreement • • Enrolment pack • SYPS handbook Assemblies	• Policy available on SYPS website • • SYPS newsfeeds • Enrolment Pack SYPS handbook	• Policy available on SYPS website	March 2019
Student Use of Personal Digital Devices	• • Brief in 1st PL days • Policy on staff shared drive and SYPS website Staff meeting/briefing	• • Assemblies • Newsfeeds Class discussions	• Policy available on SYPS website • • SYPS newsfeeds • Curriculum Information • for parents - Compass	• Policy available on SYPS website	October 2019
Digital Technologies (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES) Policy	Policy on staff shared drive and SYPS website Staff meeting/briefing	Assemblies Newsfeeds Class discussions	Policy available on SYPS website SYPS newsfeeds Curriculum Information for parents - Compass	Policy available on SYPS website	Approved 2018 – Review 2020.
Emergency Management & Critical Incident	• • Brief in 1st PL days • Policy on staff shared drive and • SYPS website Staff meeting/briefing Evacuation Drill/Lockdown – four per year	• Mentor group sessions Evacuation drills	• Policy mentioned in the newsfeed and available on request	• Policy list on SYPS website	Annually (updated February, 2019.)
Teaching and Learning					
Homework	• • Policy on staff shared drive and • SYPS website meetings/briefings PLT teams	• • Student Diary • Mentor group Enrolment pack	• • • Enrolment Pack • SYPS newsfeed SYPS website Parent Information Night	• Policy available on SYPS website	May 2019

Professional Learning	• • • Policy on staff shared drive and • SYPS website • Staff meetings/briefing EMS 360 Email PLT discussions		• Policy mentioned in the newsfeed and available on request	• Policy listed on SYPS website	2020
Teaching and Learning	• Teaching and Learning Guidelines Folder • Policy on staff shared drive SYPS website Staff meetings/briefing Email PLT discussions	• • • Curriculum programs • Student surveys • Leadership group Newsfeeds Class discussion	• Policy available on SYPS website • • SYPS newsfeeds • Enrolment Pack SYPS handbook	• Policy available on SYPS website	2021
Assessment, Reporting and Individual Learning Plans	• Teaching and Learning • Guidelines Folder Policy on staff shared drive and SYPS website Staff meetings/briefing Email PLT discussions		• Policy available on SYPS website • SYPS newsfeeds • Enrolment Pack SYPS handbook Compass Student Reports	• Policy available on SYPS website	Approved 2019

THIS POLICY WAS LAST APPROVED BY SCHOOL COUNCIL ON MARCH _____2019

This Policy will be reviewed as part of the school's three-year review cycle in 2022 or where necessary due to changes in regulations or circumstances.