

# Communication Of School Policies, Procedures & Schedule Policy



## **Rationale:**

Ballarat High School's policies 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 Ballarat High School policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

## **1. Implementation:**

- 1.1 Ballarat High School policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- 1.2 The process of considering school policies will be managed by the Principal and will be a continuous cycle which will use transparent and consultative processes.
- 1.3 New policies will be added and modified to reflect the growth and evolution of the school and new programs.
- 1.4 All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period.
- 1.5 When developing a new policy, the Principal will consult with appropriate personnel in order to draft the initial policy statement. This may include designating specific staff to be involved or oversee the drafting process. 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.
- 1.6 Policies will be developed taking into account DEECD policies, memos and circulars relating to a particular policy area.
- 1.7 A database of policies and a review schedule to provide a timeline for reviews either annually or on a four-year basis is to be maintained.
- 1.8 When reviewing an existing school policy as per the four-year review cycle, the Principal will consult with staff and the appropriate Committee/s, and will present the policy to School Council for ratification.
- 1.9 Changes to policies as a result of policy developments and / or reviews will be widely advised to students, staff and parents.
- 1.10 Staff will be given opportunity to provide input into the policy development or review process.
- 1.11 The focus of all school policies must remain the needs of students and school operations.
- 1.12 Relevant policies will also be loaded onto the Tardis and school website for community observation and comment

**APPROVAL:** This policy was approved by School Council on the 11<sup>th</sup> of June, 2014  
**EVALUATION:** This policy will be reviewed as part of the school's four-year review cycle.

**Communication Procedures and Schedule for Members of the School Community**

Policy	Staff	Students	Parents	General Community	Policy Review Date
<b>Anaphylaxis Policy</b>	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Staff induction program</li> <li>• Tardis</li> <li>• Student Services briefings</li> <li>• Annual mandated training program</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents of anaphylactic children</li> </ul>	<ul style="list-style-type: none"> <li>• All policies available on request</li> <li>• School website</li> <li>• Parent Information Nights</li> <li>• Enrolment Information</li> <li>• School Newsletter</li> <li>• Individual parent meetings with anaphylactic children</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Every 4 years as part of school review processes or as required
<i>Annual Implementation Plan</i>	<ul style="list-style-type: none"> <li>• Staff induction program</li> <li>• Staff handbook</li> <li>• Consultative Committee meetings</li> <li>• Staff briefings</li> </ul>		<ul style="list-style-type: none"> <li>• School newsletter</li> <li>• School website</li> </ul>		First meeting of School Council each year.
<b>Digital Technologies Acceptable Usage Policy</b>	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Staff induction program</li> <li>• Tardis</li> <li>• E-learning professional learning meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment pack</li> <li>• Learning Advisor meetings</li> <li>• Assemblies</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>	Every 4 years as part of school review processes or as required
<i>Curriculum Framework policy &amp; Structure plan</i>	<ul style="list-style-type: none"> <li>• Staff induction program</li> <li>• Staff handbook</li> </ul>		<ul style="list-style-type: none"> <li>• School newsletter</li> <li>• School website</li> </ul>		Every 4 years as part of school review processes
<b>Emergency Management &amp; Critical Incident Policies</b>	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Staff induction program</li> <li>• Tardis</li> <li>• Evacuation Drill/Lockdown – twice per year</li> </ul>	<ul style="list-style-type: none"> <li>• Learning advisor sessions</li> <li>• Evacuation drills</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Every 4 years as part of school review processes or as required
<i>Excursion, Incursion and Camps policies</i>	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Staff induction program</li> <li>• Tardis</li> </ul>		<ul style="list-style-type: none"> <li>• All policies available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Every 4 years as part of school review processes or as required
<b>First Aid Policies (incl. Medication/ Care of ill students/Accidents and First Aid)</b>	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Staff induction program</li> <li>• Tardis</li> <li>• Update first aid qualifications, CPR qualifications &amp; asthma procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment pack</li> </ul>	<ul style="list-style-type: none"> <li>• All policies available on request</li> <li>• School website</li> <li>• Enrolment pack</li> <li>• Parent Information Night</li> <li>• School Newsletter</li> <li>• Parents sent medical information &amp; asthma plans to update at start of each</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Every 4 years as part of school review processes or as required

			year		
<i>Maintenance of Registers policy</i>	<ul style="list-style-type: none"> <li>• Staff induction program</li> <li>• Staff handbook</li> </ul>		<ul style="list-style-type: none"> <li>• School newsletter</li> <li>• School website</li> </ul>		Every 4 years as part of school review processes
<b>On Site Supervision Policy</b>	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Staff induction program</li> <li>• Tardis</li> </ul>		<ul style="list-style-type: none"> <li>• All policies available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Every 4 years as part of school review processes or as required
<i>School Strategic Plan</i>	<ul style="list-style-type: none"> <li>• Staff induction program</li> <li>• Staff handbook</li> <li>• Consultative Committee meetings</li> <li>• Staff briefings</li> </ul>		<ul style="list-style-type: none"> <li>• School newsletter</li> <li>• School website</li> </ul>		Every 4 years
<b>Staffing Policy</b>	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Staff induction program</li> <li>• Tardis</li> <li>• Staffing Policy manual</li> <li>• Staff meetings</li> <li>• Consultative Committee meetings</li> <li>• Industrial Agreement implementation</li> </ul>				As required
<i>Student Engagement Plan including Critical Incident Plan</i>	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Student Engagement Plan</li> <li>• Information handbook</li> <li>• Staff induction program</li> <li>• Tardis</li> <li>• Student engagement workshops – staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Student Leadership</li> <li>• Learning Advisor meetings</li> </ul>	<ul style="list-style-type: none"> <li>• All policies available on request</li> <li>• School website</li> <li>• Information Handbook (in enrolment pack)</li> <li>• Parent Information Nights</li> <li>• School Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	Every 4 years as part of school review processes or as required
<b>Uniform Policy</b>	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Staff induction program</li> <li>• Tardis</li> <li>• Staff meetings/briefings</li> </ul>	<ul style="list-style-type: none"> <li>• Learning Advisor sessions</li> <li>• Assemblies</li> <li>• Enrolment pack</li> </ul>	<ul style="list-style-type: none"> <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>	November 2014 – (School Council annual review)