



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. **Reference the school's Supervision and Duty of Care Policy**
- 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 intranet and school website for community observation and comment

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"> Brief in 1st PL days Staff Induction School Website 		<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 	Refer to 4 Year Policy Cycle
Duty of Care Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff Induction School Website 		<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 	Refer to 4 Year Policy Cycle
Student Engagement & Inclusion Policy Mandatory Reporting Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff Induction School Website Student engagement workshops Staff meetings 	<ul style="list-style-type: none"> Student Reader Bag (School engagement, attendance and student welfare services) JSC Buddy group 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 	Refer to 4 Year Policy Cycle SEP - annually

E Smart Policy	<ul style="list-style-type: none"> • Brief in 1st PL days • Staff Induction • School Website • E-Smart Meetings • Staff Meetings 	<ul style="list-style-type: none"> • Student Reader Bag • Enrolment pack • Buddy Group meetings • ICT Student Leaders • Assemblies 	<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 	Refer to 4 Year Policy Cycle - annually
Homework Policy	<ul style="list-style-type: none"> • Staff Induction • School Website • Reviewed at staff meeting at start of each year 	<ul style="list-style-type: none"> • Student Reader Bag • Buddy groups • Enrolment pack 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website • Parent Information Night 	<ul style="list-style-type: none"> • School website 	Refer to 4 Year Policy Cycle
Anaphylaxis Management Policy	<ul style="list-style-type: none"> • Staff Induction • School Website • Meeting at start of each semester to review policy and anaphylactic children • Twice 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 	Refer to 4 Year Policy Cycle

<p>First Aid Policy (incl. Medication and Asthma)</p>	<ul style="list-style-type: none"> • Staff Induction • School Website • Meeting at start of year to review each policy & provide medical details of students. • Update first aid qualifications, CPR qualifications & asthma procedures • Mentor group teacher briefings • OH&S and Evacuation Planning cycle. 	<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 • Parents sent medical information & asthma plans to update at start of each year 	<ul style="list-style-type: none"> • School website 	<p>Refer to 4 Year Policy Cycle</p>
<p>Bullying & Harassment Policy</p>	<ul style="list-style-type: none"> • Staff Induction • School Website • Review of policy and procedures in 1st week of school • Wellbeing Team review of dealing with issues of harassment 	<ul style="list-style-type: none"> • Student Reader Bag • Buddy Group sessions • Circle Time • Assemblies • Enrolment pack • Peer Support Program 	<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>Refer to 4 Year Policy Cycle</p>

Parent Payment Policy	<ul style="list-style-type: none"> • School Website 		<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website 	<ul style="list-style-type: none"> • School website 	Refer to 4 Year Policy Cycle
Emergency Management & Critical Incident Policies	<ul style="list-style-type: none"> • Staff Induction • School Website • Review of policy and procedures in 1st week of school • Evacuation Drill/Lockdown – twice per year 	<ul style="list-style-type: none"> • Buddy group sessions • Evacuation drills 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	Refer to 4 Year Policy Cycle – annually
Uniform Policy	<ul style="list-style-type: none"> • Staff Induction • School Website • Staff meetings/briefings 	<ul style="list-style-type: none"> • Student Reader Bag • Buddy Group sessions • Circle Time • Assemblies • Enrolment pack • JSC meetings 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website • Information Night 	<ul style="list-style-type: none"> • School website 	Refer to 4 Year Policy Cycle
Sunsmart Policy	<ul style="list-style-type: none"> • Staff Induction • School Website • Review of policy and procedures in 1st week of school 	<ul style="list-style-type: none"> • Student Reader Bag • Buddy Group • Enrolment pack 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website 	<ul style="list-style-type: none"> • School website 	Refer to 4 Year Policy Cycle

Policies which may be in development in the future

<p>Staff Leave Policy</p> <p>Privacy Policy</p> <p>Professional Learning Policy</p>	<ul style="list-style-type: none"> • Staff Induction • School Website • Staff meetings • LAC meetings • Local Agreement implementation 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	<p>Refer to 4 Year Policy Cycle – if included</p>
<p>Raising Concerns and Complaints Policy</p>	<ul style="list-style-type: none"> • Staff Induction • School Website 		<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	<p>Refer to 4 Year Policy Cycle – if included</p>

Tallygaroopna PS is a community school and all stakeholders (staff, students and parents) are encouraged to provide feedback whenever possible. Input whether positive or negative is valued and a number of communication procedures are used to make feedback available to parents. Below is a brief outline of how the school communicates important information (ie: policies) to members of our school community.

1. Newsletter – this is available on a weekly basis with a full edition being held one week and a mini version being put online every alternate week.
2. Website – the link (<http://www.tally-ps-3067.vic.edu.au/>) is frequently displayed on our newsletter and families are encouraged to go here to view specific dates, newsletters and policies which are endorsed.
3. Flexibuzz – this is the preferred method of regular communication with our school community. This is monitored by the Principal and all families are encouraged to join this resource. Flexibuzz is available on phones, mobile devices and on personal computers. Flexibuzz is used for whole school messages along with more specific ones for an intended audience (ie: specific classes, parents club, school council etc.). Communication can be immediate and will be used if the whole school community needs to be informed of an important matter immediately (ie: emergency situation).
4. Facebook – this is monitored frequently as an alternative to Flexibuzz. Not all families utilise this resource so it is not the preferred option.
5. SMS – at times individual families are contacted in regard to specific matters which need addressing immediately (ie: buses, behaviour...etc)
6. Phone Calls – these are made on a regular basis both formally and informally to make personal contact with families. These are made often when there is a sickness or injury that occurs at school. Phone calls are encouraged to give families regular feedback which is both positive and negative in relation to issues at school.
7. Sheets sent home – these are implemented during specific events where immediate feedback is sought. An example of this might be when a School Review is in place.
8. Class Dojo – this application allows parents to log on and keep up to date of their child's progress and communicate with teachers if needed. Online stories enable families to see what is happening in classrooms.

The above forms of communication give families many options which are available to continue to maintain the important link between school and home. Our school prides itself on the way that we deal with our key stakeholders and other alternatives are frequently discussed in a variety of forums at school (ie: Parents Club, School Council...etc.)

Evaluation:

- These procedures will be reviewed as part of the school's three year review cycle and feedback will be sought from the School Community.
- This policy was endorsed by School Council on Wed 6th December 2017.