

## COMMUNICATION OF SCHOOL POLICIES

### PURPOSE

River Gum Primary School 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.

### SCOPE

- To ensure that school policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.
- To communicate the policies and procedures on the care, safety and welfare of students to the school community.

### POLICY

- The focus of school policies will be per the needs of students, school operations and directions of the school.
- The process of school policy development will be managed by the Principal.
- Policies will be developed taking into account DET policies, memos and circulars.
- 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 abide by DET recommended review cycle.
- When reviewing an existing school policy, the Principal will consult with the Consultative Committee, staff and School Council for ratification.
- Draft policies will be circulated for comment to the appropriate committee/s (staff members, parents and students where applicable) before ratification by School Council.
- Policy development will be a transparent consultative process. Key stakeholders, including students where appropriate, will be given opportunities to provide input into the policy development or review process.
- A database of policies and a continuous review schedule to provide a timeline for reviews either annually or per DET recommended review cycle will be maintained.
- All ratified and signed policies will be housed in the office secure room.
- Policies will be loaded and published to the school Administration server and school website for community information and feedback.



## REVIEW CYCLE

PREPARED BY	ROBYN TRZECIAK
REVIEWED IN	SEPTEMBER 2019
REVIEWED BY STAFF	SEPTEMBER 2019
REVIEWED BY C.C	SEPTEMBER 2019
REVIEWED & RATIFIED BY SCHOOL COUNCIL	SEPTEMBER 2019
NEXT REVIEW DATE	SEPTEMBER 2022

