COMMUNICATION OF SCHOOL POLICIES AND PROCEDURES POLICY

Help for non-English speakers - If you need help to understand the information in this policy, please contact the office on (03) 9439 9374 or email eltham.ps@education.vic.gov.au.

PURPOSE

The purpose of this policy is to ensure that Eltham Primary School policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements, ensuring the school community at Eltham Primary School are made aware of, and have access to (where applicable) key policies and procedures of the school. 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.

SCOPE

This policy applies to all policies and procedures that ensure the efficient and safe operation of Eltham Primary School. It is the goal to ensure that Eltham Primary School policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance with Victorian Registrations and Qualifications Authority (VRQA), and duty of care requirements.

POLICY IMPLEMENTATION

The school principal is responsible for operational school policies, procedures and decisions. There are a small number of policies that must be developed and approved by the school council because of legal requirements or Department policy (e.g. Uniform and Student Dress Code, all finance policies, Child Safe etc).

Eltham Primary School will provide the following minimum steps:

Consultation with key stakeholders in the school community when updating or introducing new policies. There are very few policies that require school council approval. However, even where a policy does not require school council approval, it is open to the school principal to choose to consult with and/or seek approval from their school council if they consider this to be appropriate. Consultation may include but is not limited to:

- circulating draft policies amongst staff, parents and teachers for comment
- including notices in the school newsletter inviting input into policy development
- discussion about draft policies amongst a working group of school council
- workshops with student representative groups.

Publish school policies so that they are accessible to the Eltham Primary School community. Inclusion of key policies on the school website, or other communication channels used by Eltham Primary School including enrolment packs, staff handbooks, induction packs and newsletters.

Communicate school policies to all school staff to ensure that they are well understood and consistently applied. Ensure that key policies are regularly referenced in school decision-making processes and staff meetings and easily accessible. All relevant policies are included in staff induction and any staff handbooks published by Eltham Primary School.

Review the effectiveness of school policies and collect data to help to measure their success. Examples of data that Eltham Primary School may choose to collect include:

- student survey results
- parent survey results
- incident registers.

Eltham Primary School will ensure:

- School 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 on 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 school and 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 the School Council.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A list 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 the School Council for approval (where applicable).
- Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents.
- Staff will be given the opportunity to provide input into the policy development or review process (where applicable).
- 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 available on the school portal and school website where applicable.

COMMUNICATION

This policy will be communicated to our school community in the following ways

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook/manual
- Made available in hard copy from school administration upon request

RELATED POLICIES AND RESOURCES

- Complaints Policy
- Duty of Care Policy

POLICY REVIEW AND APPROVAL

POLICY LAST REVIEWED	APPROVED BY	NEXT SCHEDULED REVIEW DATE
May 2023	School Council	May 2026