



COMMUNICATION PROCEDURES and SCHEDULE POLICY

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.
- 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 manual Policy manual Intranet 		<ul style="list-style-type: none"> All policies available on request School website 	<ul style="list-style-type: none"> School website 	June 2018 (2 yearly)
Yard Duty / Supervision Policy Duty of Care Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Staff meetings throughout the year Policy manual Intranet 		<ul style="list-style-type: none"> All policies available on request School website 	<ul style="list-style-type: none"> School website 	January 2019 (3 yearly)
Student Engagement & Attendance Policy Student Welfare Policy Student Management Policy Mandatory Reporting Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy manual Intranet Student engagement workshops – staff meetings Restorative Practices Training 	<ul style="list-style-type: none"> Student diary (School engagement, attendance and student welfare services) SRC Mentor group meetings 	<ul style="list-style-type: none"> All policies available on request School website 	<ul style="list-style-type: none"> School website 	Term 4 2016 (part of annual Wellbeing Review)
Computer & Internet Usage Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff intranet Policy manual Intranet Staff meeting Coordinators meeting when reviewing for following year 	<ul style="list-style-type: none"> Student diary Enrolment pack Mentor Group meetings Assemblies 	<ul style="list-style-type: none"> All policies available on request School website IBIS Organiser College newsletter 	<ul style="list-style-type: none"> School website 	September 2016 (reviewed/updated yearly)
Anaphylaxis Policy	<ul style="list-style-type: none"> Staff Intranet Policy manual Meeting at start of each semester to review policy and anaphylactic children Twice Yearly 	<ul style="list-style-type: none"> Individual meetings with students and parents of anaphylactic children 	<ul style="list-style-type: none"> All policies available on request School website Parent Information Night Enrolment Information 	<ul style="list-style-type: none"> School website 	February 2017 (updated yearly)



	mandated training program		<ul style="list-style-type: none"> Individual parent meetings with anaphylactic children 		
First Aid Policy (incl. Medication and Asthma)	<ul style="list-style-type: none"> Policy manual Staff Intranet 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"> All policies available on request School website College Newsletter Parents sent medical information & asthma plans to update at start of each year 	<ul style="list-style-type: none"> School website 	January 2017
Bullying & Harassment Policy	<ul style="list-style-type: none"> Intranet Policy manual School website Review of policy and procedures in 1st 3 days of school Year Level Coordinators review of dealing with issues of bullying & harassment Restorative Practices Training 	<ul style="list-style-type: none"> Student Diary Mentor Group sessions Circle Time Assemblies Enrolment pack 	<ul style="list-style-type: none"> All policies available on request School website Information Guide (in enrolment pack) College Newsletter 	<ul style="list-style-type: none"> School website 	June 2016 (part of annual Wellbeing Review) Next review 2020

	program				
Emergency Management & Critical Incident Policies	<ul style="list-style-type: none"> • Staff intranet • Policy manual • Intranet • Review of policy and procedures in 1st 3 days of school • Evacuation Drill/Lockdown – twice per year 	<ul style="list-style-type: none"> • Mentor group sessions • Evacuation drills 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	November 2016 – annually as part of compliance process (or after a critical incident)
Uniform Policy	<ul style="list-style-type: none"> • Staff intranet • Policy manual • Intranet • Staff meetings/briefings 	<ul style="list-style-type: none"> • Student Diary • Mentor Group sessions • Assemblies • Enrolment pack • SRC meetings 	<ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website • Information Night 	<ul style="list-style-type: none"> • School website 	2017 – (council annual review)
Staff Leave Policy (work in progress 2016) Privacy Policy Professional Learning Policy (work in progress 2016)	<ul style="list-style-type: none"> • Staff intranet • Policy manual • Staff meetings • Consultative meetings • Local Agreement implementation 		<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	November 2016(annually)
Raising Concerns and Complaints Policy	<ul style="list-style-type: none"> • Staff intranet • Policy manual 		<ul style="list-style-type: none"> • Enrolment Pack • School website 	<ul style="list-style-type: none"> • School website • School Newsletter 	September 2019

This policy was last ratified by School Council in....

16th August 2016