



# Cranbourne East Primary School Communication Management for School Policies & Procedures 2014

## **RATIONALE**

The Communication Management for School Policies & Procedures guide and describe the main processes, functions and operations of the school. The development and review of policies should therefore have an agreed process so that various stakeholders are part of the consultation and review process.

## **AIMS**

To have the best school policies in place to best guide the operations and directions of the school.

## **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.
- All policies will use the school policy layout.
- When developing a new policy, the Principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy will then be circulated for comment to the appropriate committee/s, to all staff members, parents, back to the leadership team and finally to the School Council for ratification, preferably within a term.
- Policies will be developed taking into account DEECD 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 all 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 staff and parents.
- All staff will have opportunities to provide input into any policy development or review process.
- The focus of all school policies must remain on the needs of students, staff and school operations.
- Any concerns relating to the structure of the school must be directed to the Principal or School Council President.
- Relevant policies will also be loaded onto the school website for community observation.

This Policy is to be reviewed every three years

Ratified by School Council: 8 October 2014

**Communication Procedures and schedule for members of the Cranbourne East Primary School Community**

	<b>Management Area</b>	<b>Person Responsible</b>	<b>Location of Policy</b>	<b>Date of Preparation</b>	<b>Endorsed by School Council</b>	<b>Review Date</b>	<b>Distributed to Staff</b>	<b>Distributed to Students</b>	<b>Distributed to Parents</b>	<b>Distributed to Community</b>
Administration of Medication Policy	Student Wellbeing	Assistant Principal School Nurse	School Server Policies and Procedures		26 February 2014	February 2015	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Anaphylaxis Management Policy	Student Wellbeing	Assistant Principal School Nurse	School Server Policies and Procedures	March 2014	March 2014	March 2015 or as needed	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• Staff meeting</li> <li>• Newsletter</li> <li>• Meeting at start of each semester to review policy and conduct anaphylaxis training for staff</li> <li>• Yard duty bags updated</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents of anaphylactic children</li> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> <li>• Individual parent meetings regarding anaphylactic students</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Assessment Policy	Assessment & Reporting	Assistant Principal Leadership Team	School Server Policies and Procedures	TBC	TBC		<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Parent Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Bike and Scooter Policy	PE Specialist	Leadership Team	School Server Policies and Procedures		June 2014	June 2015	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>

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Camps Policy & Procedures	PE Specialist	Leadership Team	School Server Policies and Procedures	December 2013	December 2013	December 2016	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Communication Management for School Policies & Procedures	Leadership team	Leadership team	School Server Policies and Procedures	September 2014	TBA	2017	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Computer & Internet Usage Policy	ICT	ICT Specialist	School Server Policies and Procedures	November 2011	2 November 2011	Term 3 2014	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Yearly student agreements</li> <li>• Classroom discussion</li> <li>• ICT Specialist program</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Critical Incident Plan	Leadership	Leadership Team	School Server Policies and Procedures	August 2014	27 August 2014	August 2015 or after a critical incident	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	
Dress Code Policy	Leadership	Leadership Team	School Server Policies and Procedures		11 December 2013	December 2016	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>

**Communication Procedures and schedule for members of the Cranbourne East Primary School Community**

	<b>Management Area</b>	<b>Person Responsible</b>	<b>Location of Policy</b>	<b>Date of Preparation</b>	<b>Endorsed by School Council</b>	<b>Review Date</b>	<b>Distributed to Staff</b>	<b>Distributed to Students</b>	<b>Distributed to Parents</b>	<b>Distributed to Community</b>
									<ul style="list-style-type: none"> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	
Drug Education			School Server Policies and Procedures		11 December 2013	Dec 2016	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Emergency Management Plan	Leadership	Leadership Team	School Server Policies and Procedures	5 July 2014	School Council Awareness	Nov 2014	<ul style="list-style-type: none"> <li>• Staff Induction</li> <li>• staff meetings</li> <li>• Evacuation &amp; Lockdown Drill once per term</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> <li>• Evacuation &amp; Lockdown Drill once per term</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Newsletter</li> </ul>	
Excursions Policy & Procedures	PE Specialist	Leadership Team	School Server Policies and Procedures	December 2013	11 December 2013	December 2014 or as needed	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
First Aid & Care Arrangements for Ill Students Policy	Student Wellbeing	Assistant Principal School Nurse	School Server Policies and Procedures	August 2014	27 August 2014	August 2017	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Homework Policy			School Server Policies and		December 2013	December 2016	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>

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	Management Area	Person Responsible	Location of Policy	Date of Preparation	Endorsed by School Council	Review Date	Distributed to Staff	Distributed to Students	Distributed to Parents	Distributed to Community
			Procedures						<ul style="list-style-type: none"> <li>Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	
Investments Policy	Leadership	Leadership Team	School Server Policies and Procedures		11 December 2013	December 2014	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Leave Policy	Leadership	Leadership Team	School Server Policies and Procedures		24 July 2013	July 2016	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	
Mandatory Reporting Policy	Leadership team	Leadership team	School Server Policies and Procedures	Dec 2013	11 Dec. 2013	Dec 2016 or as needed	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• Staff meetings</li> <li>• DEECD mandatory on line training</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Onsite Supervision Policy & Procedures 2014	Leadership	Leadership Team	School Server Policies and Procedures	August 2014	TBA	2015	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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									Newsletter	
Parent Concerns & Complaints Policy	Leadership	Leadership Team	School Server Policies and Procedures	September 2014	TBA	2017	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Parents Payment Policy	Leadership Team	Business Manager	School Server Policies and Procedures	Dec. 2013	Dec. 2013	Dec 2014	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> </ul>	• N/A	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Provider of External Services	PE Specialist	Leadership Team	School Server Policies and Procedures	December 2013	December 2013	December 2016	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	• Classroom discussion	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Student Engagement & Wellbeing Policy	Leadership Team	Assistant Principal	School Server Policies and Procedures	2014	2014	2014	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• Staff meetings</li> </ul>	• Classroom discussion	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Sunsmart Policy			School Server Policies and Procedures		11 December 2013	December 2015	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	• Classroom discussion	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information</li> </ul>	<ul style="list-style-type: none"> <li>• School Website</li> </ul>

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									<ul style="list-style-type: none"> <li>Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	
Sustainability Policy			School Server Policies and Procedures		23 December 2013	December 2016	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Working with Children Check Policy & Procedures	Leadership	Leadership Team	School Server Policies and Procedures	August 2014	TBA	2015	<ul style="list-style-type: none"> <li>• Staff Induction handbook</li> <li>• staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• Parent Information Night</li> <li>• Enrolment Information</li> <li>• Parent Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>

**Key: Policies due for review:**

<b>Annual</b>	
<b>2014</b>	
<b>2015</b>	
<b>2016</b>	
<b>2017</b>	