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: 2\textsuperscript{nd} November 2011
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<tr>
<th>CEPS Policy</th>
<th>Management Area</th>
<th>Person Responsible</th>
<th>Location of Policy</th>
<th>Date of Preparation</th>
<th>Endorsed by College Council</th>
<th>Review Date</th>
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</table>
| Anaphylaxis Management Policy | Student Wellbeing | Assistant Principal School Nurse | School Server Policies and Procedures | March 2011          | March 2011                   | March 2012  | • Staff Induction handbook  
|                     |                  |                           |                                         |                     |                             |             | • Individual meetings with students and parents of anaphylactic children  
|                     |                  |                           |                                         |                     |                             |             | • Classroom discussion  
|                     |                  |                           |                                         |                     |                             |             | • Available on request  
|                     |                  |                           |                                         |                     |                             |             | • School website  
|                     |                  |                           |                                         |                     |                             |             | • Parent Information Night  
|                     |                  |                           |                                         |                     |                             |             | • Enrolment Information  
|                     |                  |                           |                                         |                     |                             |             | • Parent Newsletter  
|                     |                  |                           |                                         |                     |                             |             | • Individual parent meetings regarding anaphylactic students  
| Assessment Policy   | Assessment & Reporting | Assistant Principal Leadership Team | School Server Policies and Procedures | TBC                 | TBC                          | 2013        | • Staff Induction handbook  
|                     |                  |                           |                                         |                     |                             |             | • SRC Newsletter  
|                     |                  |                           |                                         |                     |                             |             | • Information Pack  
|                     |                  |                           |                                         |                     |                             |             | • Available on request  
|                     |                  |                           |                                         |                     |                             |             | • School website  
|                     |                  |                           |                                         |                     |                             |             | • Parent Information Night  
|                     |                  |                           |                                         |                     |                             |             | • Enrolment Information  
|                     |                  |                           |                                         |                     |                             |             | • Parent Newsletter  
| Parent Complaints   | Leadership Team   | Leadership Team           | School Server Policies and Procedures | TBC                 | TBC                          | 2013        | • Staff Induction handbook  
|                     |                  |                           |                                         |                     |                             |             | • NA  
|                     |                  |                           |                                         |                     |                             |             | • Available on request  
|                     |                  |                           |                                         |                     |                             |             | • School website  
|                     |                  |                           |                                         |                     |                             |             | • Parent Information Night  
|                     |                  |                           |                                         |                     |                             |             | • Enrolment Information  
|                     |                  |                           |                                         |                     |                             |             | • Parent Newsletter  
|                     |                  |                           |                                         |                     |                             |             | • School website  

**Table Notes:**
- TBC: To be confirmed
- NA: Not applicable
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<td>ICT</td>
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<td>School Server Policies and Procedures</td>
<td>February 2011</td>
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<td>staff meetings</td>
<td>Enrolment pack</td>
<td>Classroom discussion</td>
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<td>TBC - Awaiting UGL input to plan and signage</td>
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<td>Leadership Team</td>
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<td>Parents Payment Policy</td>
<td>Leadership Team</td>
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<td>School Server Policies and Procedures</td>
<td>November 2010</td>
<td>November 2010</td>
<td>November 2011</td>
<td>• Staff Induction handbook</td>
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<td>Student Engagement &amp; Wellbeing Policy</td>
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