



Cranbourne East Primary School Communication Management for School Policies & Procedures 2011

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: 2nd November 2011

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

CEPS Policy	Management Area	Person Responsible	Location of Policy	Date of Preparation	Endorsed by College Council	Review Date	Distributed to Staff	D
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Communication Procedures and schedule for members of the Cranbourne East Primary School Community

CEPS Policy	Management Area	Person Responsible	Location of Policy	Date of Preparation	Endorsed by College Council	Review Date	Distributed to Staff	Distributed to Students	Distributed to Parents	Distributed to Community
Anaphylaxis Management Policy	Student Wellbeing	Assistant Principal School Nurse	School Server Policies and Procedures	March 2011	March 2011	March 2012	<ul style="list-style-type: none"> • Staff Induction handbook • Staff meeting • Newsletter • Meeting at start of each semester to review policy and conduct anaphylaxis training for staff • Yard duty bags updated 	<ul style="list-style-type: none"> • Individual meetings with students and parents of anaphylactic children • Classroom discussion 	<ul style="list-style-type: none"> • Available on request • School website • Parent Information Night • Enrolment Information • Parent Newsletter • Individual parent meetings regarding anaphylactic students 	<ul style="list-style-type: none"> • School website
Assessment Policy	Assessment & Reporting	Assistant Principal Leadership Team	School Server Policies and Procedures	TBC	TBC	2013	<ul style="list-style-type: none"> • Staff Induction handbook • staff meetings 	<ul style="list-style-type: none"> • Classroom discussion • SRC Newsletter • Information Pack 	<ul style="list-style-type: none"> • Available on request • School website • Parent Information Night • Enrolment Information • Parent Newsletter 	<ul style="list-style-type: none"> • School website
Parent Complaints	Leadership	Leadership Team	School Server Policies and Procedures	TBC	TBC	2013	<ul style="list-style-type: none"> • Staff Induction handbook • staff meetings 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • Available on request • School website • Parent Information Night • Enrolment Information • Parent Newsletter 	<ul style="list-style-type: none"> • School website

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Computer & Internet Usage Policy	ICT	ICT Specialist	School Server Policies and Procedures	February 2011	February 2011	February 2013	<ul style="list-style-type: none"> • Staff Induction handbook • staff meetings • Staff 	<ul style="list-style-type: none"> • Enrolment pack • Classroom discussion 	<ul style="list-style-type: none"> • Available on request • School website • Parent Information Night • Enrolment Information • Parent Newsletter 	<ul style="list-style-type: none"> • School website
Emergency Management Plan	Leadership	Leadership Team	School Server Policies and Procedures	March 2011	TBC Awaiting UGL input to plan and signage	Feb 2012	<ul style="list-style-type: none"> • Staff Induction • staff meetings • Evacuation & Lockdown Drill once per term 	<ul style="list-style-type: none"> • Classroom discussion • Evacuation & Lockdown Drill once per term 	<ul style="list-style-type: none"> • Parent Newsletter 	<ul style="list-style-type: none"> • School website
EMA Policy	Leadership	Business Manager	School Server Policies and Procedures	December 2010	December 2010	December 2011	<ul style="list-style-type: none"> • Staff Induction • Staff meeting 	<ul style="list-style-type: none"> • Enrolment pack 	<ul style="list-style-type: none"> • Available on request • School website • Parent Information Night • Enrolment Information • Parent Newsletter 	<ul style="list-style-type: none"> • School website
Excursion, Incursion and Camping Policies & Procedures	PE Specialist	Leadership Team	School Server Policies and Procedures	December 2010	December 2010	December 2013	<ul style="list-style-type: none"> • Staff Induction handbook • staff meetings 	<ul style="list-style-type: none"> • Enrolment pack • Classroom discussion 	<ul style="list-style-type: none"> • Available on request • School website • Parent Information Night • Enrolment Information • Parent 	<ul style="list-style-type: none"> • School website

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									Newsletter	
Mandatory Reporting Policy	Leadership team	Leadership team	School Server Policies and Procedures	August 2011	TBC	August 2013	<ul style="list-style-type: none"> • Staff Induction handbook • Staff meetings • DEECD mandatory on line training 	<ul style="list-style-type: none"> • Classroom discussion 	<ul style="list-style-type: none"> • Available on request • School website • Parent Information Night • Enrolment Information • Parent Newsletter 	<ul style="list-style-type: none"> • School website
Parents Payment Policy	Leadership Team	Business Manager	School Server Policies and Procedures	November 2010	November 2010	November 2011	<ul style="list-style-type: none"> • Staff Induction handbook 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • Available on request • School website • Parent Information Night • Enrolment Information • Parent Newsletter 	<ul style="list-style-type: none"> • School website
Student Engagement & Wellbeing Policy	Leadership Team	Assistant Principal	School Server Policies and Procedures	March 2011	April 2011	March 2013	<ul style="list-style-type: none"> • Staff Induction handbook • staff meetings 	<ul style="list-style-type: none"> • Enrolment pack • Classroom discussion 	<ul style="list-style-type: none"> • Available on request • School website • Parent Information Night • Enrolment Information • Parent Newsletter 	<ul style="list-style-type: none"> • School website