
ESSEX HEIGHTS PRIMARY SCHOOL
COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY

Rationale

The policies of the school guide and describe the main processes, directions, and goals 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 Essex Heights Primary School's 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, 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 school and the addition of 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 will remain on the needs of students and school operations. [DET School policy Advisory Guide - Duty of Care](#)
- Any concerns relating to the structure of the school should be directed to the principal or School Council president.
- Relevant policies will be loaded onto the intranet and school website for community observation and comment. Hard copies are also available on request.
- A signed hard copy of all policies will be maintained in the EHPS Policy Manual located in the Administration Office.
- Where required, professional learning will be provided.

References

DEECD School policy Advisory Guide: <http://www.education.vic.gov.au/school/principals/spag/pages/spag.aspx>

Evaluation

This policy will be reviewed every three (3) years in accordance with the Essex Heights Primary School Evaluation Schedule or more often if necessary due to changes in regulations or circumstances.

George Perini

Kristen Steer

Principal

School Council President

School Council August 2018

| Policy | Communication Procedures and schedule for members of the school community | | | | |
|---------------------------------------|---|---|---|--|-----------------------------|
| | Staff | Students | Parents | General Community | Policy Review Date |
| Accident Incident Notification Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Meeting at start of each year to review policy and processes | <ul style="list-style-type: none"> • Individual meetings with parents of children with serious medical needs and their child | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Parent Information Night • Enrolment Information • Contact Newsletter • Individual meetings with parents of children with serious medical needs | <ul style="list-style-type: none"> • School website | April 2019 (updated yearly) |
| Administration of Medication Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Meeting at start of each year to review policy and processes | <ul style="list-style-type: none"> • Individual meetings with parents of children with serious medical needs and their child | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Parent Information Night • Enrolment Information • Contact Newsletter • Individual meetings with parents of children with serious medical needs | <ul style="list-style-type: none"> • School website | June 2019 (updated yearly) |
| Anaphylaxis Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Meeting at start of | <ul style="list-style-type: none"> • Individual meetings with parents of anaphylactic | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | April 2019 (updated yearly) |

| Policy | Communication Procedures and schedule for members of the school community | | | | |
|---------------------------------|---|---|--|--|---------------------------|
| | Staff | Students | Parents | General Community | Policy Review Date |
| | each semester to review policy and anaphylactic children <ul style="list-style-type: none"> Twice Yearly mandated training program | children and their child <ul style="list-style-type: none"> Classroom discussion re food handling issues | <ul style="list-style-type: none"> Parent Information Night Enrolment Information Contact Newsletter Individual meetings with parents of anaphylactic children | | |
| Annual Report | <ul style="list-style-type: none"> Staff meeting Distribution | | <ul style="list-style-type: none"> On request In the main foyer School website School council meeting | <ul style="list-style-type: none"> School website | March 2019 |
| Assessment and Reporting Policy | <ul style="list-style-type: none"> Staff manual Policy manual Intranet | | <ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website | <ul style="list-style-type: none"> School website | September 2019 |
| Assett Policy | <ul style="list-style-type: none"> Policy manual | | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> | February 2021 |
| Asthma Policy | <ul style="list-style-type: none"> Staff manual Policy manual Intranet Meeting at start of year to review policy & provide medical details of students. Update first aid qualifications, CPR | <ul style="list-style-type: none"> Enrolment pack | <ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Information Guide (in enrolment pack) Parent Information Night Parents sent medical information & asthma plans to update at start | <ul style="list-style-type: none"> School website | May 2019 (updated yearly) |

| Policy | Communication Procedures and schedule for members of the school community | | | | |
|--------------------------------|---|---|---|--|---|
| | Staff | Students | Parents | General Community | Policy Review Date |
| | qualifications & asthma procedures <ul style="list-style-type: none"> • Teacher briefings • OH&S and Evacuation Planning cycle. | | of each year | | |
| Bullying and Harassment Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Review of policy and procedures in 1st 3 days of school • SWPBS PLT provide PD on dealing with issues of bullying/harassment • Restorative Practices Training program | <ul style="list-style-type: none"> • Student Support Group Meeting • Mentor Group sessions • Circle Time • Assemblies • Enrolment pack • Peer Support Program | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) • Parent Information Night • Student Management Team meetings with parents as required | <ul style="list-style-type: none"> • School website | August 2020 (part of annual Wellbeing Review) |
| Camps Policy and Procedures | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Review of policy and procedures | <ul style="list-style-type: none"> • Briefing with Students attending camps | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Information Guide (in | <ul style="list-style-type: none"> • School website | August 2021 |

| Policy | Communication Procedures and schedule for members of the school community | | | | |
|--|---|--|---|---|-------------------------------|
| | Staff | Students | Parents | General Community | Policy Review Date |
| | with staff organising and attending school camps | | camp pack) <ul style="list-style-type: none"> • Parent Information Night • Meeting with individual parents of students with special needs attending camps | | |
| Care Arrangements for Ill Students and Students with Medical Conditions Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Meeting at start of each semester to review policy and children with medical needs • Training for staff as required | <ul style="list-style-type: none"> • Individual meetings with parents children and their child with medical needs • Classroom discussion re food handling issues | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Parent Information Night • Enrolment Information • Contact Newsletter • Individual meetings with parents of children with medical needs | <ul style="list-style-type: none"> • School website | May 2021 |
| Cash Handling Policy | <ul style="list-style-type: none"> • Policy manual | • | • | • | February 2019 (Annual review) |
| Child Protection Reporting Policy (formerly Mandatory Reporting) | <ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | August 2021 |
| Child Safe Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual | <ul style="list-style-type: none"> • Protective Behaviours | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and | <ul style="list-style-type: none"> • School website • Mandated sign | July 2019 (part of annual |

| Policy | Communication Procedures and schedule for members of the school community | | | | |
|----------------------------|---|--|--|---|---|
| | Staff | Students | Parents | General Community | Policy Review Date |
| | <ul style="list-style-type: none"> Intranet Meeting at start of each semester to review policy and procedures Training for staff - Child Safety Reporting Obligations SWPBS | <ul style="list-style-type: none"> programs Child friendly/ accessible information visible throughout school SWPBS Mentor programs | <ul style="list-style-type: none"> available on request School website Parent Information Night Enrolment Information Contact Newsletter SWPBS | <ul style="list-style-type: none"> off on Child Safe Code of Conduct for all visitors and volunteers Commitment to Child Safe visible throughout the school | Wellbeing Review) |
| Child Safe Code of Conduct | <ul style="list-style-type: none"> Staff manual Policy manual Intranet Meeting at start of each year to review code and procedures Training for staff as required | <ul style="list-style-type: none"> Protective Behaviours programs Child friendly/ accessible information visible throughout school | <ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Parent Information Night Enrolment Information Contact Newsletter | <ul style="list-style-type: none"> School website Mandated sign off on Child Safe Code of Conduct for all visitors and volunteers Commitment to Child Safe visible through throughout the school Induction programs | July 2019 (part of annual Wellbeing Review) |
| Child Safe Commitment | <ul style="list-style-type: none"> Staff manual Policy manual Intranet Meeting at start of | <ul style="list-style-type: none"> Protective Behaviours programs Child friendly/ | <ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website | <ul style="list-style-type: none"> School website Mandated sign off on Child Safe Code of | July 2019 (part of annual Wellbeing Review) |

| Policy | Communication Procedures and schedule for members of the school community | | | | |
|---|---|--|---|--|--------------------|
| | Staff | Students | Parents | General Community | Policy Review Date |
| | each year to review commitment and procedures <ul style="list-style-type: none"> • Training for staff as required | accessible information visible throughout school | <ul style="list-style-type: none"> • Parent Information Night • Enrolment Information • Contact Newsletter | Conduct for all visitors and volunteers <ul style="list-style-type: none"> • Commitment to Child Safe visible through throughout the school | |
| Communication of Policies, Procedures and Schedule Policy | <ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | August 2019 |
| Contractor Management Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website • Contractor Induction Pack | May 2019 |
| Critical Incident Recovery Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | May 2021 |
| Curriculum Framework Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | August 2021 |
| Day Structure Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request | <ul style="list-style-type: none"> • School website | May 2021 |

| Policy | Communication Procedures and schedule for members of the school community | | | | |
|--------------------------------------|---|---|---|--|---|
| | Staff | Students | Parents | General Community | Policy Review Date |
| | | | <ul style="list-style-type: none"> • School website | | |
| Donation of Gits Protocols | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | June 2019 |
| Dress Code Policy | <ul style="list-style-type: none"> • Staff Manual • Policy manual • Intranet • Staff briefings | <ul style="list-style-type: none"> • Circle Time • Assemblies • Enrolment pack • JSC meetings | <ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website • Information Night • State Schools Relief Information Pack | <ul style="list-style-type: none"> • School website | September 2018 |
| Duty of Care Policy | <ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | May 2021 |
| Eftpos Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | February 2019 (Annual review) |
| Electronic Funds Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | February 2019 (Annual review) |
| Emergency Management Planning Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | <ul style="list-style-type: none"> • Mentor group sessions • Evacuation | <ul style="list-style-type: none"> • School website | <ul style="list-style-type: none"> • School website | January 2021 annually as part of compliance process |

| Policy | Communication Procedures and schedule for members of the school community | | | | |
|----------------------------------|---|--|--|--|--------------------------------|
| | Staff | Students | Parents | General Community | Policy Review Date |
| | <ul style="list-style-type: none"> Review of policy and procedures in 1st 3 days of school Evacuation Drill/Lockdown each Term | drills | | | (or after a critical incident) |
| Enrolment Policy | <ul style="list-style-type: none"> Staff manual Policy manual Intranet | | <ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Enrolment Pack | <ul style="list-style-type: none"> School website | August 2020 |
| Equal Opportunity Policy | <ul style="list-style-type: none"> Staff manual Policy manual Intranet | | <ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website | <ul style="list-style-type: none"> School website | June 2020 |
| Excursions and Incursions Policy | <ul style="list-style-type: none"> Staff manual Policy manual Intranet | | <ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website | <ul style="list-style-type: none"> School website | August 2021 |
| Financial Records Policy | <ul style="list-style-type: none"> Policy manual | | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> | February 2021 |
| First Aid Policy | <ul style="list-style-type: none"> Staff manual Policy manual Intranet Meeting at start of year to review each policy & | <ul style="list-style-type: none"> Enrolment pack First aid training program | <ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Information Guide (in enrolment pack) | <ul style="list-style-type: none"> School website | May2021 |

| Policy | Communication Procedures and schedule for members of the school community | | | | |
|--------------------------|---|---|--|--|--------------------|
| | Staff | Students | Parents | General Community | Policy Review Date |
| | provide medical details of students. <ul style="list-style-type: none"> Update first aid qualifications, CPR qualifications & asthma procedures Teacher briefings OH&S and Evacuation Planning cycle. | | <ul style="list-style-type: none"> Parent Information Night Parents sent medical information & asthma plans to update at start of each year | | |
| Head Lice Policy | <ul style="list-style-type: none"> Staff manual Policy manual Intranet | <ul style="list-style-type: none"> Information leaflet Student mentor | <ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Information pack for individual families | <ul style="list-style-type: none"> School website | August 2018 |
| Health Care Needs Policy | <ul style="list-style-type: none"> Staff manual Policy manual Intranet Meeting at start of year to review each policy & provide medical details of students. | | <ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Information Guide (in enrolment pack) Parent Information Night Parents sent medical | <ul style="list-style-type: none"> School website | January 2019 |

| Policy | Communication Procedures and schedule for members of the school community | | | | |
|------------------------------|---|--|---|--|--------------------------|
| | Staff | Students | Parents | General Community | Policy Review Date |
| | | | information & asthma plans to update at start of each year | | |
| Homework Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | <ul style="list-style-type: none"> • JSC • Circle time | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | November 2017 |
| ICT Policy | <ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual • Intranet • E-learning PLT monitor and provide PD sessions | <ul style="list-style-type: none"> • Student User Agreement • Assemblies | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Enrolment Pack • Parent Consent Forms at start of school year • Cyber bullying information sheet | <ul style="list-style-type: none"> • School website | August 2020 |
| Investment Policy | <ul style="list-style-type: none"> • Policy manual | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • | February 2019 (annually) |
| Junior School Council Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | <ul style="list-style-type: none"> • JSC meeting each semester | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | March 2019 |
| Learning & Teaching Policy | <ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual • Intranet | Starting up – Starting Out program | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | December 2020 |
| | <ul style="list-style-type: none"> • | | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • | |

| Policy | Communication Procedures and schedule for members of the school community | | | | |
|--|---|----------|---|--|--------------------|
| | Staff | Students | Parents | General Community | Policy Review Date |
| Manual Handling Policy | <ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual • Intranet • Staff PD | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | September 2019 |
| Mobile Phone, Camera & Electronic Device Policy | <ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | November 2018 |
| Occupational Health & Safety Consultation & Communication Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | June 2019 |
| Occupational Health & Safety Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | June 2019 |
| Out of Hours School Care Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | November 2019 |
| Parent Complaints Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | August 2020 |

| Policy | Communication Procedures and schedule for members of the school community | | | | |
|--|---|---|---|--|----------------------------------|
| | Staff | Students | Parents | General Community | Policy Review Date |
| Parent Payment Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | February 2019 (Annual review) |
| Privacy Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | Circle time | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | February 2021 |
| Restraint of Student | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | June 2019 |
| Professional Learning & Development Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | March 2019 |
| Sexual Harassment Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | <ul style="list-style-type: none"> • Mentor group | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | June 2018 |
| Sexuality Education Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Staff PD | <ul style="list-style-type: none"> • Catching on Early program | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Parent Information | <ul style="list-style-type: none"> • School website | August 2018 |
| Social Media Policy | <ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual | <ul style="list-style-type: none"> • ICT program | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request | <ul style="list-style-type: none"> • School website | August 2020 |

| Policy | Communication Procedures and schedule for members of the school community | | | | |
|--|--|--|--|--|--------------------|
| | Staff | Students | Parents | General Community | Policy Review Date |
| | <ul style="list-style-type: none"> • Policy manual • Intranet | | <ul style="list-style-type: none"> • School website | | |
| Staff Leave Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Staff meetings • Consultative Committee meetings • Local Agreement implementation | | <ul style="list-style-type: none"> • | | May 2021 |
| Statement of Values and School Philosophy policy | <ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual • Intranet • SWPBS | <ul style="list-style-type: none"> • EHPS Values program • SWPBS • Starting up Starting Out program | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website | July 2021 |
| Student Wellbeing and Engagement Policy | <ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual • Intranet • SWPBS PLT and PD at staff meetings • Restorative Practices & Trauma Informed | <ul style="list-style-type: none"> • JSC • Mentor group meetings • EHPS Values program • SWPBS • Starting up Starting Out program | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) • Parent Information Night • Student Support Group meetings | <ul style="list-style-type: none"> • School website | June 2021 |

| Policy | Communication Procedures and schedule for members of the school community | | | | |
|---|---|--|--|--|--------------------|
| | Staff | Students | Parents | General Community | Policy Review Date |
| | Classrooms Training | | | | |
| Sunsmart Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Review of policy and procedures in 1st 3 days of school | <ul style="list-style-type: none"> • Assemblies • Sunsmart program | <ul style="list-style-type: none"> • Enrolment Pack • School newsletter • School website | <ul style="list-style-type: none"> • School website • Sunsmart accreditation | September 2019 |
| Sustainability Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | <ul style="list-style-type: none"> • Resource Smart program | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website | <ul style="list-style-type: none"> • School website • Resource Smart School | September 2020 |
| Swimming Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Staff briefing | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Parent Information | <ul style="list-style-type: none"> • School website | May 2021 |
| Transition Policy | <ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Assisted Transition • Student Support Group meetings | <ul style="list-style-type: none"> • School website | June 2018 |
| Visitors/Volunteers/Working with Children | <ul style="list-style-type: none"> • Staff manual • Policy manual | | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and | <ul style="list-style-type: none"> • School website • Induction | August 2020 |

| Policy | Communication Procedures and schedule for members of the school community | | | | |
|---|---|-----------------------------|---|--|--------------------|
| | Staff | Students | Parents | General Community | Policy Review Date |
| Check Policy | <ul style="list-style-type: none"> Intranet | | available on request <ul style="list-style-type: none"> School website | programs | |
| Yard Duty Supervision Policy | <ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy manual Intranet | | <ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website | <ul style="list-style-type: none"> School website | January 2019 |
| Yard Duty Supervision for Students and Parents Policy | <ul style="list-style-type: none"> Staff manual Policy manual Intranet | Raised in school Assemblies | <ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Term parent newsletter | <ul style="list-style-type: none"> School website | January 2021 |
| | <ul style="list-style-type: none"> | | | | |