

Marlborough Primary School School Policies Manual



Communication of School Policies, 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.

Aim:

To ensure that Marlborough Primary School 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

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Last Review Date
Excursion, Incursion and Camping Policies & procedures	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy manual Server 		<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 	2018
Annual Report	<ul style="list-style-type: none"> Staff meeting Distribution 		<ul style="list-style-type: none"> On request School website School council meeting 	<ul style="list-style-type: none"> School website 	Annually
Yard Duty / Supervision Policy Duty of Care Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy manual Server 		<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 	2018
Student Wellbeing and Engagement Policy Mandatory Reporting Policy Child Safe Standards	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy manual Server Student engagement workshops – staff meetings 		<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Parent Information Night 	<ul style="list-style-type: none"> School website 	2018
Electronic Communications Policy (ICT Policy)	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy manual Server Unit level meetings 	<ul style="list-style-type: none"> ICT Student Leaders Assemblies Circle Time Classroom Discussions 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Enrolment Pack Our HS newsletter 	<ul style="list-style-type: none"> School website 	July 2014
Anaphylaxis Policy	<ul style="list-style-type: none"> Staff manual Policy manual Server Meeting at start of each semester to review policy and anaphylactic children Twice Yearly mandated training program 	<ul style="list-style-type: none"> Individual meetings with students and parents of anaphylactic children 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 Individual parent meetings with anaphylactic children 	<ul style="list-style-type: none"> School website 	2016
First Aid Policy (inc Asthma) Administration of Medication Policy	<ul style="list-style-type: none"> Staff manual Policy manual Server Meeting at start of year to review each policy & provide medical details of students. Update first aid 	<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) 	<ul style="list-style-type: none"> School website 	2018

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Last Review Date
	<ul style="list-style-type: none"> qualifications, CPR qualifications & asthma procedures 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 		
Discrimination and Harassment Policy (In Development) Bullying Prevention Policy Workplace Bullying Policy	<ul style="list-style-type: none"> Staff manual Policy manual Server Review of policy and procedures in 1st 3 days of school S.I.T. review with issues of harassment 	<ul style="list-style-type: none"> Circle Time Assemblies 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 	<ul style="list-style-type: none"> School website 	2018
Home Work Policy	<ul style="list-style-type: none"> Staff manual Policy manual Server Reviewed in Unit Meetings at start of each year 	<ul style="list-style-type: none"> Classroom discussions 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Parent Information Night 	<ul style="list-style-type: none"> School website 	2014
Emergency Management & Critical Incident Policies Occupational Health and Safety Policy	<ul style="list-style-type: none"> Staff manual Policy manual Server Review of policy and procedures in 1st 3 days of school Evacuation Drill/Lockdown – twice per semester 	<ul style="list-style-type: none"> Evacuation drills Classroom discussions 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request 	<ul style="list-style-type: none"> School website 	2018 – annually as part of compliance process (or after a critical incident)
Dress Code (Uniform) Policy	<ul style="list-style-type: none"> Staff Manual Policy manual Server Staff meetings/briefings 	<ul style="list-style-type: none"> Circle Time Assemblies Enrolment pack 	<ul style="list-style-type: none"> Enrolment Pack All policies mentioned in the newsletter and available on request School website Information Night 	<ul style="list-style-type: none"> School website 	2014
Sunsmart Policy	<ul style="list-style-type: none"> Staff manual Policy manual Server Review of policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> Circle Time Whole school assemblies 	<ul style="list-style-type: none"> Enrolment Pack All policies mentioned in the newsletter and available on request School website 	<ul style="list-style-type: none"> School website 	2017
Leave Policy Privacy Policy Professional Learning Policy	<ul style="list-style-type: none"> Staff manual Policy manual Server Staff meetings 		<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request 	<ul style="list-style-type: none"> School website 	2014

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Last Review Date
	<ul style="list-style-type: none"> Local Agreement implementation 				
Complaints Policy	<ul style="list-style-type: none"> Staff manual Policy manual Server 		<ul style="list-style-type: none"> School newsletter All policies mentioned in the newsletter and available on request 	<ul style="list-style-type: none"> School website 	2018
Curriculum Framework Policy	<ul style="list-style-type: none"> Review of policy and procedures in 1st 3 days of school Staff manual Policy manual Server 		<ul style="list-style-type: none"> Enrolment Pack School newsletter All policies mentioned in the newsletter and available on request Information Night 	<ul style="list-style-type: none"> School website 	2018
Statement of Values and School Philosophy Policy	<ul style="list-style-type: none"> Review of policy and procedures in 1st 3 days of school Staff manual Policy manual Server Staff meetings 	<ul style="list-style-type: none"> Circle Time Whole school assemblies 	<ul style="list-style-type: none"> Enrolment Pack School newsletter All policies mentioned in the newsletter and available on request Information Night 	<ul style="list-style-type: none"> School website 	2018
Visitors Policy Volunteers Policy	<ul style="list-style-type: none"> Staff manual Policy manual Server Staff meetings 		<ul style="list-style-type: none"> Enrolment Pack All policies mentioned in the newsletter and available on request School website Information Night 	<ul style="list-style-type: none"> School website 	2018
Attendance Policy	<ul style="list-style-type: none"> Review of policy and procedures in 1st 3 days of school Staff manual Policy manual Server Staff meetings 	<ul style="list-style-type: none"> Circle Time Whole school assemblies 	<ul style="list-style-type: none"> Enrolment Pack School newsletter All policies mentioned in the newsletter and available on request Information Night 	<ul style="list-style-type: none"> School website 	2018
Cash Handling Policy	<ul style="list-style-type: none"> Review of policy and procedures in 1st 3 days of school Staff manual Policy manual Server Staff meetings 		<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request 	<ul style="list-style-type: none"> School website 	2017
Parent Payment Policy	<ul style="list-style-type: none"> Staff manual Policy manual Server 		<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request 	<ul style="list-style-type: none"> School website 	2015

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Last Review Date
Photographing and Filming Students Policy (currently being developed)	<ul style="list-style-type: none"> Review of policy and procedures in 1st 3 days of school Staff manual Policy manual Server 		<ul style="list-style-type: none"> Enrolment Pack School newsletter All policies mentioned in the newsletter and available on request Information Night 	<ul style="list-style-type: none"> School website 	
Records Management Policy (currently being developed)	<ul style="list-style-type: none"> Staff manual Policy manual Server 		<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request 	<ul style="list-style-type: none"> School website 	
Working with Children Check and Suitability Policy	<ul style="list-style-type: none"> Staff manual Policy manual Server 		<ul style="list-style-type: none"> Enrolment Pack School newsletter All policies mentioned in the newsletter and available on request Information Night 	<ul style="list-style-type: none"> School website 	2018

Evaluation:

This policy will be reviewed annually.