COMMUNICATION PROCEDURE 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.

Aims:

To ensure that IKPS Communication Procedures and Schedule document frames 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
- 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 according to the required review cycle is to be maintained.
- When reviewing an existing school policy as per the 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 must remain the needs of students and school operations, Duty of Care Policy and Child Safe Policy

- Any concerns relating to the structure of the school should be directed to the principal or School Council president.
- Relevant policies will also be loaded onto the Staff Team Drive and school website for community observation and comment

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Excursion, Incursion and Camping Policies & procedures	• Brief in 1st PL days • Staff manual • Team Drives\IKPS STAFF\Policies\Polices-Current		• School Council reports on newsletter. • On request • School website	• School website	2019 (3-2022)
Yard Duty / Supervision Policy	• Team Drives\IKPS STAFF\Policies\Polices-Current		• School Council reports on newsletter. • On request • School website	• School website	2019 (3-2022)
Duty of Care Policy	• Brief in 1st PL days • Staff manual • Team Drives\IKPS STAFF\Policies\Polices-Current • Intranet		• School Council reports on newsletter. • On request • School website	• School website	2019 (3-2022)
Student Engagement & Attendance Policy Student Welfare Policy	• Brief in 1st PL days • Staff manual • Team Drives\IKPS STAFF\Policies\Polices-Current • Intranet • Student engagement workshops – staff meetings • Restorative Practices Training	• Student diary (School engagement, attendance and student welfare services) • SRC • Mentor group meetings	• School Council reports on newsletter. • School website • Information Guide (in enrolment pack) • Parent Information Night	• School website	2016 (3-2019) 2016 (3-2019)
Mandatory Reporting Policy	• Brief in 1st PL days • Staff manual • Team Drives\IKPS STAFF\Policies\Polices-Current • Intranet	•	• School Council reports on newsletter. • School website	• School website	2019 (3-2022)

	• Student engagement workshops – staff meetings • Restorative Practices Training				
Computer & Internet Usage Policy	• Brief in 1st PL days • Staff manual • Team Drives\IKPS STAFF\Policies\Polices-Current • Intranet • E-learning mtg at start of each year • Wednesday PD sessions	• Student diary • Enrolment pack • Mentor Group meetings • ICT Student Leaders • Assemblies	• School Council reports on newsletter. • On request • School website • Enrolment Pack	• School website	2019 (1-2020) 2019 (1-2020)
Anaphylaxis Policy	• Staff manual • Team Drives\IKPS STAFF\Policies\Polices-Current • Intranet • Meeting at start of each semester to review policy and anaphylactic children • Twice Yearly mandated training program • Verification training and premodule	• Individual meetings with students and parents of anaphylactic children • Classroom discussion re food handling issues	• School Council reports on newsletter. • On request • School website • Parent Information Night • Enrolment Information • Individual parent meetings with anaphylactic children	• School website	2019 (1-2020)
First Aid Policy (incl. Medication and Asthma)	• Team Drives\IKPS STAFF\Policies\Polices-Current • Meeting at start of year to review each policy & provide medical details of	• Enrolment pack	• School Council reports on newsletter. • On request • School website • Information Guide (in enrolment pack)	• School website	2019 (3-2022)

	• students. • Update first aid qualifications, CPR qualifications & asthma procedures • Mentor group teacher briefings • OH&S and Evacuation Planning cycle.		• Parent Information Night • Parents sent medical information & asthma plans to update at start of each year		
Harassment Policy	• Staff manual • Team Drives\IKPS STAFF\Policies\Polices-Current • Intranet • Review of policy and procedures in 1st Pupil free day of new school year • Wellbeing Team review of dealing with issues of harassment • Restorative Practices Training program	• Student Diary • Mentor Group sessions • Circle Time • Assemblies • Enrolment pack • Peer Support Program	• School Council reports on newsletter. • On request • School website • Information Guide (in enrolment pack) • Parent Information Night • Our HS Newsletter	• School website	2019 (3-2022)
Home Learning Policy	• Staff manual • Team Drives\IKPS STAFF\Policies\Polices-Current • Intranet • Reviewed in Level Team meetings at start of each year • Curriculum Committee overview	• Student Diary • Mentor group • Enrolment pack	• School Council reports on newsletter. • On request • Enrolment Pack • School newsletter • School website • Parent Information Night	• School website	Due 2019

Parent Payment Policy	• Team Drives\IKPS STAFF\Policies\Polices-Current • Intranet		• Enrolment Pack • School newsletter • School website	• School website	2018 (1-2019)
Emergency Management & Critical Incident Policies	• Staff manual • Team Drives\IKPS STAFF\Policies\Polices-Current • Review of policy and procedures in 1st 3 days of school • Evacuation Drill/Lockdown – twice per year	• Mentor group sessions • Evacuation drills	• School website	• School website	2018 (1-2019) – annually as part of compliance process (or after a critical incident)
Uniform Policy	• Staff Manual • Team Drives\IKPS STAFF\Policies\Polices-Current • Staff meetings/briefings	• Student Diary • Mentor Group sessions • Circle Time • Assemblies • Enrolment pack • SRC meetings	• School Council reports on newsletter. • On request • Enrolment Pack • School newsletter • School website • Information Night	• School website	Due 2019
Sunsmart Policy	• Staff manual • Team Drives\IKPS STAFF\Policies\Polices-Current • Review of policy and procedures in 1st 3 days of school	• Student Diary • Mentor Group • Enrolment pack	• School Council reports on newsletter. • On request • Enrolment Pack • School newsletter • School website	• School website	July 2014
Staff Leave Policy	• Staff manual reference • Team Drives\IKPS STAFF\Policies\Polices-Current • Staff meetings		•		2019 (3-2022)
Privacy Policy	• Staff manual		• School Council	• website	As per DET updates

				reports on newsletter. • On request • website		
Raising Concerns and Complaints Policy	• Staff manual • Team Drives\IKPS STAFF\Policies\Polices-Current			• School Council reports on newsletter. • On request • Enrolment Pack • School newsletter • School website	• School website • School Newsletter	2019 (3-2022)

School Council Approval	*Kongwak PS 19th June 2019*
	Inverloch PS 20th June 2019
Review Cycle:	*3*
Next review and approval:	*2022*