

COMMUNICATIONS 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.

Aims:

To ensure that Hume Valley 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 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 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 must remain the needs of students and school operations. **Reference the school's Duty of Care 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 intranet and school website for community observation and comment



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Evaluation

This policy will be reviewed as part of the school's three-year policy review cycle.

Ratified By Hume Valley School Council	November 2014
Review Date:	November 2017

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Policy	Staff	Students	Parents	General Community	Policy Review Date
Accidents and Incidents Reporting Policy	U Drive & Compass Policies Handbook		School Council Accident and incident notification		December 2019
Administration of Medication Policy	U Drive & Compass Policies Handbook		School Council Parent Handbook Enrolment Pack		November 2019
Anaphylaxis Policy and Procedures	U Drive & Compass Policies Handbook Staff Training	Class delivery	School Council School website Parent Handbook Enrolment Pack	School website	November 2020
Attendance Policy and Procedures	U Drive & Compass Policies Handbook	Class delivery	School Council School website Parent Handbook Newsletter	School website Newsletter	August 2018
Bullying and Harassment Policy and Procedures	U Drive & Compass Sub School Handbook	Class delivery	School Council School website	School website	November 2018
Bus, Drug and Alcohol Policy	U Drive & Compass Policies Handbook		School Council		March 2019
Camping and Outdoor Policy	U Drive & Compass Camp Folder Policies Handbook	Class delivery	School Council School website	School website	November 2017
Cash Handling Policy	U Drive		School Council		February 2018
Care Arrangements for Ill Students Policy	U Drive & Compass Policies Handbook		School Council School website	School website	February 2018
Child Safe Code of Conduct	Staff Handbook U Drive & Compass	Class delivery	School Council School website	School website Newsletter	October 2018

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	Policies Handbook		Newsletter		
Policy	Staff	Students	Parents	General Community	Policy Review Date
Child Safe Policy	Staff Handbook U Drive & Compass Policies Handbook	Class delivery	School Council School website Newsletter	School website Newsletter	September 2019
Child Safe Team	U Drive & Compass Policies Handbook	Class Delivery	School Council School website Parent Handbook Newsletter	School website Parent Handbook Newsletter	November 2019
Collaborative Leadership, Consultation and Communication Policy	U Drive & Compass Policies Handbook		School Council School website	School website	September 2018
Communication Policy	U Drive & Compass Policies Handbook		School Council School website Parent Handbook	School website	November 2018
Communication Policy and Procedures	U Drive & Compass Policies Handbook		School Council School website Newsletter	School website	November 2017
Community Access Policy	U Drive & Compass Policies Handbook	Class delivery	School Council School website Parent Handbook Newsletter	School website Newsletter	November 2018
Critical Incident Plan	U Drive & Compass Policies & OH&S handbooks	Class delivery	School Council School website	School website	October 2019
Curriculum Framework Policy	U Drive & Compass Policies Handbook	Class delivery	School Council School website Newsletter	School website Newsletter	February 2018

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Policy	Staff	Students	Parents	General Community	Policy Review Date
Duty of Care Policy	U Drive & Compass Policies Handbook		School Council School website	School website	December 2019
Electronic Funds Management Policy	U Drive		School Council		February 2018
Emergency and Bushfire Management Policy	U Drive & Compass Policies & OH&S Handbooks		School Council School website	School website	November 2017
Enrolment Policy	U Drive & Compass Policies Handbook		School Council School website Enrolment Pack	School website	August 2019
eSmart Policy	U Drive & Compass Policies Handbook	Class delivery	School Council School website Newsletter	School website	November 2018
Excursions Policy	U Drive & Compass Policies Handbook	Class delivery	School Council School website Parent Handbook	School website	August 2018
External Providers Policy	U Drive & Compass Policies Handbook		School Council	School website	September 2018
First Aid, Cross Infection and Blood Spill Policy	U Drive & Compass Policies Handbook Staff Training	Class delivery	School Council School website Parent Handbook	School website	December 2019
Gifts, Benefits and Hospitality Policy	U Drive		School Council		February 2018
Good Leadership and Governance in a Child Safe School	U Drive & Compass Policies Handbook		School Council School website	School website	November 2020

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Policy	Staff	Students	Parents	General Community	Policy Review Date
Guidelines for Reporting Cyber Bullying and Negative Incidents via Internet	U Drive & Compass Policies Handbook	Class delivery	School Council School website Newsletter Information Sessions	School website Newsletter	November 2018
Healthy Eating Policy	U Drive & Compass Policies Handbook	Class delivery	School Council School website Enrolment Pack Newsletter	School website Newsletter	February 2018
Human Resources Practices	U Drive & Compass Policies Handbook		School Council		October 2019
Incursion Policy	U Drive & Compass Policies Handbook	Class delivery	School Council School website	School website	February 2018
Internet Banking Policy	U Drive		School Council		February 2018
Internet Safety Advice for Parents	U Drive & Compass Policies Handbook		School Council School website Newsletter	School website	November 2018
Investment Policy	U Drive		School Council		February 2018
Lost or Runaway Child Emergency Procedure Policy	U Drive & Compass Policies Handbook	Class delivery	School Council School website	School website Newsletter	November 2019
Mandatory Reporting Policy	U Drive & Compass Policies Handbook Staff Training		School Council School website Newsletter	School website	September 2019

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Mandatory Reporting and Child Protection Policy	U Drive & Compass Policies Handbook Staff Training		School Council School website Newsletter	School website	September 2019
Policy	Staff	Students	Parents	General Community	Policy Review Date
Mobile Phone and Electronic Device Policy and Procedures for Usage at School	U Drive & Compass Policies Handbook	Class delivery	School Council School website Newsletter Information Sessions	School website	November 2018
Occupational Health and Safety Policies and Procedures	U Drive & Compass Policies Handbooks		School Council		October 2018
On Site Supervision Policy	U Drive & Compass Policies Handbook		School Council		November 2017
Parent and Student Advice for Reading eSmart Agreement & HVS Student ESmart User Agreement	U Drive & Compass Policies Handbook	Class Delivery	School Council School website Information Sessions Newsletter	School website	November 2018
Parent Carer Complaint Policy	U Drive & Compass Policies Handbook		School Council School website	School website	May 2019
Parent Payments Policy	U Drive & Compass Policies Handbook		School Council School website Newsletter Enrolment Pack	School website	November 2017
Part-time Work Policy	U Drive & Compass Policies Handbook		School Council		December 2018
Prevention of Workplace Bullying Policy	U Drive & Compass Policies Handbook		School Council		November 2018
Privacy Policy	U Drive & Compass Policies Handbook		School website Newsletter	School website	February 2018

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Procedures to Maintain Registers	U Drive		School Council		February 2018
Policy	Staff	Students	Parents	General Community	Policy Review Date
Procedures When an Allegation of Child Abuse is Made	U Drive & Compass Policies Handbook	Class delivery	School Council School website	School website	September 2019
Purchasing Card Policy	U Drive		School Council		February 2018
Receipting Policy	U Drive		School Council		February 2018
Reporting to Parents Policy	U Drive & Compass Policies Handbook	Class delivery	School Council School website Parent Handbook Newsletter	School website	March 2020
School Philosophy	U Drive & Compass Policies Handbook	Class delivery	School Council School website Newsletter	School website Newsletter	October 2020
Staff Leave Policy	U Drive & Compass Policies Handbook		School Council		December 2017
Staff Social Media, Networking, Blogging and Websites Policy	U Drive & Compass Policies Handbook		School Council		November 2018
Strategies to Identify, Reduce or Remove the Risk of Child Abuse	U Drive & Compass Policies Handbook Staff Training	Class delivery	School Council School website	School website	September 2019
Student Engagement and Inclusion Policy Guidelines	U Drive & Compass Policies Handbook	Class delivery	School Council School website	School website	May 2020

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			Parent Handbook		
Student Illness Policy	U Drive & Compass Policies Handbook		School Council School website		November 2019
Policy	Staff	Students	Parents	General Community	Policy Review Date
SunSmart Policy	U Drive & Compass Policies Handbook	Class delivery Assemblies	School Council School website Newsletter	School website Newsletter	August 2019
Supervision and Duty of Care Policy	U Drive & Compass Policies Handbook	Class delivery	School Council School website Newsletter	School website	September 2019
Traffic Safety Education Policy	U Drive & Compass Policies Handbook	Class delivery	School Council School website Newsletter	School website	July 2018
VCAL Code of Conduct	U Drive & Compass Policies & Procedures Handbook	Class delivery	School Council School website Newsletter Student Handbook	School website Newsletter	November 2018
VCAL Electronic Device Protocols	U Drive & Compass Policies Handbook	Class delivery	School Council School website Newsletter Student Handbook	School website Newsletter	November 2018
VCAL Policy and Procedures	U Drive & Compass Policies Handbook	Class delivery	School Council School website	School website	August 2018
VCAL Uniform Policy	U Drive & Compass Policies Handbook	Class delivery	School Council School website Student Handbook	School website	September 2018
Visitors in Schools Policy	U Drive & Compass Policies Handbook		School Council School website	School website	November 2018



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Working With Children Check Policy	U Drive & Compass Policies Handbook		School Council School website	School website	
Yard Duty Policy and Protocols	U Drive & Compass Policies Handbook		School Council School website	School website	August 2018