

Yarra Junction Primary School

School Number: 3216



COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY

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| Date Implemented | 29/04/14 |
| Author | Christopher Thomas, Principal |
| Approved By | School Council |
| Approval Authority (Signature & Date) School Council | _____/_____/2014 |
| Approval Authority (Signature & Date) Principal | _____/_____/2014 |
| Date Reviewed | |
| Responsible for Review | Principal / Assistant Principal |
| Review Date | 29 th April 2017 |
| References | DEECD School policy Advisory Guide - Duty of Care |

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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.

Aims:

To ensure that Yarra Junction 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 school and 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 will 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 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 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 internet and school website for community observation and comment.

| Policy | Communication Procedures and schedule for members of the school community | | | | |
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| | Staff | Students | Parents | General Community | Policy Review Date |
| All Yarra Junction Primary School Policies | <ul style="list-style-type: none"> • Brief in 1st PL days • Staff manual • Policy manual • YJPS Intranet • O.H.S info session term 1 • Staff / team meetings | <ul style="list-style-type: none"> • Round Table Leaders | <ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Available at parent information nights | <ul style="list-style-type: none"> • School website | Please refer to Policy review data base on the YJPS Intranet |