



## **Bayside Special Developmental School 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 Bayside Special Developmental 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 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 relevant to the needs of students and school operations.
- 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.

**Evaluation:**

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

**CERTIFICATION**

Signed.....  
School Council President

Date: 23/3/15

Signed.....  
Principal

Date: 23/3/15

This policy ratified at School Council meeting

March 2015

Communication Procedures and schedule for members of the school community					
Policy	Staff	Students	Parents	General Community	Policy Review Date
Acceptable use of ICT	Staff Induction. Staff Manual. Policy Manual. Intranet. Staff Meeting PD.	With daily support from members of staff to supervise, guide and teach expectations around the management of allergies and the procedures around reactive medication.	School website. All policies mentioned in the newsletter and available on request.	School Website. School Website.	December 2017.
Anaphylaxis	Staff Induction. Staff Manual. Policy Manual. Staff Meeting PD. (twice yearly mandated training program).	With daily support from members of staff to supervise, guide and teach expectations around the management of allergies and the procedures around reactive medication.	School website. Parent Handbook. All policies mentioned in the newsletter and available on request. Visual Warnings displayed in affected children's classrooms. Individual parent meetings to plan risk managements around affected children.	School Website.	February 2017
Annual Implementation Plan	Staff Induction. Staff Performance and Development process (annually). Email (Annually after ratification by School Council)	Not Applicable	School Website. AIP mentioned in school newsletter and available on request.	School Website.	November each year

<b>Annual Report</b>	Annual General Meeting.	Not Applicable.	Annual General Meeting.	Annual General Meeting.	April each year
<b>Bullying and Harassment</b>	Staff Induction. Staff Manual. Policy Manual. Intranet. Staff Meeting PD.	With daily support from members of staff to supervise, guide and teach expectations around the use of positive interactions in line with the School wide positive behaviour support guiding principles and the Bullying and harassment policy.	School website. Parent Handbook. All policies mentioned in the newsletter and available on request	School Website	August 2017
<b>Care arrangements for ill children</b>	Staff Induction. Staff Manual. Policy Manual. Intranet. Staff Meeting PD. Staff Bulletin.	Not applicable	School website. Parent Handbook. All policies mentioned in the newsletter and available on request. Individual parent meetings to plan risk managements around children with identified conditions.	School Website	May 2017
<b>Communication of School Policies, Procedures and Schedule Policy</b>	Policy Manual. Intranet.	Not Applicable	School Website.	School Website	March 2018
<b>Critical Incident recovery plan</b>	Intranet. Staff Meeting PD. Staff Bulletin. Department Coordinators yearly.	Not applicable	School Website.	School Website	March 2017

<b>Curriculum Framework</b>	1 <sup>st</sup> pupil free day( first day of school) New staff induction. Policy Manual Intranet.	Not Applicable	School website. Parent Handbook. All policies mentioned in the newsletter and available on request.	School Website	March 2017
<b>Distribution of medication</b>	Staff Induction. Staff Manual. Policy Manual. Intranet. Staff Bulletin.	Not Applicable	School website. Parent Handbook. All policies mentioned in the newsletter and available on request. Individual parent meetings to plan procedures for children with identified conditions.	School Website	August 2017
<b>Dress code</b>	Staff Induction. Staff Manual. Policy Manual. Intranet. Staff Meeting PD. Staff Bulletin.	Not Applicable	Not Applicable	School Website	February 2017
<b>Duty of Care</b>	1st pupil free day( first day of school) Staff Induction. Staff Manual. Policy Manual. Intranet. Staff Meeting PD. Staff Bulletin.	Not Applicable	School website. Parent Handbook. All policies mentioned in the newsletter and available on request.	School Website	April 2017
<b>Early Education Program enrolment</b>	Policy Manual. Intranet.	Not Applicable	School website. All policies mentioned in the newsletter and available on request. During Initial visit to school.	School Website	February 2017

<b>Edupay</b>	Staff Induction. Staff Manual. Policy Manual. Intranet. Staff Meeting PD. Staff Bulletin.	Not Applicable	Not Applicable	Not Applicable	December 2015
<b>Excursions and Camps</b>	1st pupil free day( first day of school) Staff Induction. Staff Manual. Policy Manual. Intranet. Staff Meeting PD. Staff Bulletin.	Not Applicable	School website. Parent Handbook. All policies mentioned in the newsletter and available on request.	School Website	February 2017
<b>First Aid</b>	1st pupil free day( first day of school) Staff Induction. Staff Manual. Policy Manual. Intranet. Staff Meeting PD. Staff Bulletin.	Not Applicable	School website. Parent Handbook. All policies mentioned in the newsletter and available on request.	School Website	March 2017
<b>Fraud</b>	Policy Manual. Intranet.	Not Applicable	School Website	School Website	December 2015
<b>Fundraising</b>	Policy Manual. Intranet.	Not Applicable	School Website	School Website	December 2015
<b>Illicit drugs</b>	1st pupil free day( first day of school) Staff Induction. Staff Manual. Policy Manual. Intranet.	Where appropriate as part of the drug education program	School Website	School Website	December 2017
<b>Incursions</b>	1st pupil free day( first day of school)	Not Applicable	School website. All policies mentioned	School Website	May 2017

	Staff Induction. Staff Manual. Policy Manual. Intranet. Staff Meeting PD. Staff Bulletin		in the newsletter and available on request.			
<b>Internet Banking</b>	Policy Manual. Intranet.	Not Applicable	School Website	School Website	December 2015	
<b>Investment</b>	Policy Manual. Intranet.	Not Applicable	School Website	School Website	December 2015	
<b>Mandatory Reporting</b>	1st pupil free day( first day of school) Staff Induction. Staff Manual. Policy Manual. Intranet. Staff Meeting PD. Staff Bulletin.	Not Applicable	School website. Parent Handbook. All policies mentioned in the newsletter and available on request.	School Website	February 2017	
<b>Memorandum of Understanding Special Developmental School Bus Service</b>	Staff Induction. Staff Manual. Policy Manual. Intranet	Not Applicable	School website. Parent Handbook. All policies mentioned in the newsletter and available on request. When addressing notifiable behaviour of their children.	School Website	December 2015	
<b>Parent Payments</b>	Policy Manual. Intranet.	Not Applicable	School website. Parent Handbook. All policies mentioned in the newsletter and available on request.	School Website	December 2015	
<b>Purchasing Card</b>	Policy Manual. Intranet.	Not Applicable	School Website	School Website	December 2015	
<b>Procedures to maintain registers</b>	Policy Manual. Intranet.	Not Applicable	Not Applicable	Not Applicable	May 2017	

<b>Raising Concerns and Complaints Policy</b>	1st pupil free day( first day of school) Staff Induction. Staff Manual. Policy Manual. Intranet. Staff Meeting PD. Staff Bulletin.	Not Applicable	School website. Parent Handbook. All policies mentioned in the newsletter and available on request.	School Website.	February 2018
<b>Register of First Aid trained Staff</b>	Policy Manual. Intranet.	Not Applicable	Not Applicable	Not Applicable	February 2016
<b>Register of VIT teachers</b>	Policy Manual. Intranet.	Not Applicable	Not Applicable	Not Applicable	October 2015
<b>Reporting accidents and incidents</b>	1st pupil free day( first day of school) Staff Induction. Staff Manual. Policy Manual. Intranet. Staff Meeting PD. Staff Bulletin.	Not Applicable	School website. Parent Handbook. All policies mentioned in the newsletter and available on request.	School Website	May 2017
<b>School Aged Student Enrolment</b>	Policy Manual. Intranet.	Not Applicable	School website. Parent Handbook. Upon enrolment into the school. All policies mentioned in the newsletter and available on request.	School Website	Feb 2017
<b>School Emergency Management Plan</b>	1st pupil free day( first day of school) Staff Induction. Staff Manual. Policy Manual. Intranet. Staff Meeting PD. Staff Bulletin.	With daily support from members of staff to practise, supervise, guide and teach expectations around evacuations, lockdowns and confinements as	School website. Parent Handbook. All policies mentioned in the newsletter and available on request.	School Website	December 2015



		detailed in the Emergency Management Plan.			
<b>School Philosophy</b>	1st pupil free day( first day of school) Staff Induction. Staff Manual. Policy Manual. Intranet. Annual Report.	With daily support from members of staff to supervise, guide and teach expectations around the use of positive interactions in line with Engagement and Inclusion Policy, the School wide positive behaviour support guiding principles and the Bullying and harassment policy	School website. Parent Handbook. All policies mentioned in the newsletter and available on request.	Annual Report School Website	March 2017
<b>School Strategic Plan</b>		Not Applicable	School website. Parent Handbook. All policies mentioned in the newsletter and available on request.	School Website Annual Report	December 2015
<b>Working with Children Check</b>	Staff Bulletin. Policy Manual. Intranet.	Not Applicable	School Website	School Website	January 2016