

COMMUNICATION OF POLICY & PROCEDURES Policy

1. Rationale or Purpose

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.

It is an aim of the school to ensure that HPS policies, frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

2. 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 staff members, to parents, to students before ratification by School Council via the Education Sub Committee.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- 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 if applicable.
- The focus of all school policies must remain 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 may also be loaded onto the intranet and school website for community observation and comment

3. Evaluation

This policy will be reviewed as part of the school's annual review cycle.

REVIEW CYCLE

This policy was last updated on 04/2021 and is scheduled for review in 04/2023

Schedule of Policy Communication

Policy	Staff	Student	Parents	Community	Review Date
Communication Policy	<ul style="list-style-type: none"> Brief in 1st curric days Staff handbook School T: Drive 		All policies mentioned in the newsletter and available on request	School web site	March 2023
Camps, Excursions, and Special Events Policy	<ul style="list-style-type: none"> Staff handbook School T: Drive Policy and procedures reviewed at start of year 		All policies mentioned in the newsletter and available on request	School web site	May 2022
Duty of care policy	<ul style="list-style-type: none"> Brief in 1st curric days Staff handbook School T: Drive 		All policies mentioned in the newsletter and available on request	School web site	March 2022
Mandatory Reporting Policy	<ul style="list-style-type: none"> Brief in 1st curric days Staff handbook School T: Drive 	SRC	All policies mentioned in the newsletter and available on request	School web site	May 2023
Digital Technologies	<ul style="list-style-type: none"> Brief in 1st curric days Staff handbook School T: Drive 	Enrolment pack Assemblies	All policies mentioned in the newsletter and available on request	School web site	April 2023
Anaphylaxis Policy	<ul style="list-style-type: none"> Staff Handbook Staff briefing Mandated training annually 	Individual meetings with students and parents of anaphylactic children Classroom discussion about food handling	All policies mentioned in the newsletter and available on request Individual parent contact with anaphylactic children on regular basis	School web site	March 2022



First Aid Policy	<ul style="list-style-type: none">• Staff handbook• Brief in 1st curric days to discuss & provide updated medical details of students• Updated first aid qualifications and asthma procedures		<p>All policies mentioned in the newsletter and available on request</p> <p>Individual parent contact with anaphylactic children on regular basis</p> <p>Parents sent medical information and asthma plans annually</p>	School web site	March 2021
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Policy	Staff	Student	Parents	Community	Review Date
Emergency management and critical incident policies	Staff handbook Evacuation drill/ lock down twice per year	Evacuation drills	All policies mentioned in the newsletter and available on request	School web site	Nov 2021 Annually as part of compliance process or after a critical incident
Bullying Prevention Policy	Staff handbook Review of policy and procedures at the start of the year		All policies mentioned in the newsletter and available on request	School web site	April 2022
Complaints Policy			All policies mentioned in the newsletter and available on request	School web site	March 2022
Student Wellbeing and Engagement Policy	Staff handbook Review of policy and procedures at the start of the year		All policies mentioned in the newsletter and available on request	School web site	April 2023
Child Safety Reporting Obligations Policy and Procedures			All policies mentioned in the newsletter and available on request	School web site	March 2022
Communication policy- procedure and schedule	Staff handbook Review of policy and procedures at the start of the year		All policies mentioned in the newsletter and available on request	School web site	April 2023
Communication with School Staff			All policies mentioned in the newsletter and available on request	School web site	March 2023
Health Care Needs	Staff handbook Review of policy and procedures at the start of the year		All policies mentioned in the newsletter and available on request	School web site	April 2022
Statement of Values of School Philosophy			All policies mentioned in the newsletter and available on request	School web site	March 2022
Yard Duty and Supervision Policies; Staff, Parents. Students	Staff handbook Review of policy and procedures at the start of the year		All policies mentioned in the newsletter and available on request	School web site	April 2022



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Asthma Policy			All policies mentioned in the newsletter and available on request	School web site	2022