



BALWYN PRIMARY SCHOOL COMMUNICATION PROCEDURES AND SCHEDULE POLICY

1. PURPOSE

1.1 To provide communication procedures and schedule for members of the school community

1.2 Review the effectiveness of these strategies put into practice and revise if necessary

2. GUIDELINES FOR IMPLEMENTATION

2.1 Communication of Behaviour Management Policies and Procedures

Policy	Communication Procedures and schedule for members of the school community			
	Staff	Students	Parents and Community	Review Date
Student Engagement and Wellbeing Policy	<ul style="list-style-type: none"> Staff briefed in the first Curriculum Day of the year Staff manual appendix SharePoint T drive - Server Staff meetings Restorative practices/ Circle time 	<ul style="list-style-type: none"> Student diaries Website and class discussion of weekly newsletters Junior School Council JSC Student Leadership committees 	<ul style="list-style-type: none"> Policy review mentioned in the newsletter and available on request Information Guide (in enrolment pack) Parent Information Night 	Refer to individual policy
Student Management Policy				
Mandatory Reporting Policy				
Child Safe Policy				
Child Safe Code of Conduct				
Statement of Commitment to Child Safety				
Child Safety in School Environment				
Duty of Care Policy	<ul style="list-style-type: none"> SharePoint T drive - Server Staff meetings 		<ul style="list-style-type: none"> Policy review mentioned in the newsletter and available on request 	Refer to individual policy

2.2 Communication of Duty of Care and Safety Policies and Procedures

Policy	Communication Procedures and schedule for members of the school community			
	Staff	Students	Parents and Community	Review Date
Excursion, Incursion and Camping Policies & Procedures	<ul style="list-style-type: none"> Staff briefed in the first Curriculum Day of the year Staff manual appendix Policy folder Server (Teacher and Admin drive) Risk assessment forms 	<ul style="list-style-type: none"> Camp briefings during class time on expectations and procedures at camp 	<ul style="list-style-type: none"> Policies mentioned in the newsletter and available on request Some policies on School website Camp briefing meeting 	Refer to individual policy
Yard Duty / Supervision Policy Duty of Care Policy	<ul style="list-style-type: none"> Staff briefed in the first Curriculum Day of the year Staff manual appendix Policy folder 		<ul style="list-style-type: none"> Policies mentioned in the newsletter and available on request 	Refer to individual policy

	<ul style="list-style-type: none"> • Server (Teacher and Admin drive) 			
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2.3 Communication of Emergency Management, First Aid and Safety Policies and Procedures

Policy	Communication Procedures and schedule for members of the school community			
	Staff	Students	Parents and Community	Review Date
Emergency Management & Critical Incident Policies	<ul style="list-style-type: none"> • Staff manual appendix • Policy folder • SharePoint • Review of policy and procedures in 1st week of school • Evacuation Drill/Lockdown – twice per year • Risk assessment forms for organised activities such as camp, excursions etc 	<ul style="list-style-type: none"> • Information sessions for students during class time • Evacuation drills 	<ul style="list-style-type: none"> • Policies mentioned in the newsletter and available on request 	Refer to individual policy
Anaphylaxis Policy	<ul style="list-style-type: none"> • Staff manual appendix • Policy folder • Server (Teacher and Admin drive) • Meeting at start of each semester to review policy and anaphylactic children • Twice yearly mandated briefing PL with EpiPen use procedure 	<ul style="list-style-type: none"> • Individual meetings with students and parents of anaphylactic children • Classroom discussion re food handling issues • Peer Support Leaders meetings 	<ul style="list-style-type: none"> • Policies mentioned in the newsletter and available on request • School website • Parent Information Night • Enrolment Information • Newsletter • Individual parent meetings with anaphylactic students • Reminders on notices/posters for class parties 	Refer to individual policy
First Aid Policy (incl. Medication and Asthma)	<ul style="list-style-type: none"> • Staff manual appendix • Policy manual • SharePoint • Meeting at start of year to review each policy and provide medical details of students • Update first aid qualifications, CPR qualifications and asthma procedures • Mentor group teacher briefings • OH&S and Evacuation Planning cycle 	<ul style="list-style-type: none"> • Enrolment pack 	<ul style="list-style-type: none"> • Policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) • Parent Information Night • Newsletter • Parents sent medical information and asthma plans to update at start of each year 	Refer to individual policy
Harassment Policy	<ul style="list-style-type: none"> • Staff manual appendix • Policy folder • Server • Review of policy at beginning of the year • Wellbeing Team 	<ul style="list-style-type: none"> • Circle time • Discussions when required 	<ul style="list-style-type: none"> • Policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) 	Refer to individual policy

	<ul style="list-style-type: none"> review Restorative practices Online training 		<ul style="list-style-type: none"> Parent Information Night Newsletter 	
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2.4 Communication of Student Learning Policies and Procedures

Policy	Communication Procedures and schedule for members of the school community			
	Staff	Students	Parents and Community	Review Date
Home Learning Policy	<ul style="list-style-type: none"> Staff manual Policy folder Server Reviewed in Year Level meetings at beginning of each year AP and Curriculum Leaders overview Discussion level teams 	<ul style="list-style-type: none"> Student diary Take home folder Home learning explanations sheets and discussions / explanation of expectation and timeframe 	<ul style="list-style-type: none"> Enrolment pack School newsletter School website Parent Information Night Home learning explanation sheets of expectations and time lines 	Refer to individual policy

2.5 Communication of General School Administration Policies and Procedures

Policy	Communication Procedures and schedule for members of the school community			
	Staff	Students	Parents and Community	Review Date
Uniform Policy	<ul style="list-style-type: none"> Staff manual Policy folder Server Staff meetings/briefings 	<ul style="list-style-type: none"> Student diary Circle time Assemblies Enrolment pack Student Leaders 	<ul style="list-style-type: none"> Enrolment pack School newsletter School website Information Night 	Refer to individual policy
Sunsmart Policy	<ul style="list-style-type: none"> Staff manual Policy folder Server 	<ul style="list-style-type: none"> Enrolment pack Assemblies 	<ul style="list-style-type: none"> Enrolment pack School newsletter School website 	Refer to individual policy
Staff Leave Policy Privacy Policy Professional Learning Policy	<ul style="list-style-type: none"> Staff manual Policy folder Server Staff meetings Local Agreement implementation 		<ul style="list-style-type: none"> School website 	Refer to individual policy
Raising Concerns Parent Concerns Policy	<ul style="list-style-type: none"> Staff manual Policy manual Server 		<ul style="list-style-type: none"> Enrolment pack School newsletter School website 	Refer to individual policy
ICT and eLearning Policy	<ul style="list-style-type: none"> Staff briefed in the first Curriculum Day of the year Staff manual Policy folder Server e-learning meeting at beginning of each year 	<ul style="list-style-type: none"> Student diary Enrolment pack Student Leaders Assemblies Students read and sign acceptable use policy at the start of the year 	<ul style="list-style-type: none"> Policies mentioned in the newsletter and available on request School website Enrolment pack Parents read and sign (with children) acceptable use policy at the start of the year 	Refer to individual policy

3. EVALUATION

Review

Approved by School Council: Aug 2016
Review Date: Aug 2019