



Carrum Primary School 3385

Walkers Road, Carrum 3197

Telephone: 9772 1117

Facsimile: 9776 1586

Communication of Policy and Procedures

Rationale:

All members of the school community should have the opportunity to develop an awareness of all school policies so that they know the role they play and the responsibilities they hold to ensure all students are provided with a safe and secure school environment.

Aims:

To ensure that the communication of policies is carried out correctly and in a manner that complies with school, departmental and legal requirements to ensure that all members of our school community are made aware of the processes and protocols followed by the school.

Implementation:

- On enrolment all parents and guardians will be made aware of how and where to access all school policies. The policies in relation to care, safety, welfare and discipline will be communicated to them by the principal.
- The school principal will communicate to the entire school community, in the newsletter (at the beginning of every school year) how to access school policies at the office or on the school website.
- A copy of the Student Wellbeing Handbook will be provided to the parents of recently enrolled students at the beginning of the school year.
- The schools discipline policy and procedures will be clearly reflected in the handbook, ensuring that any update protocols and procedures are communicated to the school community through the newsletter as required.
- Each student and parent/guardian will be provided with a copy of the schools internet usage policy at the beginning of each year and agree to the terms of use of our ICT equipment.
- The Student Wellbeing Handbook will outline the roles and responsibilities of students, teachers and parents.
- All student welfare policies will be communicated through the newsletter on a regular basis and on the school website and they will be review on a three year cycle.
- All curriculum policies will be updated annually and be made available to parents on the school website.
- The finance policy will be reviewed and approved by School Council annually.
- All other policies will be reviewed by School Council on a three year cycle.
- The school principal will ensure that the school community is made aware of any changes to school policy and will publish any relevant changes in the school newsletter as required.
- Parent input into policy development is encouraged and all members of the school community will be invited, through the newsletter, to join our Education Subcommittee meeting held once a month to review and update policy as required in our school's three year review cycle.

Evaluation:

This policy and its procedures will be reviewed as part of the school's three-year review cycle or earlier as required.

**This policy was ratified by School Council on 16/05/2017
Due for review May 2020**