

Key Links : [DEECD School policy Advisory Guide - Duty of Care](#)

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
All policies	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> School website 	<ul style="list-style-type: none"> School website 	<ul style="list-style-type: none"> School website 	Following the date next to the Index
Excursion, Incursion and Camping Policies & procedures	<ul style="list-style-type: none"> Brief in 1st PL days Policy manual 		<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website New parent information meeting. 	<ul style="list-style-type: none"> School website 	March 2019
Yard Duty / Supervision Policy Duty of Care Policy	<ul style="list-style-type: none"> Brief in 1st PL days Policy manual 		<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website New parent information meeting. 	<ul style="list-style-type: none"> School website 	March 2019
Student Engagement and Welfare Policy, Student Behavioural Management Policy Mandatory Reporting Policy	<ul style="list-style-type: none"> Brief in 1st PL days Policy manual 	<ul style="list-style-type: none"> School Rules & Student's Rights and Responsibilities signed & stored in Work Folder. 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Enrolment & Yearly Update Packages New parent information meeting. 	<ul style="list-style-type: none"> School website 	March 2019
Internet Usage Policy	<ul style="list-style-type: none"> Brief in 1st PL days Policy manual E-learning mtg at start of each year 	<ul style="list-style-type: none"> Enrolment & Yearly Update Packages 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Enrolment & Yearly Update Packages New parent information meeting. 	<ul style="list-style-type: none"> School website 	March 2019
Anaphylaxis Policy	<ul style="list-style-type: none"> Policy manual Meeting at start of 	<ul style="list-style-type: none"> Individual meetings with 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and 	<ul style="list-style-type: none"> School website 	March 2019

	<p>each semester to review policy and anaphylactic children</p> <ul style="list-style-type: none"> • Twice Yearly mandated training program 	<p>students and parents of anaphylactic children</p> <ul style="list-style-type: none"> • Classroom discussion re food handling issues 	<p>available on request</p> <ul style="list-style-type: none"> • School website • Enrolment Information Pack • Individual parent meetings with anaphylactic children • Enrolment & Yearly Update Packages • New parent information meeting. 		
First Aid Policy (incl. Medication and Asthma)	<ul style="list-style-type: none"> • Policy manual • Meeting at start of year to review each policy & provide medical details of students. • Update first aid qualifications, CPR qualifications & asthma procedures • OH&S and Evacuation Planning cycle. 	<ul style="list-style-type: none"> • Enrolment & Yearly Update Packages 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Enrolment & Yearly Update Packages • New parent information meeting. 	<ul style="list-style-type: none"> • School website 	March 2019
Bullying Policy	<ul style="list-style-type: none"> • Policy manual • Review of policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> • Assemblies • Info/notice board 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Enrolment & Yearly Update Packages • New parent information meeting. 	<ul style="list-style-type: none"> • School website 	Review cycle
Home Work Policy	<ul style="list-style-type: none"> • Policy manual • Curriculum overview 	<ul style="list-style-type: none"> • Classroom discussions • Enrolment & Yearly Update Packages 	<ul style="list-style-type: none"> • Enrolment & Yearly Update Packages • School newsletter • School website • New parent information meeting. 	<ul style="list-style-type: none"> • School website 	March 2019
Emergency	<ul style="list-style-type: none"> • Policy manual 	<ul style="list-style-type: none"> • Evacuation drills 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	March 2019 –

Management & Accident & Incident Reporting Policies	<ul style="list-style-type: none"> Review of policy and procedures in 1st 3 days of school Evacuation Drill/Lockdown – twice per year 				annually as part of compliance process (or after a critical incident)
Uniform Policy	<ul style="list-style-type: none"> Policy manual Staff meetings/briefings 	<ul style="list-style-type: none"> Assemblies Enrolment pack Captain meetings Yearly Student Information Pack 	<ul style="list-style-type: none"> Enrolment & Yearly Update Packages School newsletter School website New parent information meeting. 	<ul style="list-style-type: none"> School website 	March 2018
Sunsmart Policy	<ul style="list-style-type: none"> Policy manual Review of policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> Class discussion Visual posters Enrolment & Yearly Update Packages 	<ul style="list-style-type: none"> Enrolment & Yearly Update Packages School newsletter School website New parent information meeting. 	<ul style="list-style-type: none"> School website 	March 2019
Leave Policy Privacy Policy Professional Learning Policy	<ul style="list-style-type: none"> Policy manual Intranet Staff meetings 		<ul style="list-style-type: none"> School website 	<ul style="list-style-type: none"> School website 	March 2019
Parent Complaint Policy	<ul style="list-style-type: none"> Policy manual 		<ul style="list-style-type: none"> School newsletter School website Notice board 	<ul style="list-style-type: none"> School website School Newsletter 	February 2018