

	<p align="center">Communication of School Policies, Procedures and Schedule Policy</p>	<p align="center">Endorsed by School Council:</p> <p align="center">March 2018</p> <p align="center">Developed: May 2014</p>
<p>Information: 02 6076 1566</p> <p>Manager: Principal</p>	<p>DET Schools Reference Guide:</p> <p>Associated Policies: Previous College Policy "013 Policy Communication Procedures and Schedule"</p>	<p>Next review: March 2019</p> <p>Issue No: 1.2</p>

Rationale/Aims:

The policies of Corryong College 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.

The Communication of School Policies, Procedures and Schedule Policy aims to ensure that Corryong College policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

Implementation:

The Communication of School Policies, Procedures and Schedule Policy will be kept as a hard copy in the School Policy and Documents folder and in the School Council minutes folder, to ensure the reviewing of policies timeline is adhered to.

Policy and Procedures:

- 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 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 committee/s, to staff members, to parents and to students before ratification by School Council.
- When reviewing an existing school policy as per the annual or three-year review cycle, the principal will consult with staff and the appropriate Committee/s, and School Council before ratification by School Council.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A file of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained.
- 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 the needs of students and school operations. ***Reference the school's Supervision and Duty of Care Policy***
- 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 school website for community observation and comment.

Policy

Communication Procedures and Review Schedule for members of the Corryong College school community.



	Staff	Students	Parents	General Community	Policy Review Date
VRQA POLICIES					
Statement of Philosophy-Vision Mission Values and Democratic Principles	<ul style="list-style-type: none"> • Staff handbook • Policy manual • SSP 	<ul style="list-style-type: none"> • Student planner (summarized version) • Transition, Junior, Middle School and Senior School Handbooks 	<ul style="list-style-type: none"> • School website • Transition, Junior, Middle School and Senior School Handbooks 	<ul style="list-style-type: none"> • School website • SSP 	Reviewed: June 2015 Next Review: May 2018
Curriculum Framework Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Curriculum Committee 	<ul style="list-style-type: none"> • Hard copy provided on request • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	Reviewed: March 2018 Next Review: Term 4; 2020
Student Learning Outcomes	<ul style="list-style-type: none"> • Staff handbook • Policy manual 	<ul style="list-style-type: none"> • Hard copy provided on request • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website 	Reviewed: March 2018 Next Review: Term 4; 2020
Student Engagement & Inclusion Policy	<ul style="list-style-type: none"> • Brief on 1st day back • Staff handbook • Policy manual • School website • Staff workshops 	<ul style="list-style-type: none"> • Student planner (summarized version) • SSG meetings • School website 	<ul style="list-style-type: none"> • School newsletter • Hard copy available on request • School website • Enrolment pack • SSG meetings 	<ul style="list-style-type: none"> • School website 	Reviewed: 2018 Next Review: Term 4; 2018

Bullying and Harassment Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • School website • Student Management 	<ul style="list-style-type: none"> • Student planner (summarized version) • SSG meetings • Transition, Middle School and Senior School Handbooks • School website 	<ul style="list-style-type: none"> • School newsletter • Hard copy available on request • School website • Enrolment pack • SSG meetings • Transition, Middle School and Senior School Handbooks 	<ul style="list-style-type: none"> • School website • Hard copy available on request 	<p>Reviewed: March 2018</p> <p>Next Review: Term 4; 2018</p>
Managing Complaints and Grievances Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • School website 	<ul style="list-style-type: none"> • Hard copy available on request • School website 	<ul style="list-style-type: none"> • Hard copy available on request • School website 	<ul style="list-style-type: none"> • Hard copy available on request • School website 	<p>Reviewed: March 2018</p> <p>Next Review: March 2020</p>
Supervision and Duty of Care Policy	<ul style="list-style-type: none"> • Brief on 1st day back • Staff handbook • Policy manual • 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School newsletter • Hard copy available on request 	<ul style="list-style-type: none"> • Hard copy available on request 	<p>Reviewed: March 2018</p> <p>Next Review: Term 2; 2021</p>
Visitors In School Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School newsletter • Hard copy available on request 	<ul style="list-style-type: none"> • Hard copy available on request • Displayed at the school entrance 	<p>Reviewed: March 2018</p> <p>Next Review: Term 2; 2021</p>
Excursions and Camps Policy	<ul style="list-style-type: none"> • Brief on 1st day back • Staff Handbook • Policy manual • Intranet 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • Hard copy available on request 	<ul style="list-style-type: none"> • Hard copy available on request 	<p>Reviewed: March 2018</p> <p>Next Review: Term 2; 2020</p>
External Providers Policy	<ul style="list-style-type: none"> • Brief on 1st day back • Staff Handbook • Policy manual • Intranet 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • Hard copy available on request 	<ul style="list-style-type: none"> • Hard copy available on request 	<p>Reviewed: March 2018</p> <p>Next Review:</p>

					Term 2; 2022
Child Safe Code of Conduct (Child Safe Std 3)	<ul style="list-style-type: none"> • Brief on 1st day back • Hard copy provided to all staff at the start of each year • Staff Handbook • Policy manual • School Website • Intranet 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • Hard copy provided to any person involved in child related work • School website 	<ul style="list-style-type: none"> • Hard copy provided to any person involved in child related work • School website 	<p>Reviewed: March 2018</p> <p>Next Review: Term 4; 2019</p>
Child Safe Environment Policy (Child Safe Std 2 - includes processes around Child Safe Recruiting).	<ul style="list-style-type: none"> • Brief on 1st day back • Staff Handbook • Policy manual • School Website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • Hard copy available on request • School website 	<ul style="list-style-type: none"> • Hard copy available on request • School website 	<p>Reviewed: March 2018</p> <p>Next Review: Term 4; 2019</p>
Child Protection Reporting Policy, including Procedures for Responding to and Reporting Child Abuse (Child Safe Std 5)	<ul style="list-style-type: none"> • Brief on 1st day back • Staff Handbook • Policy manual • School Website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • Hard copy available on request • School website 	<ul style="list-style-type: none"> • Hard copy available on request • School website 	<p>Reviewed: March 2018</p> <p>Next Review: Term 4; 2019</p>
Working with Children Check	<ul style="list-style-type: none"> • Recruitment panel members 	<ul style="list-style-type: none"> • School website 			<p>Reviewed: March 2018</p> <p>Next Review: March 2019</p>
Administration of Medication and Care Arrangements for Ill Students Policy	<ul style="list-style-type: none"> • Brief on 1st day back • Staff Handbook • Policy manual • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • School website • Hard copy provided to parents as needed 	<ul style="list-style-type: none"> • School website • Hard copy provided to parents as needed 	<p>Reviewed: March 2018</p> <p>Next Review: Term 2; 2020</p>
First Aid Trained Staff Register (from EMP) NB: Not a policy.	<ul style="list-style-type: none"> • Policy manual • General office board • First Aid room 				<p>Reviewed: March 2018</p>

					Next Review: As changes occur.
Anaphylaxis Management Policy	<ul style="list-style-type: none"> • Brief on 1st day back • Staff Handbook • Policy manual • Twice Yearly mandated training program, including review of anaphylactic children • First Staff Workshop in Term 1 and Term 3 • School website 	<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 • School website • School newsletter 	<ul style="list-style-type: none"> • Individual parent meetings with anaphylactic children • School website • School newsletter 	<ul style="list-style-type: none"> • Hard copy available on request • School website • School newsletter 	Reviewed: March 2018 Next Review: Term 4; 2018
First Aid Policy and Procedures	<ul style="list-style-type: none"> • Brief on 1st day back • Staff Handbook • Policy manual • Meeting at start of year to provide medical details of students. • Update first aid qualifications, CPR qualifications • OH&S and Emergency Management Plan cycle. 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • Hard copy available on request • Parents sent medical information, asthma plans and anaphylaxis plans to update at start of each year 	<ul style="list-style-type: none"> • Hard copy available on request 	Reviewed: March 2018 Next Review: March 2020
ICT Acceptable Use Policy and Procedures	<ul style="list-style-type: none"> • Brief on 1st day back • Staff Handbook • Policy manual • School website 	<ul style="list-style-type: none"> • Student planner • Enrolment pack • School website 	<ul style="list-style-type: none"> • Hard copy available on request • School website • Enrolment pack 	<ul style="list-style-type: none"> • School website 	Reviewed: March 2018 Next Review:

					Term 4; 2018 as new program rolled out 2018.
Critical Incident Plan	<ul style="list-style-type: none"> • Brief on 1st day back • Staff Handbook • Policy manual • Critical Incident Recovery Team meetings 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • Hard copy available on request 	<ul style="list-style-type: none"> • Hard copy available on request 	<p>Reviewed: March 2018</p> <p>Next Review: March 2019</p>
Communication of School Policies, Procedures and Schedule Policy	<ul style="list-style-type: none"> • Staff Handbook • Policy manual • School Council folder 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • Hard copy available on request 	<ul style="list-style-type: none"> • School Council folder 	<p>Reviewed: March 2018</p> <p>Next Review: March 2019</p>
Senior Secondary Assessment Policy	<ul style="list-style-type: none"> • Staff Handbook • Policy manual • Brief in first VCE meeting of the year 	<ul style="list-style-type: none"> • Senior School Handbook (summarized version) • School website 	<ul style="list-style-type: none"> • Senior School Handbook • Hard copy available on request 	<ul style="list-style-type: none"> • Hard copy available on request 	<p>Created: March 2018</p> <p>Next Review: Term 4; 2020</p>
Student Attendance and Leave Policy	<ul style="list-style-type: none"> • Staff Handbook • Policy manual • Brief in first VCE meeting of the year 	<ul style="list-style-type: none"> • Senior School Handbook (summarized version) • School website 	<ul style="list-style-type: none"> • Senior School Handbook • Hard copy available on request 	<ul style="list-style-type: none"> • Hard copy available on request 	<p>Created: March 2018</p> <p>Next Review: Term 4; 2020</p>
Student Records and Results Policy	<ul style="list-style-type: none"> • Staff Handbook • Policy manual • Brief in first VCE meeting of the year 	<ul style="list-style-type: none"> • Senior School Handbook (summarized version) • School website 	<ul style="list-style-type: none"> • Senior School Handbook • Hard copy available on request 	<ul style="list-style-type: none"> • Hard copy available on request 	<p>Created: March 2018</p> <p>Next Review: Term 4; 2020</p>
Students Driving Cars Policy	<ul style="list-style-type: none"> • Staff Handbook • Policy manual • Brief in first VCE meeting of the year 	<ul style="list-style-type: none"> • Senior School Handbook (summarized version) • School website 	<ul style="list-style-type: none"> • Senior School Handbook • Hard copy available on request 	<ul style="list-style-type: none"> • Hard copy available on request 	<p>Created: March 2018</p> <p>Next Review: Term 4; 2020</p>
SCHOOL BASED POLICIES					

Uniform Policy	<ul style="list-style-type: none"> • Staff Handbook • Policy manual • School website • Staff workshops 	<ul style="list-style-type: none"> • Student planner (summarized version) • Transition, Middle School and Senior School Handbooks • Enrolment pack • School website 	<ul style="list-style-type: none"> • Student planner • Transition, Middle School and Senior School Handbooks • Enrolment pack • School website • Information sessions • School website 	<ul style="list-style-type: none"> • School website • Hard copy provided to suppliers 	Reviewed: July 2018
Sunsmart Policy (currently being reviewed)	<ul style="list-style-type: none"> • Brief on 1st day back • Staff Handbook • Policy manual • School website • Staff workshops 	<ul style="list-style-type: none"> • Student planner (summarized version) • Available in hardcopy on request • School Website 	<ul style="list-style-type: none"> • Student planner • School newsletter • School website 	<ul style="list-style-type: none"> • School website 	Reviewed: Currently being reviewed Next Review:
Staff Leave Policy (Currently being developed)	<ul style="list-style-type: none"> • Staff Handbook • Policy manual 				Reviewed: Currently being developed Next Review:
Staff Professional Development and Professional Practice Days Policy (currently being reviewed)	<ul style="list-style-type: none"> • 		<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	Reviewed: Currently being developed Next Review:

Definitions:**Review Process:**

The Communication of School Policies, Procedures and Schedule Policy will be reviewed annually.

References:

Exemplar sample of the Communication of School Policies, Procedure and Schedule Policy:

<https://edugate.eduweb.vic.gov.au/sc/sites/SchoolReorganisation/minimumregistrationrequirements/Exemplar%20School%20Policies/Forms/AllItems.aspx>

Related Policies and Documents:

Supervision and Duty of Care Policy

[DET School policy Advisory Guide - Duty of Care](#)