

COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY

Rationale

Whittlesea Secondary College (WSC) policies 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 focus of all school policies must remain the needs of students and school operations (refer to the Duty of Care Policy).

Aims

- to ensure that Whittlesea Secondary College policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

Implementation

Content

- Whittlesea Secondary College (WSC) policies and procedures describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- All policies will use the school policy layout, meet legislative and compliance requirements, be ratified by the College Council and have a designated review period.

New Policies

- New policies will be added and modified to reflect the growth and evolution of the school and new programs.
- 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.
- Policies will be developed taking into account the Department of Education and Training (DET) policies, memos and circulars relating to a particular policy area.
- When developing a new policy, as per the designated review cycle of annual or three years, the Principal will consult with appropriate staff and committee(s) in order to draft the initial policy statement. This may include designating specific staff to be involved to oversee the drafting process. The draft policy may be circulated for comment to the appropriate committee/s, staff members, parents and students before ratification by College Council.

Review

- A database of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained.
- The process of considering school policies will be managed by the Principal and will be a continuous cycle, which will use transparent and consultative processes.
- 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 will present the policy to College Council for ratification.
- Any concerns relating to the structure of the school should be directed to the Principal or School Council president.

Communication of Policies

- Changes to policies as a result of policy developments and/or reviews will be widely advised to students, staff and parents.
- Relevant policies will also be loaded onto the intranet and school website for community observation and comment (refer to Appendix A for the communication procedures and schedule).

Related Policies

- [DET Duty of Care](#)
- WSC Duty of Care Policy
- WSC All policies

Appendices

Appendix A: Communication Procedures and Schedule

Evaluation

This policy will be reviewed as part of the school's three-year review cycle.

This Policy was last ratified by School Council in: 2017

APPENDIX A
Communication Procedures and Schedule
**COMMUNICATION OF SCHOOL
 POLICIES PROCEDURES &
 SCHEDULE POLICY**

Policy	Communication procedures and schedule				
	Staff	Students	Parents	General Community	Policy Review Date
Communication of School Policies Procedures and Schedule Policy (this Policy)	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
Accidents and Incidents Reporting Policy and Procedures	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
Anaphylaxis Management Policy and Procedures	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • Meeting at start of each year to review policy and anaphylactic children • Twice yearly mandated training program • School website 	<ul style="list-style-type: none"> • Individual meetings with students and parents of anaphylactic children • Classroom discussion re food handling issues • School website 	<ul style="list-style-type: none"> • All policies available on request • School website • Parent Information night • Enrolment Information • Individual parent meetings with anaphylactic children • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2018
Attendance Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
Bullying and Harassment Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • Review of policy and procedures in 1st day of school • Wellbeing Team review of dealing with issues of harassment • Restorative Practices Training program • School website 	<ul style="list-style-type: none"> • Assemblies • Enrolment pack • School website 	<ul style="list-style-type: none"> • All policies available on request • School website • Parent Information night 	<ul style="list-style-type: none"> • All policies available on request • School website 	2018

Policy	Communication procedures and schedule				Policy Review Date
	Staff	Students	Parents	General Community	
Camps Policy	<ul style="list-style-type: none"> • Briefing 1st day term 1 • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
Cash Handling Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
Child Protection Reporting Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2018
Child Safe Environment Policy (<i>includes the Statement of Commitment to Child Safety and the Child Safe Code of Conduct</i>)	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2018
Critical Incident Policy and Procedures	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet Review of policy and procedures in 1st day of school • Evacuation Drill/Lockdown – twice per year • School website 	<ul style="list-style-type: none"> • School website • Evacuation drills 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2018 (or after a critical incident)
Curriculum Frameworks Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
Day Excursions Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020

Policy	Communication procedures and schedule				
	Staff	Students	Parents	General Community	Policy Review Date
Distribution of Medications Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • Meeting at start of year to review each policy & provide medical details of students. • Update first aid qualifications, CPR qualifications & asthma procedures • Mentor group teacher briefings • OH&S and evacuation planning cycle • School website 	<ul style="list-style-type: none"> • School website • Enrolment pack 	<ul style="list-style-type: none"> • All policies available on request • School website • Parent Information night • Parents sent medical information & asthma plans to update at start of each year 	<ul style="list-style-type: none"> • All policies available on request • School website 	2018
Duty of Care Policy	<ul style="list-style-type: none"> • Brief in 1st day term 1 • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
Ex Gratia Students Payment Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
External Providers Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2018
Fire Code Red Buses Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website • Enrolment pack 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020

Policy	Communication procedures and schedule				Policy Review Date
	Staff	Students	Parents	General Community	
First Aid Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • Meeting at start of year to review each policy & provide medical details of students • Update first aid qualifications, CPR qualifications & asthma procedures • Mentor group teacher briefings • OH&S and evacuation planning cycle • School website 	<ul style="list-style-type: none"> • School website • Enrolment pack 	<ul style="list-style-type: none"> • All policies available on request • School website • Parent Information night • Parents sent medical information & asthma plans to update at start of each year 	<ul style="list-style-type: none"> • All policies available on request • School website 	2018
Homework Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website • Student diary 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
ICT Acceptable Use Policy Procedures and Agreement	<ul style="list-style-type: none"> • Brief in 1st day term 1 • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • Statement in student diary • Enrolment pack • Assemblies • School website 	<ul style="list-style-type: none"> • All policies available on request • School website • Enrolment Pack 	<ul style="list-style-type: none"> • All policies available on request • School website 	2018
OHS Chemicals Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
Privacy Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • Staff meetings • AIC meetings • Local Agreement implementation 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2018

Policy	Communication procedures and schedule				
	Staff	Students	Parents	General Community	Policy Review Date
Professional Development Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • Staff meetings • AIC meetings • Local Agreement implementation • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2018
Purchasing Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
Raising Concerns and Complaints Policy and Procedures	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website • Enrolment pack 	<ul style="list-style-type: none"> • All policies available on request • School website • Enrolment Pack 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
School Bus and Travel Conditions Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website • Enrolment pack 	<ul style="list-style-type: none"> • All policies available on request • School website • Enrolment pack 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
Smoke Free School Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
Staff Dress Code Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
Staff Information Registers Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
Student Code of Conduct Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website • Enrolment pack • Assemblies 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
Student Dress Code Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • Staff meetings/briefings • School website 	<ul style="list-style-type: none"> • School website • Assemblies • Enrolment pack 	<ul style="list-style-type: none"> • All policies available on request • School website • Information night • Enrolment pack 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020

Policy	Communication procedures and schedule				
	Staff	Students	Parents	General Community	Policy Review Date
Student Engagement Wellbeing and Inclusion Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • Briefing 1st day term 1 • School website • Student engagement workshops – staff meetings • Restorative Practices Training 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website • Parent information night 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
Student Satisfactory Completion Policy for Students in years 10 and 11	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • Reviewed in VCE leadership meetings 	<ul style="list-style-type: none"> • School website • Enrolment pack 	<ul style="list-style-type: none"> • All policies available on request • School website • Enrolment Pack • Parent information night 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
Visitors and Volunteers Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • Brief in 1st day term 1 • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies are available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020
Working with Children Checks Policy	<ul style="list-style-type: none"> • Staff handbook • Policy manual • Intranet • School website 	<ul style="list-style-type: none"> • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	<ul style="list-style-type: none"> • All policies available on request • School website 	2020