



ROMSEY PRIMARY SCHOOL COMMUNICATION OF POLICIES & PROCEDURES POLICY

Rationale:

The policies of the school 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.

Aims:

- To ensure that all policies frame and accurately reflect Romsey Primary School's operations, directions, and goals and meet all legislative, compliance and duty of care requirements.
- To ensure that the school communicates these policies and procedures on the care, safety and welfare of students to the school community.

Implementation:

- The policies describe the rationale, aims and implementations of the operations and directions of Romsey Primary 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 Romsey Primary school and new programs as needed.
- 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 (such as external / internal personal, SIT team) 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, to students before ratification by School Council.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- 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. Appendix A
- When reviewing an existing school policy as per the three-year review cycle, the principal will consult with all appropriate staff and the appropriate Committee/s, and to School Council for ratification.
- Changes as a result of policy developments and / or reviews will be advised to students, staff, parents and school council members.
- 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.
- Any concerns relating to the communication of the Policies and Procedures of Romsey Primary 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.

Date Ratified by School Council: December 2020

Review Date: December 2023

Romsey Primary School - School Policies

Policy	Date Ratified	Date to be updated	Needs to be updated
School Governance & AIP & SSP			
RPS enrolment Policy	July 2016	July 2019	Every 3 years
RPS Policy and Procedures Development Policy	October 2016	October 2019	Every 3 years
Student Care			
RPS Care Arrangements for Ill Students Policy	February 2017	February 2020	Every 3 years
Anaphylaxis	December 2016	December 2017	Yearly
Distribution of Medications Policy & Procedures	March 2018	March 2019	Yearly
Student Safety			
Emergency Bushfire Management Policy and Procedures	August 2017	August 2018	Yearly
RPS Incursions Policy	December 2016	December 2019	Every 3 years
RPS Camps Policy and Procedures	August 2018	August 2021	Every 3 years
RPS Excursions Policy and Procedures	December 2016	December 2019	Every 3 years
RPS External Providers Policy and Procedures	June 2018	June 2019	Yearly
RPS On-Site Supervision Policy and Procedures	October 2017	October 2020	Yearly
Student Welfare			
RPS Anti Bullying Policy	February 2017	February 2020	Every 3 years
PRS Student Engagement, inclusion and wellbeing policy	December 2016	December 2019	Every 3 years
RPS Complaints and Grievances policy	October 2016	October 2019	Every 3 years
RPS Cyber Safety Policy	February 2017	February 2020	Every 3 years
RPS Anti Bullying and Cyber Bullying Policy	August 2017	August 2020	Every 3 years
Student Welfare – Additional Evidence			
RPS communication of Policies and Procedures	October 2017	October 2020	Every 3 years
RPS Emergency Management Policy	October 2016	October 2019	Every 3 years
RPS Internet Procedures	August 2017	August 2020	Every 3 years
RPS Accidents and Incidents Reporting Policy	October 2016	October 2019	Every 3 years
RPS Critical Incident Management Plan	February 2017	February 2020	Every 3 years

RPS Critical Incident Policy and Procedures	February 2017	February 2020	Every 3 years
RPS First Aid Policy and Procedures	December 2016	December 2019	Every 3 years
RPS Internet Policy	August 2017	August 2020	Every 3 years
RPS Mandatory Reporting Policy and Procedures	August 2016	August 2019	Every 3 years
Discipline			
RPS Behaviour Management Policy	October 2017	October 2020	Every 3 years
Attendance			
RPS Student Attendance Policy	October 2017	October 2020	Every 3 years
Staff Employment			
RPS Procedures to maintain registers policy	October 2017	October 2020	Every 3 years
RPS Volunteers Policy	February 2017	February 2020	Every 3 years
RPS Working with Children Check Policy and Procedures	August 2017	August 2020	Every 3 years

Policy	Date Ratified	Date to be updated	Needs to be updated
Visual Arts Policy	September 2018	September 2021	Every 3 years
English Policy	August 2018	August 2021	Every 3 years
Library Policy	August 2018	August 2021	Every 3 years
Literacy Intervention	August 2018	August 2021	Every 3 years
Physical Sports Education Policy	September 2018	September 2021	Every 3 years
Health Policy	August 2018	August 2021	Every 3 years
Asthma Management Policy and Procedures	November 2017	November 2020	Every 3 years
L.O.T.E Policy	August 2018	August 2021	Every 3 years
Mathematics Policy	August 2018	August 2021	Every 3 years
Science Policy	August 2018	August 2021	Every 3 years
Environmental Sustainability Policy	September 2018	September 2021	Every 3 years
Humanities Policy	September 2018	September 2021	Every 3 years
Christian Religious Education Policy	September 2018	September 2021	Every 3 years
Cultural Diversity Policy	October 2018	October 2021	Every 3 years
Technology Policy	March 2018	March 2021	Every 3 years
Performing Arts Policy	September 2018	September 2021	Every 3 years

Homework Policy	September 2017	September 2020	Every 3 years
Education and Welfare Policy	August 2018	August 2021	Every 3 years
Public Relations and Marketing Policy	November 2017	November 2020	Every 3 years
Community Engagement Policy	September 2018	September 2021	Every 3 years
Student Supplies Policy	November 2017	November 2020	Every 3 years
Investment Policy	December 2017	December 2020	Every 3 years
Privacy Policy	December 2017	December 2020	Every 3 years
Gifts, Benefits and Hospitality Policy	November 2018	November 2021	Every 3 years
Fraud Prevention Policy	September 2018	September 2019	Every Year
Professional Learning Policy	October 2018	October 2021	Every 3 years
Staff code of Conduct	December 2017	December 2020	Every 3 years
Equity, Diversity and Ant Harassment Policy	August 2017	August 2020	Every 3 years
Long Service Leave Policy	June 2018	June 2021	Every 3 years
Staff Health and Wellbeing Policy	December 2017	December 2020	Every 3 years
Casual Relief Teacher Policy	November 2018	November 2021	Every 3 years
Sponsorship Policy	October 2018	October 2021	Every 3 years
Hire of Facilities and Equipment Policy	September 2018	September 2021	Every 3 years
Student Code of Conduct	December 2017	December 2020	Every 3 years
Sunsmart Policy	October 2018	October 2021	Every 3 years
Asthma Management Policy	November 2017	November 2020	Every 3 years
Head Lice Policy	October 2018	October 2021	Every 3 years
Transition Policy	October 2018	October 2021	Every 3 years
Uniform Policy	October 2017	October 2020	Every 3 years
Parent Helpers Policy	October 2018	October 2021	Every 3 years
Community Code of Conduct	November 2017	November 2020	Every 3 years
Equity & Diversity & Anti Harrassment Policy	September 2017	September 2020	Every 3 years
Assessment and Reporting Policy	October 2016	October 2019	Every 3 years
Cash Handling Policy	October 2016	October 2019	Every 3 years
EFTPOS Policy	October 2016	October 2019	Every 3 years

Communication Procedures and Schedule for the School Community

Policy	Staff	Students	Parents	General Community
Student Welfare Documents				
-Excursions, Incursions, External and Camping Policies & Procedures	-Brief in 1st Professional Learning days -Staff manual -Policy manual -Intranet -PLT's		-All policies mentioned in the newsletter and available on request	-Available on request
-On Site Supervision Policy -Adverse Weather Conditions -Duty of Care Policy	-Brief in 1st Professional Learning days -Staff manual -Policy manual -Intranet		-All policies mentioned in the newsletter and available on request -School website	
-Student Engagement & Wellbeing Policy -Attendance Policy -Student Welfare Policy -Student Management Policy -Mandatory Reporting Policy & procedures	-Brief in 1st Professional Learning days -Staff manual -Policy manual -Intranet -Student engagement workshops – staff meetings	-Junior School Council	-All policies mentioned in the newsletter and available on request -Information Guide (in enrolment pack) -Parent Information Night	
- Internet Policy & Procedures	-Brief in 1st Professional Learning days -Staff manual -Policy manual -Intranet -ICT meeting at start of each year -Staff PD sessions	-Enrolment pack -Assemblies -Netbook program -In class	-All policies mentioned in the newsletter and available on request -Enrolment Pack	-Available on request
-Anaphylaxis Policy & Procedures -Asthma Policy & Procedures	-Staff manual -Policy manual -Intranet -Meeting at start of each year to review policy and anaphylactic /asthmatic children -Four Yearly mandated training program	-Individual meetings with students and parents of anaphylactic children -Classroom discussion re food handling issues	-All policies mentioned in the newsletter and available on request -Enrolment Information -Individual parent meetings with anaphylactic children.	-Available on request

<ul style="list-style-type: none"> -Care Arrangements for Ill students -Distribution of Medication Policy& procedures -First Aid Policy procedures 	<ul style="list-style-type: none"> -Staff manual -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 -OH&S and Evacuation Planning cycle. 		<ul style="list-style-type: none"> -All policies mentioned in the newsletter and available on request -Information Guide (in enrolment pack) -Parent Information Night -Parents sent medical information & asthma plans to update at start of each year 	
<ul style="list-style-type: none"> -Anti-Bullying & Cyber-Bullying Policy 	<ul style="list-style-type: none"> -Staff manual -Policy manual -Intranet -Wellbeing Team (SEEL) review of dealing with issues of bullying 	<ul style="list-style-type: none"> -Student Diary -Better Buddies Program -SEEL in classroom lessons -Assemblies 	<ul style="list-style-type: none"> -All policies mentioned in the newsletter and available on request -Parent Information Night 	
<ul style="list-style-type: none"> -Emergency Management Plan & Policy - Critical Incident Management Plan, Policy & procedures 	<ul style="list-style-type: none"> -Staff manual -Policy manual -Intranet -Review of policy and procedures in 1st 3 days of school -Evacuation Drill/Lock in Lockdown – 4 times per year 	<ul style="list-style-type: none"> -Evacuation drills 		
<ul style="list-style-type: none"> Sunsmart Policy 	<ul style="list-style-type: none"> Staff manual -Policy manual -Intranet -Review of policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> -Student Diary -Enrolment pack 	<ul style="list-style-type: none"> -Enrolment Pack -School newsletter -School website 	
<ul style="list-style-type: none"> Complaints & Grievances Policy & Procedures 	<ul style="list-style-type: none"> -Staff manual -Policy manual -Intranet 		<ul style="list-style-type: none"> -Enrolment Pack -School newsletter -School website 	<ul style="list-style-type: none"> -School website -School Newsletter