

COMMUNICATION PROCEDURES & SCHEDULE 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 Cavendish PS policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

Implementation:

- 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 new 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, 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. This will be kept electronically and in paper form (with principal's initials on completed policies) in a folder with paper copies of all policies.
- 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 to School Council for ratification.
- 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 structure of the school should be directed to the principal or School Council president.
- Relevant policies will be published on the school website (under policies section of Child safe policies section).

POLICY	RATIFICATION DATE
Admission	September 2019
Anaphylaxis Management Policy & Procedures	April 2017
Asbestos Management	September 2019

Asthma	April 2017
Attendance	September 2019
Buildings & Grounds	May 2019
Bullying	November 2018
Bus	October 2017
Camps	November 2019
Cash Handling	February 2019
Child Safe – Risk Management	December 2016
Child Safety Policy (also Student Code of Conduct)	October 2019
Code of Conduct	October 2019
Communication of school policies, procedures and schedule policy	March 2019
Complaints & Grievances Resolution	April 2017
Critical Incident	May 2019
Critical Incident Recovery	August 2017
CSEF	May 2019
Curriculum Framework	August 2017
Cyber Bullying	May 2019
Duty of Care	August 2017
Electrical tagging & testing	August 2017
Electronic Banking	February 2019
English	August 2019
Esmart	November 2019
Excursions (Day)	August 2017
External providers	September 2017
Facebook	October 2018
First aid	September 2019
Fraud & Corruption	September 2019
Fund Raising	June 2019
Gifts, Benefits & Hospitality	September 2019
Head Lice	October 2019
ICT Acceptable Use Agreement	Annually – Feb.
Inclement Weather	August 2017
Inclusion & Diversity	August 2018
Incursions	September 2017
Investment	February 2019
Loan of Equipment	May 2017
Mandatory Reporting	September 2019
Mathematics (also called Numeracy)	August 2017
Numeracy (also called Mathematics)	August 2019
OH&S	June 2017
Parent Payment Policy & Implementation	February 2019
Parent Complaint	July 2019
Parents' Club	November 2019
Philosophy & Values	June 2017
Playground Equipment	September 2019
Privacy	August 2019
Private Vehicles	October 2016
Procurement	May 2018
Professional Learning Community	May 2016
Recruitment Practices	December 2016
Risk Management	June 2019
Safeguarding Children Code of Conduct	September 2019
Standing Orders for CPS School Council	February 2019

Student Engagement	October 2019
Student Leadership	June 2019
Student Mobile Phones	October 2019
Student Restraint & Seclusion	August 2017
Student Welfare	October 2019
Student Wellbeing	October 2016
Students with a Disability	October 2018
Sunsmart	May 2017
Transition	June 2017
Uniform	June 2019
Unwanted Visitors	August 2017
Visitors	October 2019
Volunteers	October 2019
Working Bees	August 2017
Working With Children Check	June 2017
Yard Supervision	May 2019

Evaluation:

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

This policy was last ratified by School Council in....

March 2020



Cavendish Primary School is committed to Child Safety – We have a zero tolerance for child abuse.