



COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY

PURPOSE

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.

AIM

To ensure that Officer Specialist School 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 existing policies 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.

COMMUNICATION TO THE SCHOOL COMMUNITY

Communication of school policies and procedures will be managed by the principal and assistant principals and will be a continuous cycle when policies are updated or introduced.

Communication with the school community will include

- School Website (currently being updated)
- Compass
- Staff handbook
- Information Handbook
- Staff drive
- Hard copies available
 - At reception
 - In parent room
 - In staff room
 - To new staff as part of induction