



## Swinburne Senior Secondary College

### Communication Procedures and Schedules 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 Swinburne Senior Secondary College's 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 school as it continues to develop.
- 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 as they are required.
- 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.
- Changes as a result of policy developments and/or reviews will be widely advised to students, staff and parents.
- Staff will be given opportunities 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.
- Relevant policies will be loaded onto the school website for the information of the community.

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Review Cycle
<u>Finance</u> <ul style="list-style-type: none"> <li>• Building and Library Fund</li> <li>• Cash Handling</li> <li>• Internet Banking and Electronic Funds Management</li> <li>• Investment</li> <li>• Parent Payment</li> <li>• Petty Cash</li> </ul>	<ul style="list-style-type: none"> <li>• Regular briefings for relevant staff</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> </ul>	<ul style="list-style-type: none"> <li>• Presented at school council at the beginning of each year</li> </ul>	Available on request	Annual (all)
<u>Student Engagement</u> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Concerns and Complaints</li> <li>• Student Engagement and Wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Briefings throughout the year</li> <li>• Website</li> <li>• Induction Program for new teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Student diary SRC</li> <li>• Mentor group meetings</li> <li>• Website</li> <li>• Newsletters</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment interviews</li> <li>• Website</li> <li>• Newsletters</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Newsletters</li> </ul>	3 years 3 years Annual
<u>Student Activities</u> <ul style="list-style-type: none"> <li>• Camps and Excursions</li> <li>• Incursions</li> </ul>	<ul style="list-style-type: none"> <li>• Briefings throughout the year</li> <li>• Website</li> <li>• Induction Program for new teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Mentor group meetings</li> <li>• Website</li> <li>• As required</li> </ul>	<ul style="list-style-type: none"> <li>• As required</li> <li>• Website</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> </ul>	3 years (all)
<u>Student Wellbeing</u> <ul style="list-style-type: none"> <li>• Administration of Medication</li> <li>• Anaphylaxis Management</li> <li>• Asthma</li> <li>• Bullying and Harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Briefings throughout the year</li> <li>• Website</li> <li>• Induction Program for new teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Student diary and the SRC</li> <li>• Mentor group meetings</li> <li>• Website</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment interviews</li> <li>• Website</li> <li>• As required</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> </ul>	3 years 3 years Annual 3 years

<p>Prevention</p> <ul style="list-style-type: none"> <li>• Commitment to Child Safety</li> <li>• Child Safety Code of Conduct</li> <li>• First Aid</li> <li>• Health Care Needs</li> <li>• Mandatory Reporting</li> <li>• Student Engagement and Wellbeing</li> </ul>					<p>3 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p> <p>4 years</p>
<p><u>School Management</u></p> <ul style="list-style-type: none"> <li>• Communications and Procedures</li> <li>• Concerns and Complaints</li> <li>• Emergency Management and Critical Incidents</li> <li>• Equal Opportunity</li> <li>• Staff Leave</li> <li>• Supervision of Students and Duty of Care</li> <li>• Visitors to School</li> <li>• Working with Children</li> </ul>	<ul style="list-style-type: none"> <li>• Briefings throughout the year</li> <li>• Website</li> <li>• Induction Program for new teachers</li> <li>• Emergency Management and Critical Incident drills</li> </ul>	<ul style="list-style-type: none"> <li>• Student diary and the SRC</li> <li>• Mentor group meetings</li> <li>• Website</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment interviews</li> <li>• Website</li> <li>• As required</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> </ul>	<p>3 years (all)</p>
<p><u>Curriculum</u></p> <ul style="list-style-type: none"> <li>• VCE</li> <li>• VCAA Examination Assessors</li> </ul>	<ul style="list-style-type: none"> <li>• Briefings throughout the year</li> <li>• Staff meetings</li> <li>• Website</li> <li>• Induction Program for new teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment interviews</li> <li>• Website</li> <li>• As required</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> </ul>	<p>3 years (all)</p>

**Evaluation and Review**

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This policy is for three yearly review.

**Certification**

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This policy was adopted at the School Council meeting on the 13<sup>th</sup> day of December 2018

Signed: Michael O'Brien Principal

Signed: Craig Hickman School Council President