

Communication Procedures Policy

RATIONALE

The policies of Wurruk Primary 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 outline how the school communicates 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 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 and new programs.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period
- Draft policies may be circulated for comment from staff members and/or school councillors.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy areas.
- A database of policies and a review schedule to provide a timeline for reviews is to be maintained.
- When reviewing an existing school policy as per the four-year review cycle, the Principal will consult with staff and School Council as appropriate.
- Changes as a result of policy developments and / or reviews will be advised to staff and parents.
- 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 also be loaded onto the school website for community observation.

REVIEW CYCLE

This policy was last updated on 16th September 2020 and is scheduled for review in September 2024.