

# Merino Consolidated School

## SCHOOL COMMUNICATIONS POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact: 0355 791 305

### 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 Merino Consolidated 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 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).

CURRENT STATE OF POLICY REVIEW AS AT January, 2022

<h2 style="margin: 0;">MERINO CONSOLIDATED SCHOOL</h2> <h3 style="margin: 0;">POLICY REGISTER</h3>
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<b>POLICY NAME</b>	<b>Date Ratified</b>	<b>Review 2022</b>	<b>Review 2023</b>	<b>Review 2024</b>
Anaphylaxis Policy Including: <ul style="list-style-type: none"> <li>- Annual Risk Management Checklist</li> <li>- Facilitator notes for twice annual briefings</li> <li>- Individual Management Plan</li> <li>- Twice Yearly briefing (PPT)</li> </ul>				
Annual Report				
Asbestos Management				
Asthma Policy Including: <ul style="list-style-type: none"> <li>- Asthma Emergency Kit – first aid incident log</li> <li>- Asthma Care Plan</li> </ul>				
Attendance				
Bike Riding to School				
Blood Spills				
Buildings & Grounds Policy				
Bullying Prevention				
Bus				



Camps to be updated when template available on school policy portal (coming soon)				
Cash Handling Policy				Orange
Child Protection Reporting Policy			Green	
Child Safe Environments			Green	
Child Safe Policy		Yellow		
Classroom teacher – job description (Review Annually – Staff)		Yellow	Green	Orange
Code of Practice – Staff (Review Annually – Staff)		Yellow	Green	Orange
Code of Conduct – Safeguarding Children (Review Annually – Staff)		Yellow	Green	Orange
Code of Conduct		Yellow		
Communications Procedures and Schedule				Orange
Complaints and Grievances Resolution Policy				Orange
Complaints Policy				Orange
CSEF Camps, Sports and Excursions policy (Business Manager - endorse Annually)		Yellow	Green	Orange
Curriculum (Review Annually – Staff)		Yellow	Green	Orange
Curriculum – English (Review Annually – Staff)		Yellow	Green	Orange
Curriculum – Numeracy/Mathematics (Review Annually – Staff)		Yellow	Green	Orange
Duty of Care				Orange
Electrical Tagging and Testing				Orange
Emergency Management Plan		Yellow		
English Policy				Orange
Enrolment Policy				Orange
eSmart Policy		Yellow		
Excursions (Day)				Orange
First Aid Policy				Orange
Homework				Orange
ICT Policy		Yellow		

Internet Banking Policy (Business Manager - endorse Annually)				
Investment Policy (Business Manager - endorse Annually)				
Mandatory Reporting				
Medication Management Policy Including: - Medication Administration Log - Medication Authority Form				
Numeracy Policy				
Occupational Health & Safety – There is no requirement for schools to develop a local policy – Department Health, Safety and Wellbeing Policy 19/1/2018				
Parent & Community Complaints				
Parent Payment Policy				
Privacy – central policy – all Victorian Government Schools must adopt this policy <a href="http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx">http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx</a> .	This policy will be centrally reviewed and updated			
Private Vehicle				
Professional Learning Community (Review annually by staff)				
Reportable conduct Scheme				
Reporting				
Respect for School Staff				
Riding to School				
School Purchasing Card (Business Manager - endorse Annually)				
Security				
Standing Orders (Review Annually – School Council)				
Statement of Commitment to Child Safety (Review annually – Staff and School Council)				
Statement of Values				
Student Engagement Policy				

Student Restraint & Seclusion Policy				
Sun Smart Policy				
Uniform & Dress Code				
Yard Duty and Supervision Policy				
Vision Statement reviewed with Strategic Plan				
Visitors				
Volunteers				
Working with children Checks & Criminal Records Checks				

**Evaluation:**

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

<b>Policy last reviewed</b>	<b>10/01/22</b>
<b>Approved by</b>	 <b>Genevieve Hulin</b> <b>Principal</b>  <b>Shaun Fidler</b> <b>School Council President</b>
<b>Next scheduled review date</b>	<b>10/01/23</b>