



## COMMUNICATION OF POLICIES

### RATIONALE

The policies of the school guide and describe the main processes, functions and operations of the school. The development and review of policies (including Child Safety Policies and documentation) is part of an agreed process to ensure that key stakeholders are part of the consultation and review process.

### AIMS

- To ensure that all policies frame and accurately reflect Gardenvale Primary School's operations, directions, and goals and meet all legislative, compliance, Duty of Care and Child Safe Standards requirements.
- To ensure that the school communicates these 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 Gardenvale Primary School as a whole.
- The process of considering school policies will be managed by the Principal and the Convenor of Education SubCommittee, 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 as needed.
- 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 or Convenor of Education SubCommittee 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, staff members, parents, 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/four-year basis is to be maintained.
- When reviewing an existing school policy as per the three/four-year review cycle, the Principal or Convenor of Education SubCommittee 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 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 Compass and the school website for community observation and comment.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2023
Consultation	Staff – 7/6/23 Education 13/7/23
Approved by	Principal 18/7/23
Next scheduled review date	June 2026