

Dimboola Memorial Secondary College

Communication Procedures and Schedule 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 Dimboola Memorial Secondary College 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.
- 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 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 in the staff handbook, the school website etc

Policy (in alphabetical order)	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Accidents and Injury	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	March 2016
Anaphylaxis Management	Staff handbook Policy folder – Principal's Office Staff Share First day of school Three year updates Semester updates	Food Technology classes each semester	All policies mentioned in newsletter and available on request School website	School website	March 2015
Asbestos Management	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	June 2016
Asthma	Staff handbook Policy folder - General Office Staff Share First day of school		All policies mentioned in newsletter and available on request School website Enrolment pack	School website	June 2016
Bullying and Harassment	Staff handbook Policy folder - General Office Staff Share First day of school	Student Diary	All policies mentioned in newsletter and available on request School website Enrolment pack	School website	July 2016
Bus Alcohol and Drug	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	May 2016
Bus Conduct	Staff handbook Policy folder – Principal's Office Staff Share	Enrolment Pack	All policies mentioned in newsletter and available on request School website	School website	June 2015
Bus Payments	Staff handbook Policy folder – Principal's Office Staff Share	Enrolment Pack	All policies mentioned in newsletter and available on request School website	School website	May 2016
Bus Safety	Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	June 2015
Camps and Excursions	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	May 2016
Camps and Excursions Refund	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	March 2016
Care Arrangements for ill students	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	May 2016
Child Protection Reporting	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School Website	June 2016
Child Safety – Code of Conduct	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School Website	August 2016

Child Safety Policy	Staff handbook Policy folder - General Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	August 2016
Communication Procedures and Schedule	Staff handbook Policy folder - General Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	August 2016
Complaints	Staff handbook Policy folder – Principal’s Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	June 2016
Computer and Internet	Staff handbook Policy folder – Principal’s Office Staff Share	Student Diary	All policies mentioned in newsletter and available on request School website	School website	October 2015
Critical Incident Recovery	Staff handbook Policy folder – Principal’s Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	May 2016
Curriculum Framework	Staff handbook Policy folder – Principal’s Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	July 2016
Curriculum Structure	Staff handbook Policy folder – Principal’s Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	July 2016
Cybersafety	Staff handbook Policy folder – Principal’s Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	October 2015
Debutante Ball	Policy folder – Principal’s Office Staff Share	Student diary	All policies mentioned in newsletter and available on request School website	School website	August 2016
DMSC HALL Hire	Staff handbook Policy folder – Principal’s Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	April 2016
DMSC Health and Fitness Centre Hire	Policy folder – Principal’s Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	April 2016
DMSC Stadium Hire	Policy folder – Principal’s Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	April 2016
Duty of Care	Staff handbook Policy folder - General Office Staff Share First day of school		All policies mentioned in newsletter and available on request School website	School website	May 2016
Emergency Management	Staff Share Annual email EM case office		All policies mentioned in newsletter and available on request School website (abridged version)	School website	February 2016 Reviewed annually
Exams Years 9-12	Staff handbook Policy folder - General Office Staff Share	Student diary	All policies mentioned in newsletter and available on request School website	School website	May 2016
First Aid	Staff handbook Policy folder – Principal’s Office Staff Share First day of school		All policies mentioned in newsletter and available on request School website	School website	May 2016
Fraud and Corruption	Staff handbook Policy folder –		All policies mentioned in newsletter and	School website	February 2016

	Principal's Office Staff Share		available on request School website		
Gifts, benefits and hospitality	Staff handbook Policy folder – Principal's Office Staff Share Term 1 Briefing		All policies mentioned in newsletter and available on request School website	School website	May 2016
Hat Policy	Staff handbook Policy folder – Principal's Office Staff Share	Student Diary	All policies mentioned in newsletter and available on request School website	School website	May 2016
Incursions	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	May 2016
Individual Learning	Staff handbook Policy folder - General Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	May 2016
Internet Banking	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	May 2016 Reviewed annually
Investment	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	February 2016 Reviewed annually
Leave (draft)	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	
Medication Management	Staff handbook Policy folder - General Office Staff Share First day of school		All policies mentioned in newsletter and available on request School website Enrolment pack	School website	May 2016
Mobile Phones (students)	Staff handbook Policy folder – Principal's Office Staff Share First day of school		All policies mentioned in newsletter and available on request School website Enrolment pack	School website	October 2015
Occupational Health and Safety Risk Management	Staff handbook Policy folder - General Office Staff Share OH&S noticeboard First weeks		All policies mentioned in newsletter and available on request School website	School website	May 2016
Onsite Supervision	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	July 2016
Parent Payments	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website Enrolment Pack	School website	June 2016
Philosophy	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	July 2016
Privacy	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	July 2016
Registered Bus Service	Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	May 2016

Satellite VCAL	Policy folder – Principal's Office Staff Share	Student Diary	All policies mentioned in newsletter and available on request School website	School Website	July 2016
Staff Registers	Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	July 2016
Staff Training Register	Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	July 2016
Student Engagement and Wellbeing	Staff handbook Policy folder – Principal's Office Staff Share First day of school	Student first day and elements in the student diary	All policies mentioned in newsletter and available on request School website	School website	July 2016
Student Use of Cars	Policy folder – Principal's Office Staff Share First day of school	When student obtains their driver's license	All policies mentioned in newsletter and available on request School website	School website	May 2016
Sun and UV Protection Policy	Staff handbook Policy folder – Principal's Office Staff Share	Student Diary	All policies mentioned in newsletter and available on request School website	School website	May 2016
Teaching Resources	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	July 2016
Uniform	Staff handbook Policy folder – Principal's Office Staff Share	Student diary	All policies mentioned in newsletter and available on request School website Enrolment Pack	School website	June 2016
VCE and VCAL	VCE/VCAL Handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website Enrolment Pack	School website	July 2016
VETiS Material Payments	VCE/VCAL Handbook Policy folder – Principal's Office Staff Share	Student Handbook	All policies mentioned in newsletter and available on request School website	School website	November 2015
Visitors	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	November 2015
Volunteers	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	June 2016
Working with Children Checks	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	June 2016

Evaluation

This policy was last ratified by School Council in....

August 2016