

**VERMONT PRIMARY SCHOOL
AND KINDERGARTEN**

**Communication of School Policies,
Procedures and Schedule Policy**



Rationale

Vermont Primary School and Kindergarten is committed to providing policies, processes and functions to facilitate the effective operation 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 all Vermont Primary School and Kindergarten Policies frame and accurately reflect the school operations, directions and goals and that they 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 or executive and will be a continuous cycle that uses 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 committees, staff members, parents and or 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 or four-year basis is to be maintained.
- When reviewing an existing School Policy as per the review cycle, the principal will consult with staff and the appropriate Committees and School Council before 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. **Reference the school's Supervision and Duty of Care Policy.**
- 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 and comment.

Evaluation

Policies will be added to this schedule as required. This Policy will be updated in accordance with the Departmental Guidelines listed in Appendix A and Appendix B.

Reference [DET School Policy Advisory Guide](#)

Appendix A – Communication Procedures.

Policy	Communication Procedures and Schedule for the Vermont Primary School and Kindergarten Community				
	Staff	Students	Parents	General Community	Policy Review
Excursion, Incursion and Camping Policies & procedures	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy Share Drive 		<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website 	<ul style="list-style-type: none"> School website 	Refer to Schedule Document – Appendix B
Yard Duty / Supervision Policy Duty of Care Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy Share Drive 		<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website 	<ul style="list-style-type: none"> School website 	
Student Engagement & Wellbeing Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy Share Drive Student engagement workshops – staff meetings Restorative Practices Training 	<ul style="list-style-type: none"> Student diary (School engagement, attendance and student welfare services) SRC Mentor Peer group meetings 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Information Guide (in enrolment pack) Parent Information Night Our Newsletter 	<ul style="list-style-type: none"> School Website 	
Child Protection and Mandatory Reporting Policy and Procedures Child Safety Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy Share Drive Student engagement workshops – staff meetings Restorative Practices Training 		<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Information Guide (in enrolment pack) Parent Information Night Our Newsletter 	<ul style="list-style-type: none"> School website 	
Computer & Internet Usage Policy	<ul style="list-style-type: none"> Brief in 1st PL days Staff manual Policy Share Drive E-learning mtg at start of each year Wednesday PD sessions 	<ul style="list-style-type: none"> Student diary Enrolment pack Mentor Group meetings ICT Student Leaders Assemblies 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Enrolment Pack Our newsletter 	<ul style="list-style-type: none"> School website 	
Anaphylaxis Policy	<ul style="list-style-type: none"> Staff manual Policy Share 	<ul style="list-style-type: none"> Individual meetings with 	<ul style="list-style-type: none"> All policies mentioned in the 	<ul style="list-style-type: none"> School website 	

	<ul style="list-style-type: none"> Drive Meeting at start of each semester to review policy and anaphylactic children Twice Yearly mandated training program 	<ul style="list-style-type: none"> students and parents of anaphylactic children Classroom discussion re food handling issues Peer Support Leaders meetings 	<ul style="list-style-type: none"> newsletter and available on request School website Parent Information Night Enrolment Information Our Newsletter Individual parent meetings with anaphylactic children 		
<p>First Aid Policy (incl. Medication and Asthma)</p> <p>Health Care Needs</p> <p>Head Lice</p>	<ul style="list-style-type: none"> Staff manual Policy Share Drive Meeting at start of year to review each policy & provide medical details of students. Update first aid qualifications, CPR qualifications & asthma procedures Mentor group teacher briefings OH&S and Evacuation Planning cycle. 	<ul style="list-style-type: none"> Enrolment pack 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Information Guide (in enrolment pack) Parent Information Night Our Newsletter Parents sent medical information & asthma plans to update at start of each year 	<ul style="list-style-type: none"> School website 	
Harassment Policy	<ul style="list-style-type: none"> Staff manual Policy Share Drive Review of policy and procedures in 1st 3 days of school Wellbeing Team review of dealing with issues of harassment Restorative Practices Training program 	<ul style="list-style-type: none"> Student Diary Mentor Group sessions Circle Time Assemblies Enrolment pack Peer Support Program 	<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Information Guide (in enrolment pack) Parent Information Night Our Newsletter 	<ul style="list-style-type: none"> School website 	
Home Learning Policy (In development)	<ul style="list-style-type: none"> Staff manual Policy Share Drive Curriculum Committee overview 	<ul style="list-style-type: none"> Student Diary Mentor group Enrolment pack 	<ul style="list-style-type: none"> Enrolment Pack School newsletter School website Parent Information Night 	<ul style="list-style-type: none"> School website 	
Emergency Management & Critical Incident	<ul style="list-style-type: none"> Staff manual Policy Share Drive 	<ul style="list-style-type: none"> Mentor group sessions Evacuation drills 	<ul style="list-style-type: none"> School website 	<ul style="list-style-type: none"> School website 	

Policies	<ul style="list-style-type: none"> Review of policy and procedures in 1st 3 days of school Evacuation Drill/Lockdown twice per year 				
Uniform Policy	<ul style="list-style-type: none"> Staff Manual Policy Share Drive Staff meetings/briefings 	<ul style="list-style-type: none"> Student Diary Mentor Group sessions Circle Time Assemblies Enrolment pack SRC meetings 	<ul style="list-style-type: none"> Enrolment Pack School newsletter School website Information Night 	<ul style="list-style-type: none"> School website 	
Sunsmart Policy	<ul style="list-style-type: none"> Staff manual Policy Share Drive Review of policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> Student Diary Mentor Group Enrolment pack 	<ul style="list-style-type: none"> Enrolment Pack School Newsletter School website 	<ul style="list-style-type: none"> School website 	
Staff Leave Policy Privacy Policy Professional Learning Policy	<ul style="list-style-type: none"> Staff manual Policy Share Drive Staff meetings LAC meetings Local Agreement implementation 		<ul style="list-style-type: none"> School website 	<ul style="list-style-type: none"> School website 	
Raising Concerns and Complaints Policy (In development)	<ul style="list-style-type: none"> Staff manual Policy manual Intranet 		<ul style="list-style-type: none"> Enrolment Pack School Newsletter School website 	<ul style="list-style-type: none"> School website School Newsletter 	
Strategic Plan Annual Implementation Plan	<ul style="list-style-type: none"> Policy Share Drive Staff Meetings 		<ul style="list-style-type: none"> School Newsletter School website 	<ul style="list-style-type: none"> School website School Newsletter 	
Annual Report	<ul style="list-style-type: none"> Policy Share Drive Staff Meetings 		<ul style="list-style-type: none"> School Newsletter School website 	<ul style="list-style-type: none"> School website School Newsletter 	

Vermont Primary Policy Schedule for Review

	2019	2020	2021	2022
<u>First Aid</u>			Anaphylaxis Policy 2018-2021 Asthma Policy 2018 – 2021 Head Lice 2018-2022 Health Care Needs 2018-2021 First Aid Policy 2018 - 2021 Medication Policy 2017-2021	
<u>Whole School</u>	Camps and School Council Excursion Policy 2018-2022 Excursion Policy 2018-2022 Incursion and External Providers Policy 2019 – 2022	Complaints and Raising Concerns 2017-2020 Parent Code of Conduct Policy 2017-2020 Privacy Policy 2017-2020 PSD Policy 2017 - 2020	Bullying Prevention Policy 2018-2021 Class Placement Policy 2018-2021 Duty of Care Policy 2017-2021 Engagement and Wellbeing 2018-2021 Professional Development 2018 - 2021 Professional Learning Days Policy 2018-2021 Values and School Philosophy 2018 - 2022 Student Leadership 2018 - 2021 Trespass Policy 2018-2021 Uniform Policy 2018-2021	Attendance Policy 2018 - 2022 Comm Procedures and Schedule Policy 2018 – 2022 Communication with School Staff Policy 2018 - 2022 Enrolment Policy 2018-2022 Graduation Policy 2019-2022 Inclusion and Diversity 2018 - 2022 Instrumental Music Policy 2018 – 2022 Respect for School Staff 2018-2022 Yard Duty and Supervision Policy 2018-2022
<u>Digital</u>				eSmart Safety Policy 2018 - 2022 Internet and Digital Hardware 2018-2022 Photographing and Filming Policy 2018 – 2022 Mobile Phone Policy 2018 - 2022 Social Media Policy 2019 - 2022
<u>Curriculum</u>	Reporting Obligations 2018 – 2022	Arts Policy 2017-2020 Whole School Curriculum 2017-2020	Assessment and Reporting 2018-2021 EAL Policy 2017-2021 Health and PE Policy 2018-2021	Curriculum Framework 2018 – 2022 Digital Technologies Specialist 2018 – 2022

		Education committee 2017-2020	Integrated Learning 2018-2021 Homework Policy 2018-2021 Humanities Policy 2017-2021 Sustainability Policy 2018 - 2021 Science Policy 2018-2021	English Policy 2018 - 2022 Mathematics Policy 2018 - 2022 Teaching and Learning 2019-2022 Languages Policy 2018-2023
Child Safety	Critical Incident Plan	Child Safety Code of Conduct Review Child Safety Risk Assessment Review	Child Safety Allegations of Abuse 2018 - 2021 Child Safety Code of Conduct Review Child Safety Policy 2018 – 2021 Child Safety Risk Assessment Review Mandatory Reporting Policy 2018-2021 SunSmart Policy 2018 -2021 Visitors 2018 – 2021 WWCC Policy 2018 -2021	Child Safety Code of Conduct Review Child Safety Reporting Obligations and Procedures 2019 – 2023 Child Safety Risk Assessment Review Human Resources Procedures and Checklist 2019 - 2022 Volunteers 2018 - 2022
Admin	Equal Opportunity		Parent Payments Cash Handling Electronic Funds Management School Purchasing Card	Fundraising 2018 - 2022 Personal Property 2018 - 2022

New / to be released

Needs School Council Ratification