

# Communication of School Policies, Procedures and Schedule Policy 2017 Brighton Primary School 1542

## Policy Schedule

### Requirements by DET and Council of International Schools (CIS)

School Philosophy - Vision & Mission (CIS,SSP)  
Student Enrolment – Admissions Policy (CIS) 2014-2017  
Curriculum Framework – Learning & Teaching Policy (CIS) 2015-2018  
Student Engagement Policy 2016-2019  
Bullying Policy (is included in Student Engagement Policy) 2016-2019  
Supervision and Duty of Care Policy 2017-2020 TBC  
Excursion Policy 2016-2019  
Camps Policy 2015-2018  
Medication Policy 2017-2020  
Anaphylaxis Policy 2017-2020  
Mandatory Reporting Policy 2016-2019  
First Aid Policy (including reference to register of staff trained in first aid) 2017-2020  
Acceptable Use of the Internet and Digital Technologies Policy 2016-2019  
Emergency Management Policy 2017-2020  
Communication of School Policies, Procedures and Schedule Policy 2017-2020  
Working With Children Check Policy 2014-2017  
Visitors Policy 2014-2017  
Procedures to maintain staff registers (WWCC, First Aid, VIT Registration) yes procedures in place. Filed in BM office, WWCC photocopied and in folder in office, Principal and BM track VIT.

### Additional Policies

Assessment and Reporting Policy 2013-2016  
Asthma Policy 2014-2017

Bus Travel Policy 2013-2016

Conflict of Interest Policy 2016-2019  
eSmart Policy 2016-2019

Gifts, Benefits and Hospitality Policy 2016-2019

Head Lice Policy 2017-2020  
Hire of Facilities Policy 2015-2018  
Homework 2016-2019

Infectious Diseases Policy 2015-2018

Language Policy IB 2016-2019

Leave Policy 2014-2017
Occupational Health and Safety Policy 2015-2018
Parent Complaints Policy 2017-2020 Parent Participation Policy 2014-2017 Parent Payments Policy 2015-2018 Privacy Policy 2014-2017
Refund Policy 2015-2018
Sexuality Education Policy 2013-2016 Sponsorship Policy 2014-2017 Sunsmart Policy 2014-2017
Uniform Policy/Student Dress Code 2013-2016

<b>Policies to reviewed in 2017</b>		<b>Take to School Council</b>
Medication Policy 2014-2017	March -done	May meeting
Anaphylaxis Policy 2014-2017	March- done	May meeting
First Aid Policy 2014-2017	March- done	May meeting
Emergency Management Policy	March- done	May meeting
Communication of School Policies, Procedures and Schedule Policy (this policy)	May - done	May meeting
Parent Complaints Policy 2014-2017	May - done	May meeting
Head Lice Policy 2015-2018	March - done	May meeting
Supervision and Duty of Care Policy	May	June meeting
Assessment and Reporting Policy 2013-2016		
Uniform Policy/Student Dress Code 2013-2016		
Sexuality Education Policy 2013-2016		

This is not a final list. This schedule is a working document. It will be added to over the year.

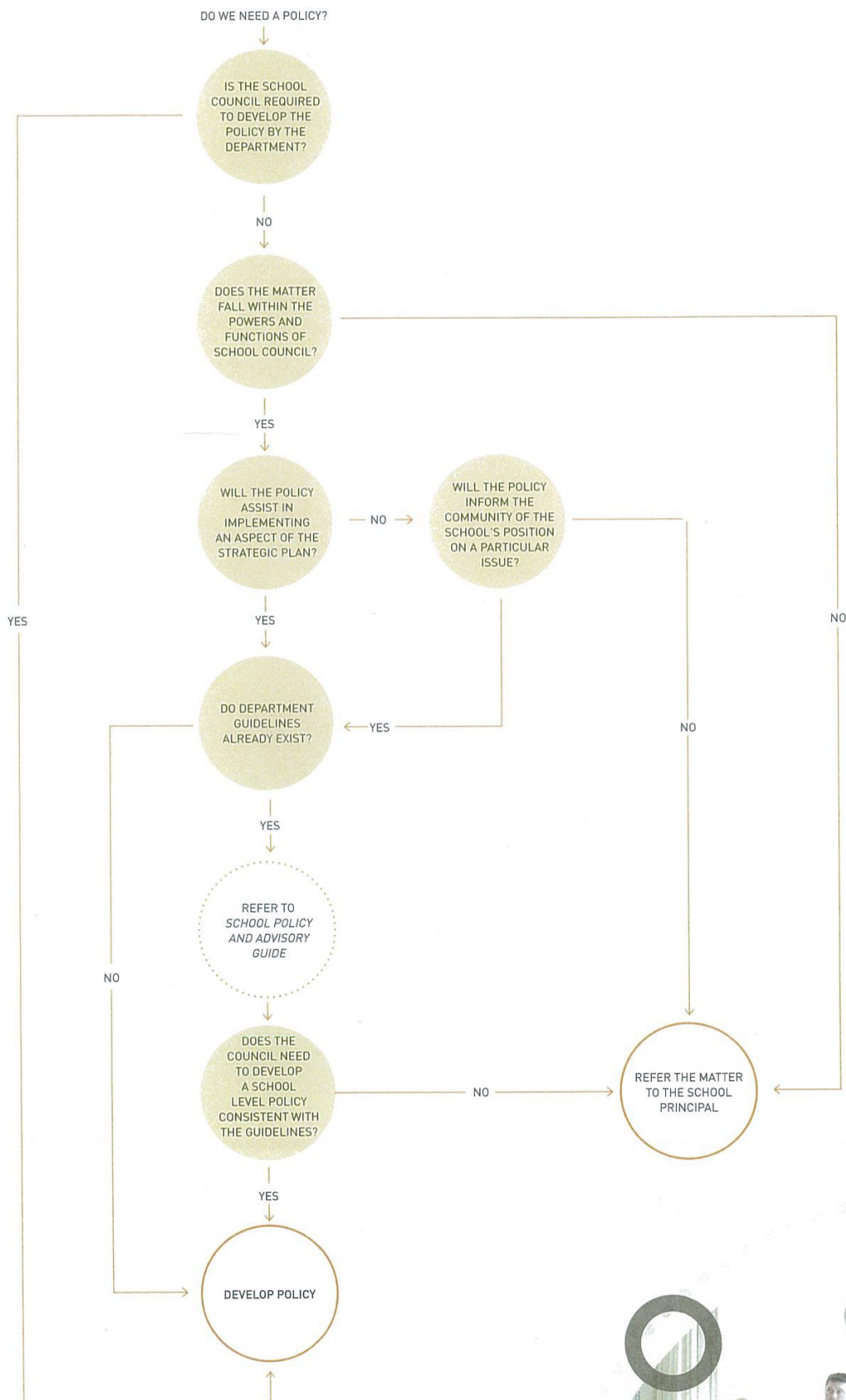
### **Procedures regarding policies**

When establishing and reviewing policies BPS follows the steps outlined in the **Improving School Governance**, resource folder (Chapter 4 - Policy & Review, pg 7, 12, 14). This folder is handed out at School Council training sessions. There are many copies of this folder in the school office and with school councillors.

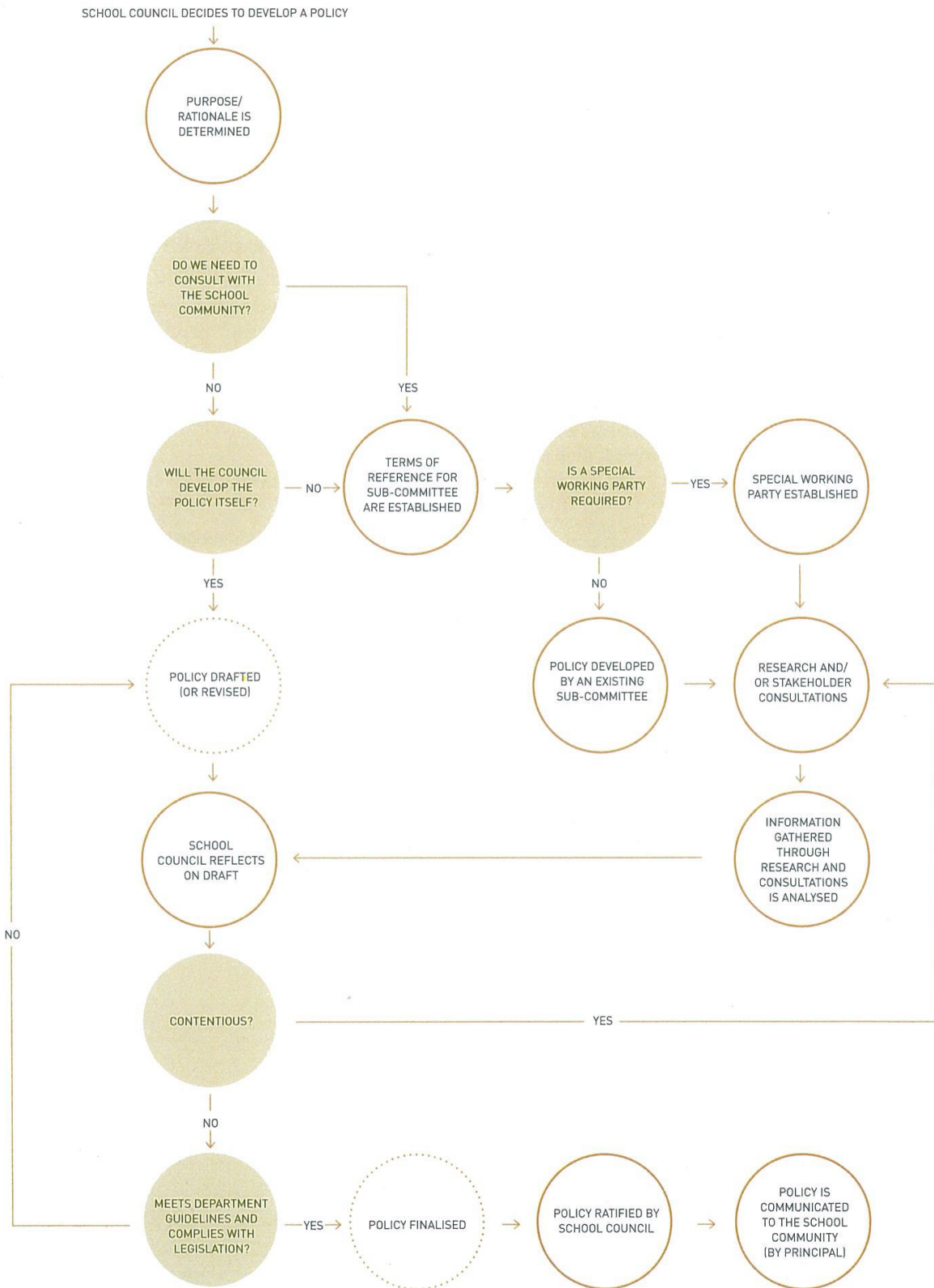
The day to day operational policies and procedures are managed by the principal and staff. School Council is responsible for developing certain policies that reflect the school's direction as outlined in the School Strategic Plan.

## Do we need a policy?

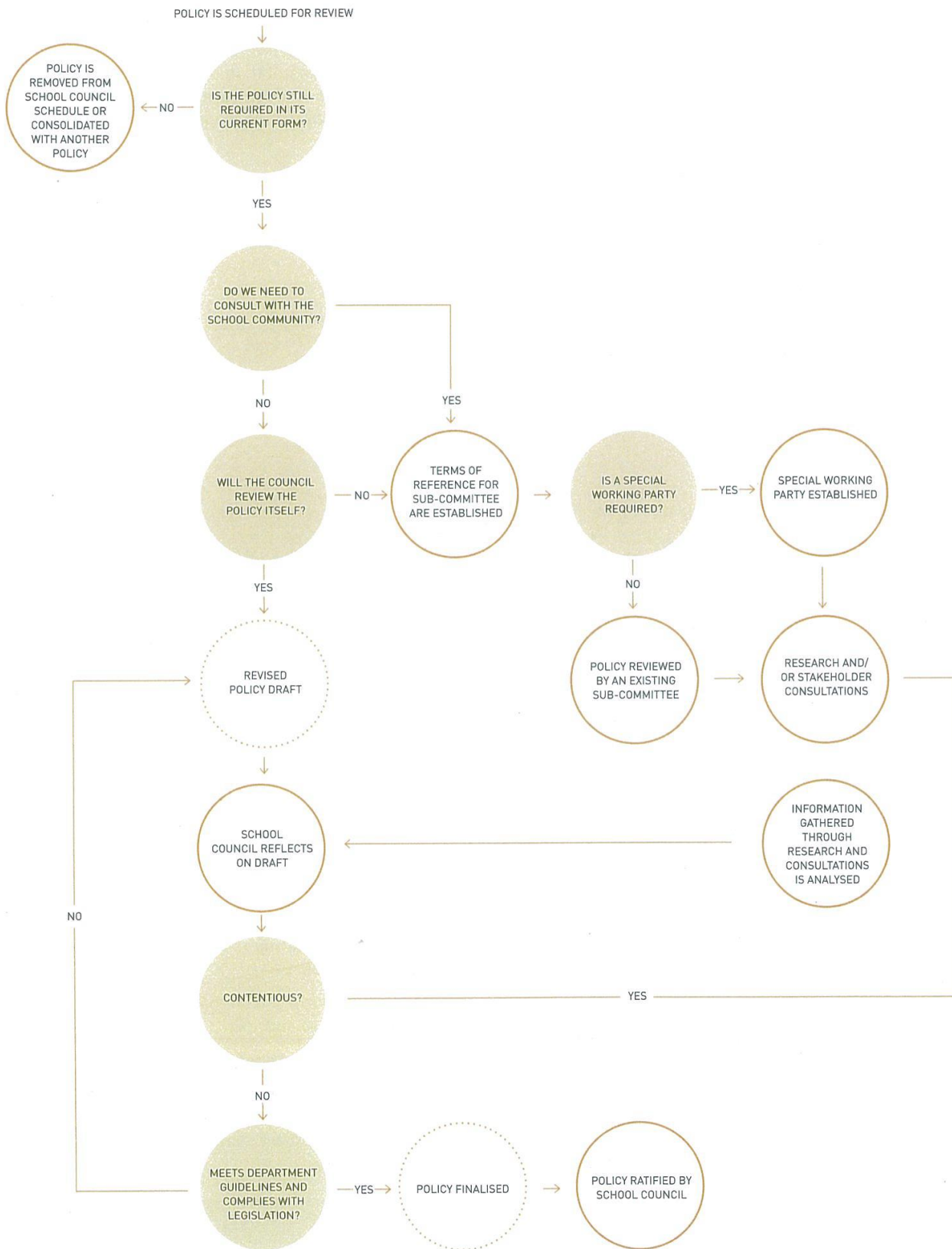
The following flow chart shows the sequence of questions to ask, and steps to take, to determine whether council needs a policy on a particular topic.



# Council decides to develop a policy



## A policy is scheduled for review



## **Communication of Policies**

Once a policy has been ratified by School Council it is published:

- on the P Drive in the Governance and Leadership File (for teachers)
- in the school newsletter (for the school Community)
- on the school website under the Policies tab (for the Community)

The information in this policy was taken from Improving School Governance, Department of Education and Training, 2016.

This policy was last ratified by School Council May 2017

To be reviewed 2020