COMMUNICATION POLICY

Policy Statement

The policies of the College 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.

Our College will:

- Ensure that College policies accurately reflect the school operations, directions and goals as well as meeting 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 four-year basis is to be maintained.
- When reviewing an existing school policy as per the four-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
  Refer to: 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 intranet and school website for community observation and comment

Links:

DET School policy Advisory Gude - Duty of Care

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Policy/Procedure	Communication Procedures and schedule for members of the school community				
	Staff	**Students**	**Parents**	**General Community**	**Policy Review Date**
Accident and Incident Reporting Policy	• Start of Year Conference • Staff Handbook • College Wide PD sessions • Compass	• Mentor sessions • Assemblies • Enrolment pack • SRC meetings • Compass	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	• Week 3 – Term 1 2026
Annual Report	• Website • Newsletter • Compass	• Website • Newsletter • Compass	• School Website • Newsletters • Public Meeting • Compass	• School Website • Social Media	Annually
Assessment and Reporting Policy	• Staff meetings/briefings • KLD Meetings • Compass	• Mentor sessions • Assemblies • Enrolment pack • SRC meetings • Compass	• All policies mentioned in the newsletter and available on request • School Website • Compass	• School website	• Week 7 – Term 1 2026
Building Fund Policy	• Compass	• Compass	• All policies mentioned in the newsletter and available on request • School Website	• School website	• Week 7 – Term 2 2026

			• Compass			
Buildings, Assets and Equipment Policy	• Staff Handbook • Compass	• Compass	• All policies mentioned in the newsletter and available on request • School Website • Compass	• School website	• Week 3 – Term 2 2024	
Bullying and Harassment Policy	• Staff Handbook • Wellbeing Team review of dealing with issues of harassment • Restorative Practices Training program • PBS team meetings • College PD Schedule • Compass	• Mentor Group sessions • Assemblies • Enrolment pack • Peer Support Program • Compass	• All policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) • Parent Information Night • Parent Newsletter • Compass	• School website	• Week 3 – Term 1 2023	
Bushfire Policy	• Start of Year Conference • Staff Handbook • College Wide PD sessions • Compass	• Compass	• All policies mentioned in the newsletter and available on request • School website	• School website	• Week 3 – Term 2 2026	

			• Compass		
Healthy Food and Drink (Canteen) Policy	• Compass	• Assemblies • Enrolment pack • SRC meetings • Compass	• All policies mentioned in the newsletter and available on request • School Website • Compass	• School website	• Week 3 – Term 3 2023
Care arrangement for ill students Policy	• Staff meetings/briefings • Compass	• Compass	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	• Week 7 – Term 4 2026
Communication Policy	• Staff meetings/briefings • College wide PD sessions • Compass	• Compass	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	• Week 7 – Term 3 2026
Critical Incident Recovery Policy	• Staff meetings/briefings • College wide PD sessions • Compass	• Mentor Group sessions • Circle Time • Assemblies • Enrolment pack • SRC meetings • Compass	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	• Week 7 – Term 3 2025

Curriculum Framework Policy	• Staff meetings/briefings • KLD meetings • Compass	• Assemblies • Enrolment pack • SRC meetings • Compass	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	• Week 7– Term 1 2023
Duty of Care Policy	• Start of Year Conference • Staff Handbook • College staff meeting • Compass	• Compass	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	• Week 3 – Term 2 2023
Excursion, Incursion and Camping Policies & procedures	• Start of Year Conference • Staff handbook • College Staff meeting • Compass	• Compass	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	• Week 7 – Term 2 2023
Financial Management and Control Policy	• Finance meetings • College Council • Compass	• Compass	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	• Week 3 – Term 4 2026

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Grievances & Complaints Policy	• Staff meetings/briefings • College Council • Compass	• Assemblies • Enrolment pack • SRC meetings • Compass	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	Week 3 – Term 3 2026
ICT Policy	• Start of Year Conference • Staff Handbook • E-learning meetings • College PD sessions • Compass	• Enrolment pack • Mentor Group meetings • Assemblies • Compass	• All policies mentioned in the newsletter and available on request • School website • Enrolment Pack • Compass	• School website	• Week 7 – Term 3 2023
Individual Students Pathway Policy	• Start of year Conference • College Wellbeing meetings • Staff Handbook • Compass	• Assemblies • Enrolment pack • SRC meetings • Compass	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	• Week 3 – Term 4 2023
International Program Policy	• Yearly International review • Compass	• Compass	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	• Annually

Child Safety Code Policy	• Start of Year Conference • Staff Handbook • Student engagement workshops – staff meetings • Compass	• School engagement, attendance and student welfare services • Mentor group meetings • Compass	• All policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) • Parent Information Night • Compass	• School website	• Week 3 – Term 1 2026
Medication, Medical Information and First Aid Policy (incl. Medication, Anaphylaxis and Asthma)	• Staff Handbook • D & I meetings • Update first aid qualifications, CPR qualifications & asthma procedures • Mentor group teacher briefings • OH&S and Evacuation Planning cycle. • Twice yearly mandated training program for Anaphylaxis • Compass • Start of year Conference •	• Enrolment pack • Individual meetings with students and parents of anaphylactic children • Classroom discussion re food handling issues • Peer Support Leaders meetings • Compass	• All policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) • Parent Information Night • Parents sent medical information & asthma plans to update at start of each year • Individual parent meetings with	• School website	• Week 7 – Term 3 2026

			anaphylactic children • Compass		
OHS Policy	• OHS Meetings • Staff Inductions • Staff handbook • Compass	• Compass	• All policies mentioned in the newsletter and available on request • Compass	• School website	• Week 7 – Term 1 2024
Onsite Supervision of Students Policy	• Staff meetings/briefings • OHS induction • Compass	• Assemblies • Enrolment pack • SRC meetings • Compass	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	• Week 3 – Term 2 2024
Privacy Policy	• Start of year Conference • Staff meetings/ briefings • Compass	• Assemblies • Enrolment pack • Compass • SRC meetings	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	• Week 7 – Term 2 2024
Private Use of vehicle policy	• Staff meetings/briefings • Compass		• All policies mentioned in the newsletter and	• School website	• Week 3 – Term 1 2025

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			available on request • Compass		
Publicity Policy	• Staff meetings • College Council • Compass	• Compass	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	• Week 7 – Term 3 2024
Scholarship Program	• Staff meetings/briefings • College Council • Compass	• Assemblies • Enrolment pack • SRC meetings • Compass	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	• Week 3 – Term 4 2024
School Philosophy Statement	• Start of year conference • Staff meetings/briefings • Compass	• Assemblies • Enrolment pack • SRC meetings • Compass	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	• Week 7 – Term 4 2024
Staffing Policy	• Start of year Conference • Staff Meetings /briefings		• School website • Compass	• School website	• Week 7 – Term 1 2024

	• College PD Sessions • Leadership meetings • Compass				
Student Uniform Policy	• Staff Handbook • Staff meetings/briefings • Compass	• Mentor Group sessions • Assemblies • Enrolment pack • SRC meetings • Compass	• Enrolment Pack • School newsletter • School website • Information Night • Compass	• School website	• Week 3 – Term 2 2025
Student Welfare, Behaviour, Engagement and Inclusion Policy	• Start of Year Conference • Staff Handbook • Student engagement workshops – staff meetings • Restorative Practices Training • PBS team meetings • Compass	• Student diary (School engagement, attendance and student welfare services) • SRC • Mentor group meetings • Compass	• All policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) • Parent Information Nigh. • Compass	• School website	• Week 7 – Term 2 2025
Sustainable schools Policy	• Staff Meetings /briefings • College Council • Compass	• Assemblies • Enrolment pack • SRC meetings • Compass	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	• Week 3 – Term 3 2025

VET Policy	• Staff Meetings /briefings • VET Training • VCAA Bulletins • Compass	• Assemblies • Enrolment pack • SRC meetings • Compass	• School website • Newsletter • Compass	• School website	• Week 3 – Term 4 2025
Visitors and Volunteers Policy	• Staff Meetings /briefings • Compass	• Compass	• All policies mentioned in the newsletter and available on request • School website • Compass	• School website	Week 7 – Term 4 2025

Evaluation

This policy will be reviewed as part of the College's four year review cycle.

Date Implemented	Week 3 – Term 2 - 2014
Approval Authority (Signature & Date)	

	26/7/2022
Dates Reviewed	Week 3 – Term 3 – 2014
	Week 7 – Term 4 – 2014
	Week 9 – Tern 2 – 2018
	Week 3 – Term 3 - 2022
Responsible for Review	College Principal
Next Review Date	Week 3 – Term 3 - 2026