

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 Reservoir Views Primary School 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, staff members, parents, and 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 forum (e.g. Leadership, school council sub-committee) and to School Council for ratification.
- Changes as a result of policy developments and / or reviews will be 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 the intranet and school website for community observation.

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Excursion, Incursion and Camping Policies & procedures	<ul style="list-style-type: none"> • Brief in 1st PL days • Staff Induction and Information handbook. • Policy manual • Staff Resources Folder 		<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 	2017
Student Care and Supervision Policy	<ul style="list-style-type: none"> • Brief in 1st PL days • Staff Induction and Information handbook. • Policy manual • Staff Resources Folder 		<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 	2017
Student Engagement & Attendance Policy Student Welfare Policy Mandatory Reporting Policy	<ul style="list-style-type: none"> • Brief in 1st PL days • Staff Induction and Information handbook. • Policy manual • Staff Resources Folder • Staff meetings 	<ul style="list-style-type: none"> • All students • Learning programs at start of the year and reviewed throughout year 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Information Guide (in enrolment pack) • Parent/Teacher Information Night 	<ul style="list-style-type: none"> • School website 	2016 2017
ICT and Acceptable Use & Internet Usage Policy	<ul style="list-style-type: none"> • Brief in 1st PL days • Staff Induction and Information handbook. • Policy manual • School Resources Folder • CyberSmart session 	<ul style="list-style-type: none"> • All students • Class lessons • ICT Student Leaders • Assemblies • CyberSmart sessions 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Communication folder • CyberSmart session 	<ul style="list-style-type: none"> • School website • School newsletter 	2017
Anaphylaxis Policy	<ul style="list-style-type: none"> • Staff manual • Policy manual • Intranet • Meeting at start of each semester to review policy and anaphylactic children • Accredited training 	<ul style="list-style-type: none"> • Classroom discussion re food handling issues and cleaning of eating surfaces • Class procedures to minimise risk 	<ul style="list-style-type: none"> • All policies mentioned in the newsletter and available on request • School website • Enrolment documentation / Information 	<ul style="list-style-type: none"> • School website • Newsletter • Level newsletters 	2017

	<ul style="list-style-type: none"> for all staff every 3 years Medical folders 		<ul style="list-style-type: none"> 1:1 meeting with teacher of student at start of each year 		
First Aid Policy (incl. Medication and Asthma)	<ul style="list-style-type: none"> Medical Information Plans in Staffroom, First Aid Room, Office and in learning areas. Policy manual Intranet Meeting at start of year to review each policy & provide medical details of students. Update first aid qualifications, CPR qualifications & asthma procedures OH&S and Evacuation Planning cycle. 		<ul style="list-style-type: none"> All policies mentioned in the newsletter and available on request School website Parent Information Session Parents sent medical information & asthma plans to update prior to start of each year 	<ul style="list-style-type: none"> School website 	2017
Bullying / Harassment Policy	<ul style="list-style-type: none"> Staff Induction and Information handbook. Policy manual Intranet Review of policy and procedures in 1st 3 days of school Leadership Team review of dealing with issues of harassment 	<ul style="list-style-type: none"> Circle Time Assemblies Enrolment pack for all newly enrolled students PATHS Program in class learning programs 	<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 	2017
Emergency Management & Critical Incident Policies	<ul style="list-style-type: none"> Staff Induction and Information handbook. Policy manual Staff Resources Folder Review of policy and procedures in 1st 3 days of school Evacuation Drill/ Lockdown – once per term 	<ul style="list-style-type: none"> Evacuation drills 	<ul style="list-style-type: none"> School website 	<ul style="list-style-type: none"> School website 	2017(or after a critical incident)
Sunsmart Policy	<ul style="list-style-type: none"> Staff Induction and Information handbook. Policy manual Intranet Review of policy and procedures in 1st 3 days of school 	<ul style="list-style-type: none"> Assemblies JSC meetings 	<ul style="list-style-type: none"> School newsletter School website 	<ul style="list-style-type: none"> School website 	2014