

Policy: SCS1 Communication Policy, Procedures and Schedule	Issued: March 2021
Review: February 2022	Approved: Sue Holmes (Principal)

COMMUNICATION POLICY & PROCEDURES

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 the key stakeholders are part of the consultation and review process.

Aims

To ensure that the Sherbrooke Community School policies frame and accurately reflect the school operations directions and goals and meet all legislative compliance and duty of care requirements.

Implementations

- The policy describes the rationale, aims and implementation 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 transparent and consultative processes.
- New policies will be added and modified to reflect the growth and evolution of the school and its programs.
- All policies will use school policy layout, meet legislative and compliance requirements and have designated review periods.
- When developing a new policy, the principal will consult with relevant personnel in order to draught the original policy statement.
- The draft policy may be circulated to relevant committees for comment and to staff, parents and students as appropriate before ratification by school council.
- Policies will be developed taking into account the DEECD policies, memos and circulars relating to the particular policy area.
- A database of policies and review schedule will be produced to provide a timeline for review on a yearly basis.
- When reviewing an existing school policy as per the review cycle, the principal will consult with staff and review committees and to school council for ratification.
- Changes as a result of policy development and or review will be widely available for students, parents and staff.
- Staff will be given opportunity to provide input into policy development and review process.
- The focus of the school's processes and policies must reflect the needs of students and schools' operations (see Duty of Care Policy).
- Any concerns relating to the structure of the school will be directed to the principal and school council president.

Approved by:	School Council
Approval Authority (Name & Date)	Sue Holmes (Principal) 19/05/2021
Responsible for Review	Principle – Policy and Planning Sub-Committee
Next Review Date	February 2021 (1 year)

Communication procedures and schedule for members of the school community					
Policy	Staff	Students	Parents	General Community	Policy Review Date
SCS 1: Communication policy	<ul style="list-style-type: none"> - Term 1 policy review - Induction pack - Compass school documents 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request. - Compass school documents 	- School website	Feb 2022
SCS 2: Cash Handling policy	<ul style="list-style-type: none"> - Term 1 policy review - Induction pack - Compass school documents - Finance committee meeting 	<ul style="list-style-type: none"> - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request. - Compass school documents - Enrolment pack 	- School website	Feb 2022
SCS 3: Parent payment policy	<ul style="list-style-type: none"> - Term 1 policy review - Induction pack for relevant staff - Compass school documents - Finance committee meeting 	<ul style="list-style-type: none"> - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents - Enrolment pack 	- School website	Feb 2022
SCS 4: Electronic banking policy	<ul style="list-style-type: none"> - Compass school documents - Finance committee meeting - Induction for admin staff 	<ul style="list-style-type: none"> - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	- School website	Feb 2022 Annual first meeting of school year
SCS5: Purchasing card	<ul style="list-style-type: none"> - Compass school documents - Finance committee meeting - Induction for relevant staff 	<ul style="list-style-type: none"> - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	- School website	Feb 2022 Annual first meeting of school year
SCS6: Staff leave policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Reviewed policies to be published in school newsletter - Compass school documents 	- School website	May 2021
SCS 7: Excursion, Incursion and camping Policies and procedures	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	- School website	April 2021

SCS 8: On Site supervision	<ul style="list-style-type: none"> - S Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	- School website	June 2021
SCS 9: Curriculum and homework policy	<ul style="list-style-type: none"> - S Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents - Enrolment pack 	- School website	June 2021
SCS 10: ES time in lieu and attendance	<ul style="list-style-type: none"> - S Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	- School website	June 2021
SCS11.Students engagement policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Restorative practice training - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Parent information night - Compass school documents - Enrolment pack 	- School website	March 2021
SCS12: Child safety responding and reporting	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Restorative practice training - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Parent information night - Compass school documents 	- School website	June 2021
SCS 13: Bullying and Harassment policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Restorative practice training - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Parent information night - Compass school documents - Enrolment pack 	- School website	August 2021
SCS 14: Privacy policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Restorative practice training - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Parent information night - Compass school documents 	- School website	April 2021

SCS 15: WWC and VIT policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Restorative practice training - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Parent information night - Compass school documents 	<ul style="list-style-type: none"> - School website 	August 2021
SCS 16: Recordings in meetings	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Restorative practice training - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Parent information night - Compass school documents 	<ul style="list-style-type: none"> - School website 	September 2021
SCS 17: Internet policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - In enrolment packs and at beginning of each year - Compass school documents - Enrolment pack 	<ul style="list-style-type: none"> - School website 	April 2021
SCS 18: BYOD	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - In enrolment packs and at beginning of each year - Compass school documents - Enrolment pack 	<ul style="list-style-type: none"> - School website 	April 2021
SCS 19: Mobile phone policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - In enrolment packs and at beginning of each year - Compass school documents - Enrolment pack 	<ul style="list-style-type: none"> - School website 	April 2021
SCS 20: First Aid policy	<ul style="list-style-type: none"> - Term 1PL day including review of new and existing students' medical detail and plans - Policies folder - Term 1PL day 	<ul style="list-style-type: none"> - Meetings with affected students and parents as required - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - In enrolment packs and at beginning of each year 	<ul style="list-style-type: none"> - School website 	October 2021

	<ul style="list-style-type: none"> - Policies folder hard copy - Compass school documents - OHS planning cycle - Induction pack 		<ul style="list-style-type: none"> - Meeting with individual parents to produce care plans as required - Compass school documents 		
SCS 21: Anaphylaxis policy	<ul style="list-style-type: none"> - Term 1PL day including review of new and existing students medical detail and plans - Policies folder - Term 1PL day - Policies folder hard copy - Compass school documents - OHS planning cycle - Induction pack 	<ul style="list-style-type: none"> - Meetings with affected students and parents as required - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - In enrolment packs and at beginning of each year - Meeting with individual parents to produce care plans as required - Compass school documents 	- School website	October 2021
SCS 22: Smoking policy	<ul style="list-style-type: none"> - Term 1PL day including review of new and existing students medical detail and plans - Policies folder - Term 1PL day - Policies folder hard copy - Compass school documents - OHS planning cycle - Induction pack 	<ul style="list-style-type: none"> - Meetings with affected students and parents as required - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - In enrolment packs and at beginning of each year - Meeting with individual parents to produce care plans as required - Compass school documents 	- School website	October 2021
SCS 23: Medication policy	<ul style="list-style-type: none"> - Term 1PL day including review of new and existing students medical detail and plans - Policies folder - Term 1PL day - Policies folder hard copy - Compass school documents - OHS planning cycle - Induction pack 	<ul style="list-style-type: none"> - Meetings with affected students and parents as required - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - In enrolment packs and at beginning of each year - Meeting with individual parents to produce care plans as required - Compass school documents - Enrolment pack 	- School website	Nov 2021

SCS 24: Emergency management policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - OHS planning cycle - Review of policy in term 4 - Place of safety drill term 1 and 4, lock in drill term 2 and lockout drill term 3 - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	<ul style="list-style-type: none"> - School website 	November 2021
SCS 25: Critical incident policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - OHS planning cycle - Review of policy in term 4 - Place of safety drill term 1 and 4, lock in drill term 2 and lockout drill term 3. - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	<ul style="list-style-type: none"> - School website 	November 2021
SCS 26: Responding to student sexual assault policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - OHS planning cycle - Review of policy in term 4 - Place of safety drill term 1 and 4, lock in drill term 2 and lockout drill term 3. - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	<ul style="list-style-type: none"> - School website 	November 2021
SCS 27: Sun smart policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - OHS planning cycle - Review of policy in term 4 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	<ul style="list-style-type: none"> - School website 	November 2021

	<ul style="list-style-type: none"> - Place of safety drill term 1 and 4, lock in drill term 2 and lockout drill term 3. - Induction pack 				
SCS 28: VCE/VCAL and year 10 policy and handbook	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Year group meetings - Induction pack for relevant staff 	<ul style="list-style-type: none"> - Year group meeting term 1 - Mentor meetings as required - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Reviewed policies to published and discussed in information evening during term 3 and 1 - Compass school documents - Enrolment pack for relevant students 	- School website	April 2021
SCS 29: Student records	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Year group meetings - Induction pack 	<ul style="list-style-type: none"> - Year group meeting term 1 - Mentor meetings as required - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Reviewed policies to published and discussed in information evening during term 3 and 1 - Compass school documents 	- School website	April 2021
SCS 30: VASS processes and procedures	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Year group meetings 	<ul style="list-style-type: none"> - Year group meeting term 1 - Mentor meetings as required - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Reviewed policies to published and discussed in information evening during term 3 and 1 - Compass school documents 	- School website	December 2021

SCS 31: Admissions policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Year group meetings 	<ul style="list-style-type: none"> - Year group meeting term 1 - Mentor meetings as required - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Reviewed policies to published and discussed in information evening during term 3 and 1 - Compass school documents 	- School website	April 2021
SCS 32: Student etc code of conducts	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents - Enrolment pack 	- School website	April 2021
SCS 33: Parents concerns procedure and complaints procedure	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	- School website	May 2021
SCS 34: OHS policy and Issue resolution flowchart	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - OHS notice board 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents - OHS notice board 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents - OHS notice board 	<ul style="list-style-type: none"> - School website - OHS notice board 	April 2021
SCS35: Acceptable uses Policy and Agreement	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents - Enrolment pack 	- School website	April 2021
SCS 36: sustainability policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	- School website	December 2021
SCS 37: Professional practise day policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	- School website	April 2021
SCS 38: Child Safety Policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy 	<ul style="list-style-type: none"> - SRC - Student mentor meeting 	<ul style="list-style-type: none"> - All policies to be on school website and available on request 	- School website	October 2021

	<ul style="list-style-type: none"> - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - Compass school documents 	<ul style="list-style-type: none"> - Compass school documents 		
SCS 39: School Purchase Policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	<ul style="list-style-type: none"> - School website 	Feb 2021
SCS 40: Health Care Policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	<ul style="list-style-type: none"> - School website 	May 2021
SCS41: Asthma Policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	<ul style="list-style-type: none"> - School website 	June 2021
SCS 42: Attendance policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	<ul style="list-style-type: none"> - School website 	June 2021
SCS 43: CCTV policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	<ul style="list-style-type: none"> - School website 	July 2021
SCS 44: Equal opportunities policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	<ul style="list-style-type: none"> - School website 	July 2021
SCS45: Inclusion and diversity policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	<ul style="list-style-type: none"> - School website 	July 2021
SCS 46: personal property policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents 	<ul style="list-style-type: none"> - SRC - Student mentor meeting 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	<ul style="list-style-type: none"> - School website 	June 2021

	- Induction pack	- Compass school documents			
SCS 47: Petty cash policy	- Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack for relevant staff	- SRC - Student mentor meeting - Compass school documents	- All policies to be on school website and available on request - Compass school documents	- School website	Feb 2021
SCS 48: photographing and filming policy	- Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack	- SRC - Student mentor meeting - Compass school documents	- All policies to be on school website and available on request - Compass school documents	- School website	July 2021
SCS 49: Dogs in school policy	- Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack	- SRC - Student mentor meeting - Compass school documents	- All policies to be on school website and available on request - Compass school documents	- School website	July 2021
SCS 50: Dress code policy	- Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack	- SRC - Student mentor meeting - Compass school documents	- All policies to be on school website and available on request - Compass school documents	- School website	July 2021
SCS 51: Visitors policy	- Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack	- SRC - Student mentor meeting - Compass school documents	- All policies to be on school website and available on request - Compass school documents	- School website	June 2021
SCS 52: Volunteers policy	- Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack	- SRC - Student mentor meeting - Compass school documents	- All policies to be on school website and available on request - Compass school documents	- School website	June 2021
SCS 53: Duty of care policy	- Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack	- SRC - Student mentor meeting - Compass school documents	- All policies to be on school website and available on request - Compass school documents	- School website	April 2021
SCS54: Return to school Policy	- Term 1PL day - Policies folder hard copy	- SRC - Student mentor meeting	- All policies to be on school website and available on request	- School website	April 2021

	<ul style="list-style-type: none"> - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - Compass school documents 	<ul style="list-style-type: none"> - Compass school documents 		
SCS 55: Financial help for families policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	<ul style="list-style-type: none"> - School website 	Feb 2022
SCS 56: School Procurement Policy	<ul style="list-style-type: none"> - Term 1PL day - Policies folder hard copy - Compass school documents - Induction pack 	<ul style="list-style-type: none"> - SRC - Student mentor meeting - Compass school documents 	<ul style="list-style-type: none"> - All policies to be on school website and available on request - Compass school documents 	<ul style="list-style-type: none"> - School website 	Feb 2022