



# Bungaree Primary School Communication Policy, Protocols and Schedule

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## **Purpose**

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

To ensure that the communication of information is carried out correctly and in a manner that complies with school, departmental and legal requirements.

## **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.

It is essential that staff members of the school communicate information in agreement with established protocols so as to preserve the professionalism of the school, to protect the rights of individuals, to uphold our duty of care to students, and to comply with departmental and legal requirements.

## **Implementation**

- The policies describe 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 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 three-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 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 with the needs of students and school operations at the centre.
- Relevant policies will also be loaded onto the school website for community observation.

## **Communication Protocols**

- Our school has a policy of open and cooperative communication.
- This practice however recognises that staff members have legal, departmental, local, professional and social obligations with regards the communication of information.
- Action may be taken by individuals, the department or organisations against staff members who choose to communicate information improperly.
- The school will provide two written reports for students each year, two parent-teacher interviews per year, additional interviews upon agreement, and an annual report for the community.

- Department of Education and Training employees are free to make public comment on issues relating to education, but in doing so, must be wary not to make comments that can be construed as negative criticism of our school, School Council, our community, staff or community members.
- As a matter of professional courtesy, and as a requirement of Section 3.6 of the Teaching Services (Conduct of Duties) Order 1998 staff will communicate with the principal before making public comment or formal statement on educational issues or that bears on the organisation or program of the school or place of work. The principal and School Council president will ensure that each other is informed.
- The Information Privacy Act and the Health Records Act 2001 require that schools protect the interests of individuals with regard to their personal information and respect the individual's right to control how their personal information is used, and for what purpose.
- The school will only collect consensual information that it requires about individuals, and will only communicate and disclose information for the purposes for which it was collected.
- Any person seeking information from the school that falls outside the school's previous practices must be directed to the principal who may require that a formal written Freedom of Information request be made. The principal will inform School Council of any such requests.
- All such Freedom of Information requests will be referred to the Department of Education and Training's Freedom of Information Unit.
- Information sought by police, including interviews of students must be directed to the principal.
- Requests from Department of Health and Human Services personnel regarding students or families will be complied with at all times.
- All staff will comply with court subpoenas to provide information at all times.

#### Communication Schedule for Bungaree Primary School Policies

Policy	Staff	Students	Parents	Community	Policy Review Date
Anaphylaxis Management Policy Asthma Policy First Aid Policy and Procedures Medication Policy	Briefed in first staff professional learning day Policy Manual First Aid Training Recruitment and employment of new staff Staff meetings	Enrolment Pack Assemblies Classroom teaching and learning as appropriate Individual meetings with students and families with special medical needs	All policies mentioned in the school newsletter and available upon request from the school Special events or occurrences as nominated (ie Kinder-School Transition; Enrolment Pack; start of year record keeping)	School website	Refer Policy Manual Summary or individual policy documents
Excursions and Camps Policy	Briefed in first staff professional learning day Staff meetings in the lead up to camps/excursions Recruitment and employment of new staff Policy Manual	Enrolment Pack Assemblies Classroom teaching and learning as appropriate			
Child Safe Policy Duty of Care & School Supervision Policy Internet Acceptable Use Agreement Mandatory Reporting Policy Visitors to School Policy Working With Children Policy	Briefed in first staff professional learning day DET Protect training Recruitment and employment of new staff Policy Manual Staff meetings	Enrolment Pack Assemblies Classroom teaching and learning as appropriate			
Cash Handling Policy Internet Banking Policy Investment Policy	Briefed in first staff professional learning day Recruitment and employment of new staff Policy Manual				

Policy	Staff	Students	Parents	Community	Policy Review Date
Parent Payment Policy	Briefed in first staff professional learning day Recruitment and employment of new staff Policy Manual	Enrolment Pack			
Communication Policy, Procedures and Schedule	Briefed in first staff professional learning day Recruitment and employment of new staff Policy Manual				

### Evaluation

This policy will be reviewed as part of the school's three-year review cycle.