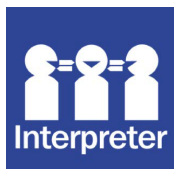


## COMMUNICATION OF SCHOOL POLICIES - POLICY 2023- 2027



### Help for non-English speakers

If you need help to understand the information in this policy please contact Morang South Primary School Office on 9404 1548.

### PURPOSE

To ensure that the communication of policies is carried out correctly and in a manner that complies with school, departmental and legal requirements to ensure that all members of our school community are made aware of the processes and protocols followed by the school.

### SCOPE

All members of the school community should have the opportunity to develop an awareness of all school policies so that they know the role they play and the responsibilities they hold to ensure all students are provided with a safe and secure school environment.

### POLICY

On enrolment all parents and guardians will be made aware of how and where to access all school policies. The policies in relation to care, safety, welfare and discipline will be communicated to them by the principal via the school website.

The school principal will communicate to the entire school community, via digital communication systems (e.g. digital newsletter or COMPASS) where to access school policies on the school website.

The school's Student Engagement, Wellbeing and Inclusion policy and associated behavioural management procedures will be clearly reflected in the staff handbook. Any updated protocols and procedures in relation to these areas will be communicated to the school community through digital communication systems as required.

Each student and parent/guardian will be provided with a copy of the schools internet usage policy at the beginning of each year and agree to the terms of use of our ICT equipment.

The Student Engagement, Wellbeing and Inclusion Policy will outline the roles and responsibilities of students, teachers and parents.

All Child Safe and welfare policies will be communicated through the school website and they will be reviewed on a four year cycle or as scheduled for renewal by DET.

Description of school-based curriculum programs and approaches will be made available to parents on the school website.

The finance policy will be reviewed and approved by School Council annually.

Policies will be reviewed by School Council where required on a four year cycle, or as scheduled for renewal by DET.

All school policies will be made available to staff through shared drives and staff will be made aware of how and where to access these policies through the Staff Handbook.

The school principal will ensure that the school community is made aware of any significant changes to school policy which directly affect families and will publish any relevant changes through digital communication systems.

Parent input into policy development is encouraged and all members of the school community will, where applicable, be invited to contribute to the process for updating policies as part of policy review cycles.

## **POLICY REVIEW AND APPROVAL**

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

|                            |                            |
|----------------------------|----------------------------|
| Policy last reviewed       | 2016; 2019; September 2023 |
| Approved by                | Principal                  |
| Next scheduled review date | September 2027             |