



Policy Development and Communication Policy 2023

Rationale

The policies of the school guide and describe the main processes, functions and operations of the school. The development and review of policies should therefore have an agreed process so that various stakeholders are part of the consultation and review process.

Aims

To have the best school policies in place to best guide the operations and directions of the school.

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.
- All policies will use the school policy layout including the following elements: School Name, policy name, rationale, aims, implementation, evaluation and cycle review time.
- When developing a new policy, the principal will consult with appropriate personnel in order to draft the initial policy statement. The draft policy will then be circulated for comment to the appropriate committee(s), to all staff members, to students (where appropriate), to parents via the newsletter, back to the leadership team and finally to the School Council for ratification, preferably within a term.
- 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 all 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 staff and parents.
- All staff will have opportunities to provide input into any 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 must be directed to the principal or School Council president.
- Relevant policies will also be loaded onto the school website for community observation and comment

Evaluation: this policy will be reviewed as part of the school's three year policy review cycle.

Ratified at School Council	13 February 2023
Review Date	Term 1, 2026

Policy	Communication procedures and schedule for members of the school community					
	Developed By/Author	Staff	Parents/Carers	General Community	Policy Review Date	School Council Endorsed
AAC Policy	Therapy Team Leader	<ul style="list-style-type: none"> ▪ SharePoint\ ALL JSA Policies ▪ Annually alongside professional learning session ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 3, 2025	4 AUG 22
Assistance Dog Policy	Student Engagement and Wellbeing	<ul style="list-style-type: none"> ▪ SharePoint\ ALL JSA Policies ▪ 	<ul style="list-style-type: none"> ▪ Student Support Group meetings 	<ul style="list-style-type: none"> ▪ School website 	Term 4, 2023	3 Dec 2020
Assistant Principal, Leading Teacher and Learning Specialist Tenure Policy	Principal	<ul style="list-style-type: none"> ▪ SharePoint\ ALL JSA Policies 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 4, 2023	29 OCT 2020
Attendance Policy	Assistant Principal Excellence in Teaching and Learning	<ul style="list-style-type: none"> ▪ SharePoint\ ALL JSA Policies ▪ Annually alongside professional learning session ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 3, 2023	12 AUG 2021
BUS MANAGEMENT POLICIES						4 AUG 2022
1. Bus, Drug and Alcohol Policy 2. Risk Management Policy/Register 3. Fatigue Management Policy/Plan	Student Transport & OHS Managers Nominee	<ul style="list-style-type: none"> ▪ SharePoint\ ALL JSA Policies ▪ Annually alongside professional learning session 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 2, 2022	

Policy	Communication procedures and schedule for members of the school community					
	Developed By/Author	Staff	Parents/Carers	General Community	Policy Review Date	School Council Endorsed
4. Safety Policy 5. Prescription Medication Policy		<ul style="list-style-type: none"> Induction for new bus drivers 				
Camp and Excursion Policy	OHS Management Nominee	<ul style="list-style-type: none"> SharePoint\ ALL JSA Policies Annually alongside professional learning session Induction 	<ul style="list-style-type: none"> Student Support Group meetings Enrolment Information 	<ul style="list-style-type: none"> School website School newsletter 	Term 3, 2023	NOV 2022
CCTV Policy	Facilities Manager	<ul style="list-style-type: none"> SharePoint\ ALL JSA Policies Annually alongside professional learning session Induction 	<ul style="list-style-type: none"> Newsletter (annually) 	<ul style="list-style-type: none"> School website School newsletter 	Term 1, 2023	20 FEBRUARY 2020
CHILD SAFE POLICIES						
1. Bullying Prevention Policy 2. Child Safe Code of Conduct 3. Child Safety (and Wellbeing) Policy 4. Child Safety, Responding and Reporting Obligations Policy 5. Child Safety Risk Register 6. Complaints Policy 7. Curriculum Assessment and Reporting Policy 8. Digital Learning Policy 9. Duty of Care Policy	Principal Class Team	<ul style="list-style-type: none"> SharePoint\ ALL JSA Policies Annually alongside professional learning session Induction 	<ul style="list-style-type: none"> Student Support Group meetings Enrolment Information 	<ul style="list-style-type: none"> School website School newsletter 	Term 2, 2024 Term 1, 2025	16 June 2022

Policy	Communication procedures and schedule for members of the school community					
	Developed By/Author	Staff	Parents/Carers	General Community	Policy Review Date	School Council Endorsed
10. Inclusion and Diversity Policy 11. Statement of Values and School Philosophy 12. Student Wellbeing and Engagement Policy 13. Supervision of Students Policy 14. Visitors Policy 15. Volunteers Policy (Including Volunteers Induction Pack)						
Class Placement Policy	Principal	<ul style="list-style-type: none"> ▪ SharePoint\ALL JSA Policies ▪ Annually beginning of the year ▪ 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 4, 2024	9 DEC 2021
Consultative Policy	Principal	<ul style="list-style-type: none"> ▪ SharePoint\ALL JSA Policies ▪ Annually beginning of the year 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 3, 2023	6 AUG 2020
Code of Conduct Policy – (School Council)	Principal	<ul style="list-style-type: none"> ▪ SharePoint\ALL JSA Policies ▪ Annually beginning of the year 	<ul style="list-style-type: none"> ▪ March SC Meeting 	<ul style="list-style-type: none"> ▪ On request 	Term 1, 2023	Tabled at SC 24 FEB 2022
Communication with Staff Policy	Principal	<ul style="list-style-type: none"> ▪ SharePoint\ALL JSA Policies ▪ Annually beginning of the year ▪ 	<ul style="list-style-type: none"> ▪ Newsletter (annually) 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 1, 2023	24 FEB 2022
Critical Incident Response & Plan Policy	OHS Management Nominee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ SharePoint\ALL JSA Policies 	<ul style="list-style-type: none"> ▪ Staff Induction ▪ Volunteer Induction 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 1, 2023	7 MAY 2020

Policy	Communication procedures and schedule for members of the school community					
	Developed By/Author	Staff	Parents/Carers	General Community	Policy Review Date	School Council Endorsed
		<ul style="list-style-type: none"> ▪ Annually alongside professional learning session ▪ Induction 				
Curriculum, Assessment, Reporting Framework Policy	Assistant Principal – Curriculum Development, Assessment and Reporting	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ SharePoint\ALL JSA Policies ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 3, 2023	Not required Refer to edugate School Review – Term 4, 2022
Emergency Management Plan	OHS Management Nominee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ SharePoint\ALL JSA Policies ▪ Annually alongside professional learning session ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information ▪ Staff Induction ▪ Volunteer Induction 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 3, 2023	3 OCTOBER 2022
Enrolment Policy	Principal	<ul style="list-style-type: none"> ▪ SharePoint\ALL JSA Policies ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 3, 2024	Not required 9 DEC 2021
External Providers Policy	OHS Management Nominee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ SharePoint\ALL JSA Policies ▪ Annually alongside professional learning session ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information ▪ Staff Induction ▪ Volunteer Induction 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 3, 2025	NOV 2022
Facebook Policy	Assistant Principal Excellence in Teaching and Learning	<ul style="list-style-type: none"> ▪ SharePoint\ALL JSA Policies 	<ul style="list-style-type: none"> ▪ Student Support Group meetings 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 1, 2023	5 DEC 2019

Policy	Communication procedures and schedule for members of the school community					
	Developed By/Author	Staff	Parents/Carers	General Community	Policy Review Date	School Council Endorsed
		<ul style="list-style-type: none"> ▪ Annually alongside professional learning session ▪ Induction 	<ul style="list-style-type: none"> ▪ Enrolment Information ▪ Meet the Teacher Night 			
FINANCE POLICY						
<ol style="list-style-type: none"> 1. Assets Management Policy 2022 2. Cash Handling Policy 2022 3. EFTPOS/ QKR Policy 2022 4. Financial Administration 5. Fundraising 6. Gifts, Benefits & Hospitality Policy 7. Hire of Facilities Policy 8. Internet Banking 9. Petty Cash Policy 2022 10. Purchasing Card Policy 2022 11. Sponsorship and Promotions Policy 	Finance Manager (FM)	<ul style="list-style-type: none"> ▪ SharePoint\ ALL JSA Policies ▪ Induction for new finance/admin staff 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 1, 2023	Term 1 & 2, 2022
<ul style="list-style-type: none"> • Parent/Carer Payment 					Term 3, 2023	8 SEPTEMBER 2022
Healthy Food Service Policy	Principal	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ SharePoint\ALL JSA Policies 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Refer to DET	NOT REQUIRED

Policy	Communication procedures and schedule for members of the school community					
	Developed By/Author	Staff	Parents/Carers	General Community	Policy Review Date	School Council Endorsed
		<ul style="list-style-type: none"> Induction 	<ul style="list-style-type: none"> 			
Holocaust Policy	Assistant Principal Curriculum Development, Assessment and Reporting	<ul style="list-style-type: none"> SharePoint\ALL JSA Policies Induction 	<ul style="list-style-type: none"> As requested 	<ul style="list-style-type: none"> Sharepoint 	Term 4, 2023	9 DEC 2021 (Revised Term 4, 2022)
Human Resources Practices Policy	HR Manager	<ul style="list-style-type: none"> Beginning of year staff briefing SharePoint\ALL JSA Policies Induction 	<ul style="list-style-type: none"> As requested 	<ul style="list-style-type: none"> School website School newsletter 	Term 3, 2024	12 AUG 2021
Integration Policy	Principal	<ul style="list-style-type: none"> Upon commencement of discussions in regard to student integration SharePoint\ALL JSA Policies Induction 	<ul style="list-style-type: none"> Student Support Group meetings Enrolment Information 	<ul style="list-style-type: none"> School website School newsletter 	Term 3, 2024	9 SEP 2021
Motor Vehicle Restraint Policy	OHS Management Nominee	<ul style="list-style-type: none"> SharePoint\ALL JSA Policies Annually alongside professional learning sessions Induction 	<ul style="list-style-type: none"> Student Support Group meetings Enrolment Information 	<ul style="list-style-type: none"> School website School newsletter 	Term 3, 2024	9 SEP 2021
Personal Mobile Phone Policy	OHS Management Nominee	<ul style="list-style-type: none"> SharePoint\ALL JSA Policies Annually alongside professional learning sessions Induction 	<ul style="list-style-type: none"> Student Support Group meetings Enrolment Information 	<ul style="list-style-type: none"> School website School newsletter 	Term 3, 2023	7 MAY 2020
Personal Property Policy	Finance Manager	<ul style="list-style-type: none"> SharePoint\ALL JSA Policies Induction 	<ul style="list-style-type: none"> Student Support Group meetings Enrolment Information 	<ul style="list-style-type: none"> School website School newsletter 	Term 1, 2025	FEBRUARY 2022 Not Required

Policy	Communication procedures and schedule for members of the school community					
	Developed By/Author	Staff	Parents/Carers	General Community	Policy Review Date	School Council Endorsed
Privacy Policy Including Volunteers and Privacy	Principal	<ul style="list-style-type: none"> ▪ SharePoint\ ALL JSA Policies ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 3, 2023	3 SEPTEMBER 2022 Tabled but SC endorsement not required.
Professional Learning Policy and Plan	Principal	<ul style="list-style-type: none"> ▪ SharePoint\ ALL JSA Policies ▪ Induction 	<ul style="list-style-type: none"> ▪ As requested 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 4, 2023	29 OCTOBER 2020
Policy Development and Communication	Principal	<ul style="list-style-type: none"> ▪ SharePoint\ALL JSA Policies ▪ Induction 	<ul style="list-style-type: none"> ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 1, 2023	20 FEB 2020 Revised 1 OCT 2022
Responding to Requests for NDIS & Privately Funded Therapist	Principal	<ul style="list-style-type: none"> ▪ SharePoint\ALL JSA Policies ▪ Induction 	<ul style="list-style-type: none"> ▪ On request 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 1, 2024	25 MARCH 2021
Safe Workplace Policy	OHS Management Nominee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ SharePoint\ALL JSA Policies ▪ Induction ▪ Annually alongside professional learning sessions 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 3, 2023	6 AUG 2020
See Saw Policy	Assistant Principal – Curriculum Development, Assessment and Reporting	<ul style="list-style-type: none"> ▪ SharePoint\ALL JSA Policies ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 1, 2024	25 MARCH 2021
Smoke Free/Alcohol Free School Policy	OHS Management Nominee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ SharePoint\ALL JSA Policies ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ On request 	Term 3, 2025	4 AUGUST 2022
Staff Health and Wellbeing Policy	OHS Manager Nominee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing 	<ul style="list-style-type: none"> ▪ As requested 	<ul style="list-style-type: none"> ▪ On request 	Term 2, 2024	10 JUNE 2021

Policy	Communication procedures and schedule for members of the school community					
	Developed By/Author	Staff	Parents/Carers	General Community	Policy Review Date	School Council Endorsed
		<ul style="list-style-type: none"> ▪ SharePoint\ALL JSA Policies ▪ Induction 				
Staff Images Policy	Principal	<ul style="list-style-type: none"> ▪ SharePoint\JSA Policies ▪ Staff Admin Manual 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ On request 	Term 4, 2023	29 OCT 2020
Staff Part Time Work Part Time/Time Fraction Reduction Policy	Principal	<ul style="list-style-type: none"> ▪ SharePoint\JSA Policies ▪ Upon staff request (as needs) 	<ul style="list-style-type: none"> ▪ N/A 	<ul style="list-style-type: none"> ▪ On request 	Term 3, 2023	6 AUG 2020
Staff Information Register Policy	Principal	<ul style="list-style-type: none"> ▪ SharePoint/ALL JSA Policies 	<ul style="list-style-type: none"> ▪ Induction 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 1, 2023	29 OCT 2020
Staff Leave Policy	Principal	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ SharePoint\ALL JSA Policies ▪ Induction ▪ Annually alongside professional learning sessions 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 4, 2023	29 OCT 2020
Standing Orders (School Council)	Principal	<ul style="list-style-type: none"> ▪ SharePoint\ALL JSA Policies ▪ Annually beginning of the year 	<ul style="list-style-type: none"> ▪ March School Council 	<ul style="list-style-type: none"> ▪ As requested 	Term 1, 2023	24 FEB 2022
Student Engagement and Wellbeing	Learnng Specialist [Tier III]	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ SharePoint\ALL JSA Policies ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 1, 2024	25 MARCH 2021
Sunsmart Policy	OHS Manager Nominee	<ul style="list-style-type: none"> ▪ SharePoint\ALL JSA Policies ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information ▪ 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 3, 2026	3 NOV 2022

Policy	Communication procedures and schedule for members of the school community					
	Developed By/Author	Staff	Parents/Carers	General Community	Policy Review Date	School Council Endorsed
SUDENT HEALTH POLICIES						
Administration of Medications	OHS Management Nominee	<ul style="list-style-type: none"> ▪ SharePoint\ ALL JSA Policies ▪ Annually alongside professional learning session ▪ Induction for new bus drivers 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Operational (refer to edugate) Term 3, 2025	2 MARCH 2022 Tabled but SC endorsement not required.
Anaphylaxis Policy Including: Anaphylaxis Risk Checklist	OHS Management Nominee	<ul style="list-style-type: none"> ▪ SharePoint\ ALL JSA Policies ▪ Annually alongside professional learning session ▪ Induction ▪ 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information ▪ 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Annually (refer to edugate) Term 3, 2023	OCT 2022
Asthma Policy	OHS Management Nominee	<ul style="list-style-type: none"> ▪ SharePoint\ ALL JSA Policies ▪ Annually alongside professional learning session ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information ▪ 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Operational (refer to edugate) Term 3, 2024	12 AUG 2021 Tabled but SC endorsement not required.
Extreme Weather Policy	OHS Management Nominee	<ul style="list-style-type: none"> ▪ SharePoint\ALL JSA Policies 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 4, 2025	NOV 2022
Mealtime Assistance Policy	Therapy Team Leader	<ul style="list-style-type: none"> ▪ SharePoint\ALL JSA Policies ▪ Annually alongside professional learning sessions ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 2, 2023	7 MAY 2020
Personal Care Policy	OHS Management Nominee	<ul style="list-style-type: none"> ▪ SharePoint\ALL JSA Policies 	<ul style="list-style-type: none"> ▪ Student Support Group meetings 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 4, 2025	8 DEC 2022

Policy	Communication procedures and schedule for members of the school community					
	Developed By/Author	Staff	Parents/Carers	General Community	Policy Review Date	School Council Endorsed
		<ul style="list-style-type: none"> ▪ Induction 	<ul style="list-style-type: none"> ▪ Enrolment Information ▪ 			
Student Health Policies 1. First Aid 2. Health Care Needs Policy	OHS Manager Nominee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ SharePoint\ALL JSA Policies ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information ▪ 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	1.Term 1, 2025 2. Term 1, 2025	Not Required
Student Illness (Contageous Diseases including Head-lice Policy)	OHS Management Nominee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ SharePoint\ALL JSA Policies ▪ Induction ▪ Annually alongside professional learning sessions 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 1, 2023	31 OCT 2019
Student Medical Care Policy	OHS Management Nominee	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ SharePoint\ALL JSA Policies ▪ Induction ▪ Annually alongside professional learning sessions 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 4, 2025	9 DEC 2022
Student Voice and Agency Policy	Assistant Principal Excellence in Teaching and Learning	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing ▪ SharePoint\ALL JSA Policies ▪ Induction 	<ul style="list-style-type: none"> ▪ Newsletter (annually) 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term, 2, 2023	7 MAY 2020
Supervision of Students Policy (Previously the 2021 Yard Duty & Supervision Policy)	Assistant Principal Excellence in Teaching and Learning	<ul style="list-style-type: none"> ▪ SharePoint\ALL JSA Policies ▪ Induction 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 3, 2024	9 JUNE 2022 Not required

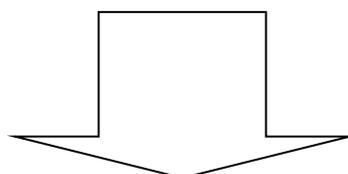
Policy	Communication procedures and schedule for members of the school community					
	Developed By/Author	Staff	Parents/Carers	General Community	Policy Review Date	School Council Endorsed
VET Policy	Assistant Principal – Curriculum Development, Assessment and Reporting	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing for Senior Secondary teachers ▪ SharePoint\ALL JSA Policies 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information ▪ Senior Secondary Information sessions 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 4, 2023	9 DEC 2021
VCAL Policy	Assistant Principal – Curriculum Development, Assessment and Reporting	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing for Senior Secondary teachers ▪ SharePoint\ALL JSA Policies 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information ▪ VCAL Information evening 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 3, 2023	29 OCT 2020
Work Experience Policy	Assistant Principal – Excellence in Teaching and Learning	<ul style="list-style-type: none"> ▪ Beginning of year staff briefing for Later Years' teachers ▪ SharePoint\ALL JSA Policies 	<ul style="list-style-type: none"> ▪ Student Support Group meetings ▪ Enrolment Information 	<ul style="list-style-type: none"> ▪ School website ▪ School newsletter 	Term 3, 2023	6 AUG 2020



Jacana School
for Autism

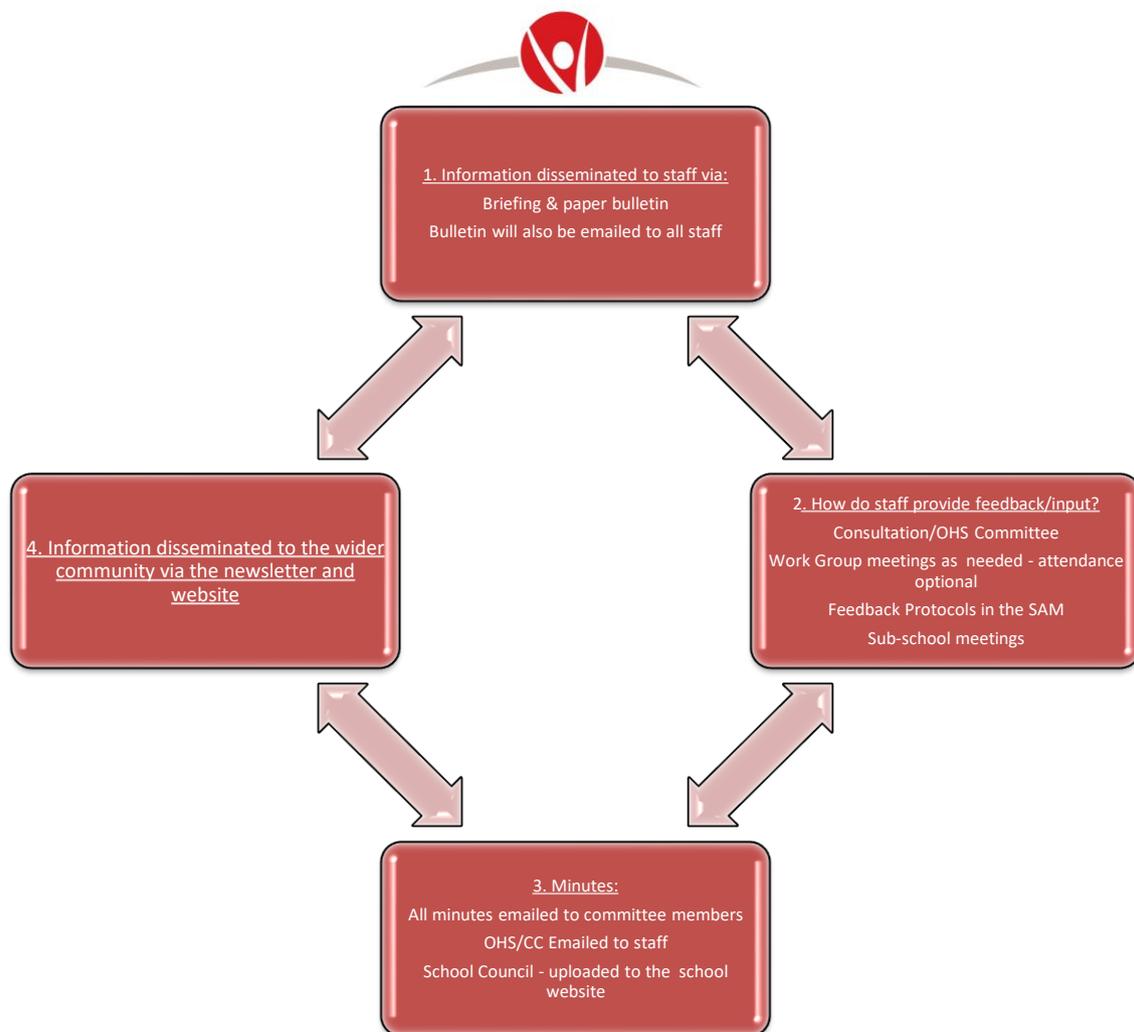
Governance and Communication / Information Flow

School Council	<ul style="list-style-type: none"> ▪ SC President – Agenda & Convenor / Chair ▪ Executive Officer - Principal ▪ Policy approval / ratification
Finance Sub Committee	<ul style="list-style-type: none"> ▪ Finance Manager – Convenor
Building and Grounds Sub Committee	<ul style="list-style-type: none"> ▪ OHS Manager Nominee – Convenor
Fundraising Sub Committee	<ul style="list-style-type: none"> ▪ School Council Rep – Convenor



Principal Class Team	<p>Principal – Convenor Assistant Principal – Excellence in Teaching and Learning Assistant Principal – Curriculum Development, Assessment and Reporting Assistant Principal – Safe and Well & Transitions</p>
Consultative Committee (CC)	<p>Information from CC and OHS are included in the weekly staff bulletin alongside information from leadership and School Council</p> <p>Processes, procedures, conditions of work – staff input and feedback. Input to policy development where relevant.</p>
Occupational Health and Safety Committee (OHS)	
Administration	<p>Business Manager (HR) – Convenor HR, Finance, Reception, Student Admin, ICT</p>

Respect | Inclusion | Empathy



OTHER MEETINGS:

School Based:

- Leadership- biweekly
- School Improvement Team – Twice per term
- Sub-School / Professional Learning Communities – Sub-School Leaders / Team Leaders
- Therapy Team – fortnightly. Therapy Team Leader
- Curriculum Teams – AP with Classroom Teachers and specialist teachers
- Professional Practice
- Professional Learning Communities
- Staff Induction – Leadership Team
- OHS Staff Induction: OHS Co-ordinator
- Student Leadership Group

Respect | Inclusion | Empathy

19 – 39 Landy Road, Jacana, VIC 3047 T: 03 9309 6258 E: jacana.school@education.vic.gov.au ABN: 78158235803

www.jacanaschoolforautism.vic.edu.au

Outreach

- Fundraising – Principal Class Team with admin support
- Community Learning Hub – AP Safe & Well and Transitions
- Volunteers Induction – OHS co-ordinator & Team Leaders
- Professional Network PD – Assistant Principals
- Welfare meetings – AP ET&L

POLICY DEVELOPMENT AND REVIEW FLOWCHART

