



POLICY 9

Communication

PURPOSE:

- For all members of the school community to be made aware of school policies to know how to access to them, so that they know the role they play and the responsibilities they hold.
- To ensure that school policies are regularly communicated, updated and ratified by School Council.

IMPLEMENTATION:

- On enrolment all parents/guardians will be made aware of how to access school policies.
- At the beginning of every school year, the Principal will communicate to the school community in the newsletter about how to access school policies.
- School policies are made available by the Principal on the school website and at the office.
- A copy of the Student Wellbeing Handbook will be provided to parents of recently enrolled students at the beginning of the school year. The Student Wellbeing Handbook will outline the roles and responsibilities of students, teachers and parents.
- The school's behaviour management and discipline procedures will be clearly reflected in the handbook, ensuring that any update protocols and procedures are communicated to the school community through the newsletter as required.
- The Student Engagement and Wellbeing Policy, Curriculum Policy and Finance Policy will be reviewed and ratified by School Council annually.
- All other policies will be reviewed and ratified by School Council on a three-year cycle or more often as is necessary due to changes in requirements.
- The Principal will ensure that the school community is made aware of any changes to school policy and will communicate any relevant changes in the school newsletter.

Communication of Policies

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

EVALUATION:

This policy will be reviewed;

- as part of the school's three year review cycle.

This policy was ratified by School Council on 11.8.21