

<b>Tallangatta Secondary College Policy Manual</b>	<b>COMMUNICATION OF SCHOOL POLICIES, PROCEDURES AND SCHEDULE POLICY</b>	<b>Council Meeting: Dec 2018</b>
Information: 0260715000  Manager: Principal	Related Policies:	Reviewed: Every four years

**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.

**Aims:**

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

**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.
- 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 two or four -year basis is to be maintained.
- When reviewing an existing school policy as per the three-year 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 the needs of students and school operations.
- Any concerns relating to the structure of the school should be directed to the principal or School Council president.
- Relevant policies will also be loaded onto the school website for community observation.

Policy	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Excursion, Incursion and Camping Policies & procedures	<ul style="list-style-type: none"> <li>Policy manual</li> </ul>		<ul style="list-style-type: none"> <li>All policies available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>Two year review cycle</li> </ul>
External Providers Policy	<ul style="list-style-type: none"> <li>Policy manual</li> <li>School website</li> </ul>		<ul style="list-style-type: none"> <li>School website</li> <li>All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>Three year review cycle</li> </ul>
Visitors Policy	<ul style="list-style-type: none"> <li>Policy manual</li> </ul>		<ul style="list-style-type: none"> <li>School website</li> <li>All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>Three year review cycle</li> </ul>
Volunteer Policy	<ul style="list-style-type: none"> <li>Policy Manual</li> </ul>		<ul style="list-style-type: none"> <li>School website</li> <li>All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>Three year review cycle</li> </ul>
Yard Duty and Supervision Policy	<ul style="list-style-type: none"> <li>Policy manual</li> </ul>		<ul style="list-style-type: none"> <li>All policies available on request</li> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>Annual review cycle</li> </ul>
Working with Children Check Policy	<ul style="list-style-type: none"> <li>Policy manual</li> </ul>		<ul style="list-style-type: none"> <li>School website</li> <li>All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>School website</li> </ul>	<ul style="list-style-type: none"> <li>Annual year review cycle</li> </ul>
Emergency Management & Critical Incident Policies	<ul style="list-style-type: none"> <li>Policy manual</li> <li>Evacuation Drill/Lockdown – per term</li> </ul>	<ul style="list-style-type: none"> <li>Evacuation drills</li> <li>Compass newsfeeds</li> </ul>	<ul style="list-style-type: none"> <li>All policies available on request</li> </ul>		<ul style="list-style-type: none"> <li>Annually as part of compliance process (or after a critical incident)</li> </ul>

Duty of Care	<ul style="list-style-type: none"> <li>• Policy manual</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Three year review cycle</li> </ul>
Mandatory Reporting Policy and Procedures	<ul style="list-style-type: none"> <li>• Brief in 1st PL days</li> <li>• Policy manual</li> <li>• Student Wellbeing team mtgs</li> </ul>		<ul style="list-style-type: none"> <li>• All policies available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Two year review cycle</li> </ul>
Child Safe Environment Policy	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Policy manual</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Two year review cycle</li> </ul>
Staff Code of Practice	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Policy manual</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Two year review cycle</li> </ul>
Code of Conduct	<ul style="list-style-type: none"> <li>• Policy Manual</li> <li>• Staff handbook</li> </ul>		<ul style="list-style-type: none"> <li>• Website</li> <li>• Sign in at front office</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Sign in at front office</li> </ul>	<ul style="list-style-type: none"> <li>• Two year review cycle</li> </ul>
Enrolment Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Four year review cycle</li> </ul>

Managing Complaints and Concerns Policy	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Policy manual</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Two year review cycle</li> </ul>
Student Engagement Policy (including Bullying and Harassment)	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• Student Wellbeing team mtgs</li> <li>• Positive Climate meetings</li> </ul>	<ul style="list-style-type: none"> <li>• SLT</li> <li>• Level assemblies</li> <li>• REAL Home group mtgs</li> <li>• Compass newsfeeds</li> </ul>	<ul style="list-style-type: none"> <li>• All policies available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review cycle</li> </ul>
Mobile Phone Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> </ul>	<ul style="list-style-type: none"> <li>• Student Diary</li> <li>• Compass newsfeeds</li> <li>• REAL homegroups</li> </ul>	<ul style="list-style-type: none"> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School Website</li> </ul>	<ul style="list-style-type: none"> <li>• Three two review cycle</li> </ul>
Sunsmart Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> </ul>	<ul style="list-style-type: none"> <li>• Student Diary</li> <li>• R E A L Homegroups</li> <li>• Compass newsfeeds</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Three year review cycle</li> </ul>
Uniform Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• Staff mtg/ briefings</li> </ul>	<ul style="list-style-type: none"> <li>• Student Diary</li> <li>• REAL Homegroup</li> <li>• School newsletter</li> <li>• Compass newsfeeds</li> <li>• Enrolment pack</li> <li>• SLT meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolment Pack</li> <li>• School newsletter</li> <li>• School website</li> <li>• Information Nights</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review cycle</li> </ul>

Anaphylaxis Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• Mtg at start of each semester to review procedures and anaphylactic children</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents of anaphylactic children</li> </ul>	<ul style="list-style-type: none"> <li>• All policies available on request</li> <li>• School website</li> <li>• Enrolment Information</li> <li>• Individual parent meetings with anaphylactic children</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review cycle</li> </ul>
First Aid Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• Mtg at start of year to review &amp; provide medical details of students.</li> <li>• Update first aid qualifications, CPR qualifications &amp; asthma procedures</li> </ul>	<ul style="list-style-type: none"> <li>• REAL homegroup meetings</li> <li>• Compass newsfeeds</li> <li>• Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• All policies available on request</li> <li>• School website</li> <li>• Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Two year review cycle</li> </ul>
Care Arrangements for ill Students Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• Mtg at start of year to review &amp; provide medical details of students.</li> </ul>	<ul style="list-style-type: none"> <li>• REAL homegroup meetings</li> <li>• Compass newsfeeds</li> </ul>	<ul style="list-style-type: none"> <li>• All policies available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Two year review cycle</li> </ul>

Administration of Medication Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• Mtg at start of year to review &amp; provide medical details of students.</li> </ul>	<ul style="list-style-type: none"> <li>• REAL homegroup meetings</li> <li>• Compass newsfeeds</li> </ul>	<ul style="list-style-type: none"> <li>• All policies available on request</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Two year review cycle</li> </ul>
Asthma Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• Mtg at start of each semester to review procedures and asthmatic children</li> </ul>		<ul style="list-style-type: none"> <li>• All policies available on request</li> <li>• School website</li> <li>• Enrolment Information</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review cycle</li> </ul>

Parent Payment Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Annual year review cycle</li> </ul>
Online, Eftpos & Direct Debit Receipting in Schools Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Annual year review cycle</li> </ul>
Purchasing Card Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Annual year review cycle</li> </ul>
Investment of School Funds Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Annual year review cycle</li> </ul>

Cash Handling Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Annual year review cycle</li> </ul>
Petty Cash / Staff reimbursement Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Annual year review cycle</li> </ul>
School Philosophy Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Two year review cycle</li> </ul>
Curriculum Framework Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• School website</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Four year review cycle</li> </ul>
Student Learning Outcomes Policy	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• School website</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Four year review cycle</li> </ul>
Teaching and Learning Policy	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Policy manual</li> <li>• <a href="#">Compass School website</a></li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Four year review cycle</li> </ul>

Course Selection Policy	<ul style="list-style-type: none"> <li>• Staff handbook</li> <li>• Policy manual</li> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• REAL homegroups</li> <li>• Compass newsfeeds</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Four year review cycle</li> </ul>
ICT Safe and Responsible Acceptable use agreement for Internet and Digital Technologies.	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• E-learning mtgs</li> </ul>	<ul style="list-style-type: none"> <li>• Student diary</li> <li>• REAL Mentor Home group meetings</li> <li>• SWAT Student</li> </ul>	<ul style="list-style-type: none"> <li>• All policies available on request</li> <li>• School website</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Two year review cycle</li> </ul>
Student Pathways	<ul style="list-style-type: none"> <li>• Policy manual</li> <li>• School website</li> </ul>		<ul style="list-style-type: none"> <li>• School website</li> <li>• All policies available on request</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>	<ul style="list-style-type: none"> <li>• Four year review cycle</li> </ul>