



**PREPARED BY:**  
**APPROVED BY COUNCIL:**  
**REVIEWED:**

**David Midgley**  
**To be approved Tuesday 20<sup>th</sup> June**

## **POLICY STATEMENT:**

## **COMMUNICATION OF SCHOOL POLICIES & PROCEDURES**

### **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.

### **AIM:**

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

### **IMPLEMENTATION:**

1. The process of considering school policies will be managed by the Principal and will be a reviewed using a transparent and consultative process.
2. New policies will be added and modified to reflect the growth and evolution of the school and its programs.
3. All policies will meet legislative and DET compliance requirements and have a designated review period.
4. 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 and parents before ratification by the School Council.
5. The focus of all school policies must remain the needs of students and school operations.
6. All policies will be available on COMPASS for staff observation and comment.
7. At the start of each school year, all staff will be reminded to access school policies on COMPASS.
8. Regular newsletter articles and notifications on the school website will remind parents that school policies are available for viewing at the school, upon request.
9. A hard copy of all school policies will be kept at the school office.
10. The School Annual Report will be shared with staff via Staff meetings and shared with committee members at a School Council meetings. Once ratified by school council the School Annual Report will be made available on the school website and parents notified of its availability through school newsletters.