



Hughesdale Primary School

Schedule and Communication Guidelines Policy

Last Review Date;
March 2019

Due for Next Review;
March 2023

Included on Website;
 Yes No

Authorised (Principal);

PURPOSE

School policies help to build inclusive and respectful expectations for our school community. They communicate important issues transparently and establish a framework for good decision-making around common school-based issues.

Policy documents need to remain current and relevant to our local setting. They need to be effectively communicated to all applicable stakeholders in effective ways.

POLICY

Hughesdale Primary School will maintain an updated register of School Policies that details;

1. Name of Policy
2. Last Review Date
3. Next Review Date (Schedule of Review)
4. Nature of Authority
 - a. Internal – Principal
 - b. External – Principal and President
5. Whether the Policy is published to the website
6. Recommended/Required Review Cycle

This Register will be digitally maintained by the Principal (or nominee).

Hard copies of the register and all policies will be maintained and held by the school.

Process for communication of Policies:

When a policy is authorised (internal) or ratified (external), the following process will be followed to ensure that it is effectively communicated and monitored;

1. Signature of President and/or Principal on original document to be retained and files.
2. Where indicated on the register (see #5 above), the Policy will be uploaded as a PDF on the school's Website.
3. Digital copy to be circulated to staff through Compass 'Notes'.
4. Digital copy to be circulated to parents through Compass 'Notes' where deemed necessary (eg. Policies providing guidance for the collaborative management of student care, safety or wellbeing)
5. Digital copy to be archived on internal school data drives
 - a. Curriculum Drive (or T:\)
 - b. Administration Drive (or U:\)
6. 'Last' and 'Next' review dates to be updated on Register

Education Sub-Committee

As outlined in Standing Orders for School Council, a sub-committee will be appointed to liaise with the Principal (or nominee) and oversee Policy review and tracking on an annual basis. This will be known as the Education Sub-Committee with members appointed at the first meeting of a new council each year.

FURTHER INFORMATION AND RESOURCES

[Minimum Standards for School Registration](#) (EDUMAIL Log-in required)

REVIEW CYCLE

This Policy was approved in March 2019 and is scheduled for internal review in March 2023.