



## Hughesdale Primary School

### Schedule and Communication Guidelines Policy

Last review date:

June 2023

Due for next review:

June 2027

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:

- name of policy
- last review date
- next review date (schedule of review)
- nature of authority:
  - Source of the Policy (internal, Department of Education, Minimum Standards)
  - School Council Approval requirements
- whether the policy is published on the website
- 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.

- Retain and file the original document signed by the President and/or Principal.
- Upload the policy as a PDF to the school's website, where indicated on the register.
- Circulate a digital copy to staff through OneNote 'Policies, in HPS Handbook' and a Compass News Feed post informing of policy update.
- Circulate a digital copy to parents through Compass News Feed when deemed necessary (e.g. policies providing guidance for the collaborative management of student care, safety or wellbeing) and/or update policies listed in the school newsletter. Include the link to the website page that hosts the document/s).
- Archive a digital copy on the internal school data drive (Administration Drive (or U:\)) in both word and pdf format.
- Update 'Last' and 'Next' review dates on the register.

## Process for communication of annual report

The Hughesdale Primary School Annual Report will be circulated at the annual general meeting each year. It will also be published on our website.

## 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.

## COMMUNICATION

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

- available publicly on our school's website
- made available upon request to the front office.

## RELATED POLICIES AND RESOURCES

- [Minimum standards for school registration](#) (Victorian Department of Education log-in required)

## POLICY REVIEW

Policy last reviewed	June 2023
Next scheduled review date	June 2027
Review cycle	Every 4 years