

St. Albans Primary School

COMMUNICATION OF POLICIES SCHEDULE				
Policy	Staff	Students	Parents	General Community
Administration of Medication	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary First Aid and Anaphylaxis Training	Individual meetings with students	School website School Support Group Meetings	School website
Anaphylaxis Policy	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary First Aid and Anaphylaxis Training term 1 & 3	Individual meetings with students and parents of anaphylactic children Classroom food discussions	School website Individual meetings with parents of anaphylactic children. Enrolment pack	School website
Attendance	Initial staff meeting Staff Administration Handbook Policy Folder on google drive	Individual meetings with students Assemblies as a general reminder through awards	School website Initial Meet the Teacher Conferences Attendance Meetings	School website
Bullying Prevention	Initial staff meeting Staff Administration Handbook Teaching and Learning Handbook Policy Folder on google drive Staff Meetings	Classroom reminders Assemblies as a general reminder of what to do Social skill groups	School website Parenting Programs	School website
Camps and Excursions	Staff Meetings Professional Learning Teams Staff Administration Handbook Teaching and Learning Handbook Policy Folder on google drive	Classroom reminders Assemblies as a general reminder	School Website Parent Information Meetings Notes	School website

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Camps and Excursions	Staff Meetings Professional Learning Teams Staff Administration Handbook Teaching and Learning Handbook Policy Folder on google drive	Classroom reminders Assemblies as a general reminder	School Website Parent Information Meetings Notes	School website
Cash Handling	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School website	School website
CCTV	Policy Folder on google drive	Classroom reminders	School website	School website
Child Safety Code of Conduct	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Protect Posters	School website	School website
Child Safe Policy	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Protect Posters	School website	School website
Child Safety Responding & Reporting	Policy Folder on google drive Ongoing reminders as necessary	Protect Posters	School website	School website
Communication of Policies	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School website	School website

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Policy	Staff	Students	Parents	General Community
Communication with School Staff	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School website	School website
Community Engagement Policy	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	School website	School website	School website
Community Hub Policy	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School website	School website
Complaints	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School website Newsletter	School website
Curriculum Framework	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Classroom visual schedule	School website Newsletter	School Website

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Policy	Staff	Students	Parents	General Community
Digital Learning	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Classroom reminders Student Acceptable Use forms	School Website Newsletter Parent Information sessions in Community Hub	School website
Duty of Care	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Classroom reminders	School website Newsletter	School Website
Electronic Funds Management	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School Website	School Website
Emergency Management Plan	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School Website	School Website
English	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Class programs	School Website Parent Information sessions	School Website Community Hub Information sessions
English as an Additional Language	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Class programs for EAL students	School Website	School Website
Equal Opportunity	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School Website	School Website

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Policy	Staff	Students	Parents	General Community
Fatigue Management	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School website	School Website
First Aid	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary Medical alerts in sickbay	Class discussions	School website	School website
Fundraising	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Class discussion Student Leaders' meetings	School Website Newsletter Facebook	School Website
Health Care Needs	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Discussion with applicable students	School Website Appropriate paperwork for eligible students	School Website
Homework	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary Staff to present at Meet the Teacher at the beginning of school year	Class discussions Class expectations	School website Year level overview Staff to present at Meet the Teacher at the beginning of school year and at Three Way Conference in term 2	School website
Inclusion & Diversity	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Class discussions Class expectations	School Website Community Hub activities	School Website Community Hub activities

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Policy	Staff	Students	Parents	General Community
Intervention	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary Intervention Database	Programs for eligible students	School Website School Support Group Meetings where appropriate	School Website
Library	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Class discussions Class expectations	School Website	School Website
LOTE - Auslan	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Class discussions Class expectations	School Website	School Website
Mathematics	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Class discussions Class expectations	School Website	School Website
Mobile Phones	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Class discussions Class expectations	School Website	School Website

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Policy	Staff	Students	Parents	General Community
Parent Payments	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School Website Enrolment Pack Newsletter Parent Information sessions in the Community Hub	School Website
Performing Arts	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Class discussions Class expectations	School Website Newsletter	School Website
Photographing, Filming & Recording Students	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Classroom discussions	School Website	School Website
Physical Education	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Class discussions Class expectations	School Website Newsletter	School Website
Privacy	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School Website	School Website
Professional Development	Initial staff meeting Policy Folder on google drive PLCs Professional Learning		School website	School website
School Bus	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Classroom discussions	School Website	School Website

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Policy	Staff	Students	Parents	General Community
School Bus	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Classroom discussions	School Website	School Website
School Purchasing Card	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School Website	School Website
Statement of Values and School Philosophy	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Classroom discussion – Positive Choices program and Values	School Website	School Website
Student Enrolment and Placement	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School Website	School Website
Student Wellbeing and Engagement	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary Teaching and Learning Handbook Staff Administration Handbook	Classroom discussion– Positive Choices program and Values	School website Parent information sessions in the Community Hub	School website
Visitors	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School Website Induction Meeting	School Website Induction Meeting
Visual Arts	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School Website	School Website
Volunteers	Initial staff meeting Policy Folder on google drive		School Website Induction Meeting	School Website Induction Meeting

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	Ongoing reminders as necessary			
Working with children Clearance Register	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School Website	School Website
Yard Supervision	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Classroom discussions	School Website	School Website

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Policy	Staff	Students	Parents	General Community
Student Management	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary Teaching and Learning Handbook Staff Administration Handbook	Classroom discussion– Positive Choices program and Values	School website	School website
Student Wellbeing & Engagement	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary Teaching and Learning Handbook Staff Administration Handbook	Classroom discussion – Positive Choices program and Values	School Website	School Website
Sunsmart	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Class meeting times Assemblies Enrolment pack	School website Parent information nights Newsletters Enrolment pack	School website
Student Uniform & Dress Code	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary Staff Administration Handbook	Classroom discussion Assembly	School website Newsletter Assembly	School website
Visitors	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School website	School website
Visual Arts	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Classroom discussion	School website	School website

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Volunteers	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary		School website	School website
Yard Supervision	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary Staff Admin Handbook	Classroom discussion	School website	School website
Yard Supervision - Parents & Students	Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary	Classroom discussion	School website	School website