

St. Albans Primary School

| COMMUNICATION OF POLICIES SCHEDULE | | | | |
|---|---|--|--|--------------------------|
| Policy | Staff | Students | Parents | General Community |
| Accident Incident Notification | Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary First Aid and Anaphylaxis Training | Classroom reminders Assemblies as a general reminder of what to do | School website | School website |
| Additional Needs | Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary | Class reminders as appropriate | School website School Support Group Meetings | School website |
| 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 |
| Asbestos Management Plan | Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary | | School website | School website |

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|------------------------|---|--|---|-------------------|
| Assessment & Reporting | Teaching and Learning Handbook PLT meetings | | School Website | School website |
| Asthma | Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary First Aid Training term 1 | Individual meetings with students | School Website | 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 |
| Bushfire Management | Initial staff meeting Policy Folder on google drive Staff Meetings | | School website | 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 |
| Canteen | Initial staff meeting Policy Folder on google drive | Classroom reminders | School website Newsletters | 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 |

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| Child Safety Responding & Reporting | Policy Folder on google drive Ongoing reminders as necessary | | School website | School website |
| Child Safe Standards | Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary | | School website | School website |
| Communication with School Staff | 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 |
| Critical Incident Plan | Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary | Classroom reminders | School website Newsletter | School website |
| Critical Incident Management | Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary Evacuation Drills/Lockdowns four times per year | Classroom reminders Evacuation drills Assemblies | School website | School website |
| Curriculum Framework | Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary | Classroom visual schedule | School website Newsletter | School Website |
| Diabetes | Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary | Individual Diabetes Plans | School website Newsletter | School website |

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| Digital Technologies | 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 |
| Emergency Management | 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 |
| EAL | 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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| External Providers | 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 |
| Occupational Health & Safety (DET) | Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary OHS minutes in Staff Briefing minutes | | School Website DET Website | School Website DET 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 |
| Personal Property | Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary | Class discussions | School Website | 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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| 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 |
| Staff Leave | Initial staff meeting Policy Folder on google drive Ongoing reminders as necessary Staff Administration Handbook | | School Website | School Website |
| Staff Registers | 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 Engagement in Learning | 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 |

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| 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 |