

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.

Aims:

To ensure that Murtoa College policies frame and accurately reflect the school operations, directions, and goals and meet all legislative, compliance and duty of care requirements.

Implementation:

- The policies describe the rationale, aims and implementations of the operations and directions of the school as a whole.
- The process of considering school policies will be managed by the principal and will be a continuous cycle, and will use a transparent and consultative process.
- New policies will be added and modified to reflect the growth and evolution of the new school and new programs.
- All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period
- 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, to parents, to students before ratification by School Council.
- Policies will be developed taking into account DET policies, memos and circulars relating to a particular policy area.
- A database of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis is to be maintained.
- When reviewing an existing school policy as per the three-year review cycle, the principal will consult with staff and the appropriate Committee/s, and to School Council for ratification.
- Changes as a result of policy developments and / or reviews will be widely advised to students, staff and parents.
- Staff will be given opportunity to provide input into the policy development or review process.
- The focus of all school policies must remain the needs of students and school operations.
- Any concerns relating to the structure of the school should be directed to the principal or School Council president.
- Relevant policies will be published in the staff handbook, the school website etc.

Policy (in alphabetical order)	Communication Procedures and schedule for members of the school community				
	Staff	Students	Parents	General Community	Policy Review Date
Accidents and Incidents Reporting	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Accredited Bus service	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Anaphylaxis Management	Staff handbook, One drive, Website Three year updates Semester updates	Food Tech. classes each semester Primary classes	All policies available on request and on the School website	School website	June 2017
Asthma	Staff handbook, One drive, Website		All policies available on request and on the School website Enrolment pack	School website	June 2017
Bullying and Harassment	Staff handbook, One drive, Website	Student diary	All policies available on request and on the School website	School website	June 2017
Bus Conduct	Staff handbook, One drive, Website	Newsletter	All policies available on request and on the School website	School website	June 2017
Bus payments	Staff handbook, One drive, Website		All policies available on request and on the School website Enrolment Pack	School website	June 2017
Bus safety	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Camps	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Camps and Excursions Refund	Staff handbook, One drive, Website		All policies available on request and on the School website Enrolment Pack	School website	June 2017
Care arrangements for ill students	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Communication Procedures and Schedule	Staff handbook, One drive, Website First day of school		All policies available on request and on the School website	School website	June 2017
Critical Incident Recovery	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Curriculum Framework	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Curriculum Structure	Staff handbook, One drive, Website First day of school		All policies available on request and on the School website	School website	June 2017
Day Structure	Staff handbook, One drive, Website	Student diary	All policies available on request and on the School website	School website	June 2017
Duty of Care	Staff handbook,		All policies available	School website	June 2017

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	One drive, Website First day of school		on request and on the School website		
Education Maintenance Allowance	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017 Reviewed annually
EFTPOS	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017 Reviewed annually
Emergency Management	Staff handbook, One drive, Website Annual email EM plastic tub, office		All policies available on request and on the School website	School website	June 2017 Reviewed annually
Enrolment	Staff handbook, One drive, Website		All policies available on request and on the School website Enrolment Pack	School website	June 2017
First Aid	Staff handbook, One drive, Website First day of school		All policies available on request and on the School website	School website	June 2017
Fraud and Corruption	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Gifts, benefits and hospitality	Staff handbook, One drive, Website Term 1 Briefing		All policies available on request and on the School website School website	School website	June 2017
Head lice	Staff handbook, One drive, Website		All policies available on request and on the School website School website Enrolment pack	School website	June 2017
Health and Safety Risk Management	Staff handbook, One drive, Website	Term 1 assemblies	All policies available on request and on the School website	School website	June 2017
Incursions	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Individual learning	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Internet Banking	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017 Reviewed annually
Internet Use	Staff handbook, One drive, Website	Student diary	All policies available on request and on the School website Enrolment pack	School website	June 2017
Investment	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017 Reviewed annually
Jewellery	Staff handbook, One drive, Website	Student diary	All policies available on request and on the School website Enrolment pack	School website	June 2017
Leave	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Literacy	Staff handbook,		All policies available	School website	June 2017

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	One drive, Website		on request and on the School website		
Mandatory Reporting	Staff handbook, One drive, Website Annual training		All policies available on request and on the School website	School website	June 2017
Manual Handling	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Medication Management	Staff handbook, One drive, Website First day of school		All policies available on request and on the School website Enrolment pack	School website	June 2017
Mobile Phones	Staff handbook, One drive, Website First day of school		All policies available on request and on the School website Enrolment pack	School website	June 2017
OH&S	Staff handbook, One drive, Website OH&S noticeboard First weeks		All policies available on request and on the School website	School website	June 2017
Parent Complaints and Concerns	Staff handbook, One drive, Website		All policies available on request and on the School website Enrolment Pack	School website	June 2017
Parent Payments	Staff handbook, One drive, Website		All policies available on request and on the School website Enrolment Pack	School website	June 2017
Part time teachers	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Privacy	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Return to work	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
School Philosophy	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
School Socials	Staff handbook, One drive, Website	Newsletter	All policies available on request and on the School website	School website	June 2017
Sport and Excursions	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Staff Registers	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Student Engagement	Staff handbook, One drive, Website First day of school	Student first day	All policies available on request and on the School website	School website	June 2017
Student Health	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Teacher Registration	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Teaching Resources	Staff handbook,		All policies available	School website	June 2017

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	One drive, Website		on request and on the School website		
Uniform	Staff handbook, One drive, Website	Student diary	All policies available on request and on the School website Enrolment Pack	School website	June 2017
UV policy	Staff handbook, One drive, Website	Newsletter General assembly	All policies available on request and on the School website	School website	June 2017
Visitors policy (during school hours)	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Volunteer	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	June 2017
Working with Children Check	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	May 2014

Evaluation

This policy was last ratified by School Council in....

June 2017