

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.
- 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 approval or ratification by School Council.
- Policies will be developed considering 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 DET review cycle, the Principal will consult with staff and the appropriate Committee/s, and if required 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
Administration of Medication	Staff handbook, One drive, Website First day of school		All policies available on request and on the School website Enrolment pack	School website	November 2024
Anaphylaxis Management	Staff handbook, One drive, Website	Food Tech. classes each semester Primary classes	All policies available on request and on the School website	School website	November 2022
Asthma	Staff handbook, One drive, Website		All policies available on request and on the School website Enrolment pack	School website	November 2024
Attendance	Staff handbook, One drive, Website	Student diary	All policies available on request and on the School website	School website	November 2024
Bullying Prevention	Staff handbook, One drive, Website	Student diary	All policies available on request and on the School website	School website	November 2024
Bus Conduct	Staff handbook, One drive, Website	Newsletter	All policies available on request and on the School website	School website	November 2024
Bus payments	Staff handbook, One drive, Website		All policies available on request and on the School website Enrolment Pack	School website	November 2024
Bus safety	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2024
Camps and Excursions (including local excursions)	Staff handbook, One drive, Website		All policies available on request and on the School website Enrolment Pack	School website	November 2024
Cash Handling	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2022
CCTV	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2024
Child Safety – Code of Conduct	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2022
Child Safety	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2022
Child Safety Responding and Reporting Obligations (including Mandatory Reporting)	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2024
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	November 2024

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Complaints	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2024
Curriculum Framework	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2024
Digital Learning (Internet, Social Media and Digital Devices)	Staff handbook, One drive, Website	Student diary	All policies available on request and on the School website	School website	November 2024
Duty of Care	Staff handbook, One drive, Website First day of school		All policies available on request and on the School website	School website	November 2024
EFTPOS	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2022
Emergency and Critical Incident Management	Staff handbook, One drive, Website EM plastic tub, office		All policies available on request and on the School website	School website	November 2022
Enrolment	Staff handbook, One drive, Website		All policies available on request and on the School website Enrolment Pack	School website	November 2024
Facebook Users	Staff handbook, One drive, Website		All policies available on request and on the School website Enrolment Pack	School website	November 2024
First Aid (Includes arrangement for ill students)	Staff handbook, One drive, Website First day of school		All policies available on request and on the School website	School website	November 2024
Gifts Benefits and Hospitality	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2022
Hat	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2024
Health Care Needs	Staff handbook, One drive, Website	Term 1 assemblies	All policies available on request and on the School website	School website	November 2024
Homework	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2024
Inclusion and Diversity (includes discrimination and sexual harassment-students)	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2024
Internet Banking	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2022
Jewellery	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2024
Mobile Phones - staff	Staff handbook, One drive, Website First day of school		All policies available on request and on the School website	School website	November 2024
Mobile Phones - students	Staff handbook, One drive, Website First day of school	Student Diary	All policies available on request and on the School website Enrolment pack	School website	November 2024

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OH&S	Staff handbook, One drive, Website OH&S noticeboard		All policies available on request and on the School website	School website	November 2024
Parent Payments	Staff handbook, One drive, Website		All policies available on request and on the School website Enrolment Pack	School website	November 2022
Personal Property	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2024
Petty Cash	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2022
Photographing, Filming and Recording Students	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2024
Privacy	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2024
Purchasing Card	Staff handbook, One drive, Website	Newsletter	All policies available on request and on the School website	School website	November 2022
Senior School	Staff handbook, One drive, Website First day of school		All policies available on request and on the School website Enrolment pack	School website	November 2024
Statement of Values and School Philosophy	Staff handbook, One drive, Website	Student first day	All policies available on request and on the School website	School website	November 2022
Student Wellbeing and 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	November 2023
Students driving to school	Staff handbook, One drive, Website First day of school		All policies available on request and on the School website Enrolment pack	School website	November 2024
UV	Staff handbook, One drive, Website First day of school		All policies available on request and on the School website Enrolment pack	School website	November 2024
Visitors	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2024
Volunteer	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2024
WWC Check	Staff handbook, One drive, Website First day of school		All policies available on request and on the School website E	School website	November 2024
Yard Duty and Supervision	Staff handbook, One drive, Website		All policies available on request and on the School website	School website	November 2022

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2021
Approved by	Principal
Next scheduled review date	November 2024

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