

# Dimboola Memorial Secondary College

## Communication Procedures and Schedule Policy



### 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 Dimboola Memorial Secondary 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 on the school website and in Staff Share.

<http://www.dmsc.vic.edu.au/policies.php>

NB: table below:

- Policy review dates listed in **RED** require School Council Approval
- Policy review dates in **GREEN**, School Council consultation recommended
- Policy review dates in **ORANGE**, School Council consultation required
- Policy review dates in **BLUE**, School Council not required

Policy (in alphabetical order)	Communication Procedures and schedule for members of the school community						
	Staff	Students	Parents	General Community	Mandated cycle of Review	Date of last review	Due for Review
<b>Accidents and Injury</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	3 – 4 years	July 2019	July 2022
<b>Administration of Medication</b>	Staff handbook Policy folder - General Office Staff Share First day of school		All policies mentioned in newsletter and available on request School website Enrolment pack	School website	3 – 4 years	March 2020	March 2023
<b>Anaphylaxis Management</b>	Staff handbook Policy folder – Principal's Office Staff Share First day of school Three year updates Semester updates	Food Technology classes each semester.  Prior to camps where students are preparing food,	All policies mentioned in newsletter and available on request School website	School website	1 year	February 2021	February 2022
<b>Asbestos Management</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	1 Year or when there is a change in the asbestos status at the school.	February 2021	February 2022
<b>Asthma</b>	Staff handbook Policy folder - General Office Staff Share First day of school		All policies mentioned in newsletter and available on request School website Enrolment pack	School website	1 year	February 2021	February 2022
<b>Attendance Policy</b>	Staff Share Policy folder – Principal's Office	Enrolment Pack	All policies mentioned in newsletter and available on request School website Enrolment pack	School Website	3 – 4 years	March 2020	March 2023
<b>Attendance Policy for Staff</b>	Staff Share Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School Website	3 – 4 years	February 2021	February 2024
<b>Bullying Prevention</b>	Staff handbook Policy folder - General Office Staff Share First day of school	Student Diary	All policies mentioned in newsletter and available on request School website Enrolment pack	School website	1 – 2 years	February 2021	February 2022
<b>Bus Alcohol and Drug</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	3 – 4 years	August 2019	August 2022

<b>Bus Conduct</b>	Staff handbook Policy folder – Principal's Office Staff Share	Enrolment Pack	All policies mentioned in newsletter and available on request School website	School website	<b>3 – 4 years</b>	<b>August 2019</b>	<b>August 2022</b>
<b>Bus Payments</b>	Staff handbook Policy folder – Principal's Office Staff Share	Enrolment Pack	All policies mentioned in newsletter and available on request School website	School website	<b>1 year</b>	<b>February 2021</b>	<b>February 2022</b>
<b>Bus Safety</b>	Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>3 – 4 years</b>	<b>August 2019</b>	<b>August 2022</b>
<b>Camps and Excursions</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>3 – 4 years</b>	<b>December 2019</b>	<b>November 2022</b>
<b>Camps and Excursions Refund</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>3 – 4 years</b>	<b>August 2019</b>	<b>August 2022</b>
<b>Care Arrangements for ill students</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>3 – 4 years</b>	<b>August 2019</b>	<b>August 2022</b>
<b>Cash Handling</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School Website		<b>February 2020</b>	<b>February 2021</b>
<b>Child Safety Reporting Obligations</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	Scho ol Webs ite	<b>2 – 3 years</b>	<b>February 2020</b>	<b>February 2023</b>
<b>Child Safety – Code of Conduct - Staff</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	Scho ol Webs ite	<b>1 – 2 years</b>	<b>February 2020</b>	<b>February 2022</b>
<b>Child Safety Policy</b>	Staff handbook Policy folder - General Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>1 – 2 years</b>	<b>February 2021</b>	<b>February 2022</b>
<b>Communication Procedures and Schedule</b>	Staff handbook Policy folder - General Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>1 year</b>	<b>March 2020</b>	<b>December 2021</b>
<b>Communication with School Staff</b>	Staff handbook Policy folder - General Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>3 – 4 years</b>	<b>December 2019</b>	<b>December 2022</b>
<b>Complaints</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter, available on request	School website	<b>3 – 4 years</b>	<b>November 2019</b>	<b>November 2022</b>

			School website				
<b>Computer Use and Internet</b>	Staff handbook Policy folder – Principal's Office Staff Share	Student Diary	All policies mentioned in newsletter and available on request School website	School website	1 year	February 2021	February 2022
<b>Critical Incident Plan and Recovery</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	1 year	March 2020	December 2021
<b>Curriculum Framework</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	1 year	February 2021	February 2022
<b>Curriculum Structure</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	1 year	February 2021	February 2022
<b>Cyber Safety</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	1 year	February 2021	February 2022
<b>Debutante Ball</b>	Policy folder – Principal's Office Staff Share	Notices to students	All policies mentioned in newsletter and available on request School website	School website	3 – 4 years	December 2021	December 2024
<b>Digital Technologies Policy</b>	Policy folder – Principal's Office Staff Share	Notices to students	All policies mentioned in newsletter and available on request School website	School website	1 year	December 2021	December 2022
<b>DMSC HALL Hire</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	1 year	February 2021	February 2022
<b>DMSC Health and Fitness Centre Hire</b>	Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	1 year	February 2021	February 2022
<b>DMSC Stadium Hire</b>	Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	1 year	February 2021	February 2022
<b>Duty of Care</b>	Staff handbook Policy folder - General Office Staff Share First day of school		All policies mentioned in newsletter and available on request School website	School website	2 – 3 years	March 2020	March 2023

<b>Electronic Funds Management</b>	Induction processes for all staff who are involved in funds management			School website	1 year	February 2021	February 2022
<b>Emergency Management</b>	Staff Share Annual email EM case office		All policies mentioned in newsletter and available on request School website (abridged version)	School website	1 year	February 2021	February 2022
<b>Exams Years 9-12</b>	Staff handbook Policy folder - General Office Staff Share	Student diary	All policies mentioned in newsletter and available on request School website	School website	2 – 3 years	November 2019	November 2022
<b>Financial Internal Controls</b>					1 year	February 2021	February 2022
<b>First Aid</b>	Staff handbook Policy folder – Principal's Office Staff Share First day of school		All policies mentioned in newsletter and available on request School website	School website	3 – 4 years	December 2021	December 2024
<b>Fraud and Corruption</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	1 year	February 2021	February 2022
<b>Fundraising</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	3-4 years	February 2021	February 2024
<b>Hat Policy</b>	Staff handbook Policy folder – Principal's Office Staff Share	Student Diary	All policies mentioned in newsletter and available on request School website	School website	3 – 4 years	March 2020	March 2023
<b>Health Care Needs</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	3 - 4 years	July 2019	July 2022
<b>Incursions</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	3 - 4 years	March 2020	March 2023
<b>Individual Learning</b>	Staff handbook Policy folder - General Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	2 – 3 years	December 2021	December 2023

<b>Internet Banking</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>1 year</b>	<b>February 2021</b>	<b>February 2022</b>
<b>Investment</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>1 year</b>	<b>February 2021</b>	<b>February 2022</b>
<b>Leave</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>1 – 2 years</b>	<b>December 2021</b>	<b>December 2023</b>

<b>Mobile Phones</b> (student use)	Staff handbook Policy folder – Principal's Office Staff Share First day of school		All policies mentioned in newsletter and available on request School website Enrolment pack	School website	<b>3 – 4 years</b>	<b>November 2019</b>	<b>November 2022</b>
<b>Occupational Health and Safety Risk Management</b>  <b>DET POLICY – No local policy required</b>	Staff handbook Policy folder - General Office Staff Share OH&S noticeboard First weeks		All policies mentioned in newsletter and available on request School website				
<b>Parent Payments</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website Enrolment Pack	School website	<b>1 year</b>	<b>February 2021</b>	<b>February 2022</b>
<b>Petty Cash</b>	Available to staff handing petty cash - DET 11:10 Finance Manual				<b>1-2 years</b>	<b>February 2021</b>	<b>February 2022</b>
<b>Philosophy and School Values</b> (Statement of...)	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>3-4 years</b>	<b>February 2020</b>	<b>February 2023</b>
<b>Privacy – DET Policy</b> (no local policy)	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website			
<b>Professional Development – Teaching Staff</b>	Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School Website	<b>2 – 3 years</b>	<b>February 2021</b>	<b>February 2023</b>
<b>Professional Development – Education Support Staff</b>	Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School Website	<b>2 – 3 years</b>	<b>February 2021</b>	<b>February 2023</b>
<b>Purchasing Card</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School Website	<b>1 year</b>	<b>February 2021</b>	<b>February 2022</b>
<b>Registered Bus Service</b>	Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>1 year</b>	<b>March 2020</b>	<b>December 2021</b>
<b>Satellite VCAL</b>	Policy folder – Principal's Office Staff Share	Student Diary	All policies mentioned in newsletter and available on request School website	School Website	<b>3 – 4 years</b>	<b>September 2019</b>	<b>September 2022</b>

<b>Staff Induction</b>	Staff handbook Policy folder – Principal's		All policies mentioned in newsletter and	School Website	<b>1 – 2 years</b>	<b>February 2021</b>	<b>February 2022</b>
------------------------	--	--	--	-------------------	--------------------	----------------------	----------------------



	Office Staff Share		available on request School website				
<b>Staff Registers</b>	Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>1 year</b>	<b>March 2020</b>	<b>December 2021</b>
<b>Staff Selection Policy</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>1 year</b>	<b>February 2021</b>	<b>February 2022</b>
<b>Staff Training Register</b>	Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request	Staff Share (intranet)	<b>2 – 3 years</b>	<b>January 2020</b>	<b>January 2022</b>
<b>Student Engagement and Wellbeing</b>	Staff handbook Policy folder – Principal's Office Staff Share First day of school	Student first day and elements in the student diary	All policies mentioned in newsletter and available on request School website	School website	<b>1 – 2 years</b>	<b>December 2021</b>	<b>December 2022</b>
<b>Student Use of Cars</b>	Policy folder – Principal's Office Staff Share First day of school	When student obtains their driver's license	All policies mentioned in newsletter and available on request School website	School website	<b>2 – 3 years</b>	<b>December 2021</b>	<b>December 2023</b>
<b>Statement of Values and School Philosophy</b>	Policy folder – Principal's Office Staff Share First day of school		All policies mentioned in newsletter and available on request School website			<b>February 2021</b>	<b>February 2022</b>
<b>SunSmart and UV Protection Policy</b>	Staff handbook Policy folder – Principal's Office Staff Share	Student Diary	All policies mentioned in newsletter and available on request School website	School website	<b>3 – 4 years</b>	<b>December 2019</b>	<b>December 2022</b>
<b>Teacher Registration Policy</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>2 – 3 years</b>	<b>February 2020</b>	<b>February 2022</b>
<b>Teaching Resources Policy</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>3 – 4 years</b>	<b>February 2020</b>	<b>February 2023</b>
<b>Uniform</b>	Staff handbook Policy folder – Principal's Office Staff Share	Student diary	All policies mentioned in newsletter and available on request School website Enrolment Pack	School website	<b>3 – 4 years</b>	<b>December 2021</b>	<b>December 2024</b>
<b>VCE and VCAL</b>	VCE/VCAL Handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website Enrolment Pack	School website	<b>2 – 3 years</b>	<b>December 2021</b>	<b>December 2023</b>

<b>VETiS Material Payments</b>	VCE/VCAL Handbook Policy folder – Staff Share	Student Handbook	All policies mentioned in newsletter and available on request	School website	<b>1 year</b>	<b>December 2021</b>	<b>December 2022</b>
--------------------------------	---	------------------	---	----------------	---------------	----------------------	----------------------

<b>Visitors</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>1 year</b>	<b>February 2021</b>	<b>February 2022</b>
<b>Volunteers</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>1 year</b>	<b>February 2021</b>	<b>February 2022</b>
<b>Working with Children Checks DET Policy – no local policy required</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website			
<b>Yard Duty and Supervision</b>	Staff handbook Policy folder – Principal's Office Staff Share		All policies mentioned in newsletter and available on request School website	School website	<b>1 year</b>	<b>February 2021</b>	<b>February 2022</b>

## Evaluation

This policy was last ratified by School Council in **December 2021** and is updated annually to reflect the Policy Review Cycle.