

Spring Gully Primary School

SGPS Policies: Development, Communication and Review

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 SGPS 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 Assistant 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. The DET School Policy Templates Portal will always be referred to for policy updates.
- 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 each policy's review cycle, the Principal and Assistant Principal will consult with staff where appropriate and the *Community Engagement and Policy Development* sub committee of School Council for all policies, prior to endorsement at School Council.
- Changes as a result of policy developments and / or reviews will be made available to students and parents via the SGPS website and to staff via the Staff Shared (T) drive.
- The focus of all school policies must remain the needs of students and school operations.
- Any concerns or clarifications relating to a school policy should be directed to the Principal or School Council President.

Policies

The following policies are available to access for parents and students on the Spring Gully Primary School website and are updated as policies are revised and ratified by the Spring Gully Primary School Council:

- Child Safe
- Digital Technologies and Cyber Safety
- Student Health Care Needs
- Mobile Phones
- Asthma
- Bullying Prevention
- Uniform
- Development, Communication & Review
- Administration of Medication
- Photographing, Filming & Recoding Students
- Child Safe Responding & Reporting
- Anaphylaxis
- Homework
- Student Wellbeing and Engagement
- Food
- Allergies
- School Philosophy
- Volunteers
- Inclusion and Diversity
- SGPS Code of Conduct
- Camps and Excursions
- Attendance
- First Aid and Procedures
- Transition
- Duty of Care
- Visitors
- Complaints

Policy Update Schedule

Policy	Last Updated
Child Safe	2022
First Aid and Procedures	2022
Child Safe Responding & Reporting	2022
SGPS Code of Conduct	2022
Digital Technologies and Cyber Safety	2022
Student Wellbeing and Engagement	2022
Administration of Medication	2022
Inclusion and Diversity	2022
Complaints	2022
Camps and Excursions	2022
Development, Communication & Review	2022
Duty of Care	2022
Attendance	2023
Asthma	2023
Allergies	2023
Transition	2023

Food	2023
Philosophy	2023
Uniform	2023
Anaphylaxis	2024
Student Health Care Needs	2024
Homework	2024
Mobile Phones	2024
Bullying Prevention	2024
Volunteers	2024
Visitors	2024
Photographing, Filming & Recoding Students	2024

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

March 2025