## Timeline

<table>
<thead>
<tr>
<th>Policy</th>
<th>Communication Procedures and schedule for members of the school community</th>
<th>Policy Review Date</th>
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</table>
| **Excursion, Incursion and Camping Policies & procedures** | • Brief in 1st PL days  
• Admin manual  
• Policy manual  
• Intranet         | • All policies mentioned in the newsletter and available on request  
• School website  | February 2017 |
| **Yard Duty / Onsite Supervision Policy**       | • Brief in 1st PL days  
• Admin manual  
• Policy manual  
• Intranet         | • All policies mentioned in the newsletter and available on request  
• School website  | October 2018 |
| **Duty of Care Policy**                         | • Brief in 1st PL days  
• Staff manual  
• Wellbeing manual  
• Policy manual  
• Intranet  
• Student engagement workshops – staff meetings  
• Restorative Practices Training         | • All policies mentioned in the newsletter and available on request  
• School website  | March 2017 |
| **Student Engagement & Attendance Policy**      | • Brief in 1st PL days  
• Staff manual  
• Policy manual  
• Intranet         | • Incorporate into first term Code of conduct and Classroom mission statements  
• SRC meetings  
• Social Skills groups         | March 2017 |
| **ICT & Internet Usage Policy**                 | • Brief in 1st PL days  
• Staff manual  
• Policy manual  
• Intranet         | • Enrolment pack  
• First term learning community focus in classrooms         | September 2016 |
| **Anaphylaxis Policy**                         | • Staff manual  
• Policy manual  
• Intranet  
• Meeting at start of each semester to review policy and anaphylactic children  
• Twice Yearly mandated training program         | • Individual meetings with students and parents of anaphylactic children  
• Classroom discussion re food handling issues         | March 2017 |
<p>| <strong>First Aid Policy (incl.)</strong>                    | • Staff manual         | • Enrolment pack         | March 2017 |</p>
<table>
<thead>
<tr>
<th>Policy Area</th>
<th>Key Documents/Handouts</th>
<th>Where Published/Available</th>
<th>Date</th>
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</table>
| Medication and Asthma)            | • Policy manual  
• Intranet  
• Meeting at start of year to review each policy & provide medical details of students.  
• Update first aid qualifications, CPR qualifications & asthma procedures  
• OH&S and Evacuation Planning cycle. | in the newsletter and available on request  
• School website  
• Information Guide (in enrolment pack)  
• Parent Information Night  
• Parents sent medical information & asthma plans to update at start of each year | August 2017 |
| Anti-Bullying and Harassment Policy | • Staff manual  
• Policy manual  
• Intranet  
• Review of policy and procedures in first few days of school  
• Wellbeing Team review of dealing with issues of harassment  
• Restorative Practices Training program | • Circle Time  
• Enrolment pack  
• Wellbeing meetings with students | • School website  
• All policies mentioned in the newsletter and available on request  
• School website  
• Information Guide (in enrolment pack)  
• Parent Information sessions | August 2017 |
| Home Learning Policy (In development – no students at the moment) | • Staff manual  
• Policy manual  
• Intranet  
• Reviewed in Domain meetings at start of each year  
• Curriculum Committee overview | • Enrolment Pack  
• School newsletter  
• School website  
• Parent Information sessions | • School website  
• School newsletter  
• School website  
• School website  
• Parent Information sessions | April 2017 |
| Parent Payment Policy             | • Admin Manual Policy manual  
• Intranet | • Enrolment Pack  
• School newsletter  
• School website  
• Parent Information sessions | • School website  
• School website | February 2017 |
| Emergency Management & Critical Incident Policies | • Admin manual  
• Policy manual  
• Intranet | • Evacuation drills and follow up meetings | • School website  
• School website | November 2016 |
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<tr>
<th>Policy</th>
<th>Actions</th>
<th>Resources</th>
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<tbody>
<tr>
<td>Uniform Policy</td>
<td>• Admin Manual</td>
<td>• Enrolment pack</td>
<td>October 2017</td>
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<td>• Policy manual</td>
<td>• Enrolment Pack</td>
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<td>• Intranet</td>
<td>• School newsletter</td>
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<td>• Staff meetings/briefings</td>
<td>• School website</td>
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<td>• Information sessions</td>
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<td>• Review of policy and procedures in 1st days of school</td>
<td>• School website</td>
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<td>• Evacuation Drill/Lockdown – twice per year</td>
<td>• School website</td>
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<td>Sun Smart Policy</td>
<td>• Admin manual</td>
<td>• Enrolment pack</td>
<td>October 2017</td>
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<td>• Policy manual</td>
<td>• Enrolment Pack</td>
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<td>• Intranet</td>
<td>• School newsletter</td>
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<td></td>
<td>• Review of policy and procedures in 1st 3 days of school</td>
<td>• School website</td>
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<td>• Classroom health lessons and discussions</td>
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<tr>
<td>Staff Leave Policy</td>
<td>• Admin manual</td>
<td>• School website</td>
<td>September 2016</td>
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<td>Privacy Policy</td>
<td>• Policy manual</td>
<td>• School website</td>
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<td>Professional Learning Policy</td>
<td>• Intranet</td>
<td>• School website</td>
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<td>• Staff meetings</td>
<td>• School website</td>
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<td>• Local Agreement implementation</td>
<td>• School website</td>
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<tr>
<td>Raising Concerns and Complaints Policy</td>
<td>• Staff manual</td>
<td>• Enrolment Pack</td>
<td>October 2017</td>
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<tr>
<td>(In development)</td>
<td>• Policy manual</td>
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<td>• School Newsletter</td>
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