



PPSS COMMUNICATION OF SCHOOL POLICIES, 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 Port Phillip Specialist School 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 school and new programs.

All policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period. The Schools Annual report will be published each year on the school website in line with DET timelines. Notifications will be sent home via our SENTRAL online Portal to parents and families communication of updates.

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 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 also be loaded onto the school server and school website for community observation and comment.

REVIEW CYCLE

This Code of Conduct or Policy was endorsed/approved by the Port Phillip Specialist School Council in June 2019 for review if legislative or other changes require in the interim or no later than November 2022.

Date Implemented	July 2019
Author	Principal
Approved By	School Council
Approval Authority (Signature & Date)	School Council President: Signature: Date:
Date Reviewed	June 2022
Responsible for Review	Principal, Assistant Principal
References	Victorian Government Schools Reference Guide