COMMUNICATION, PROCEDURES & SCHEDULE POLICY

Effective communication is central to keeping our college community fully informed. There are numerous forms of communication used in today's schools, and it is vital there is a three-way partnership with the students, school staff and parents. Beaumaris Secondary College encourages open communication on student progress and growth.

At Beaumaris Secondary College, we understand that effective communication is a process that needs to be relevant and timely so that all parties access information as required. We expect that everyone in our school community will adhere to respectful and polite behaviours at all times. In this document we outline these communication responsibilities and expectations to support everyone to become fully informed and to strengthen the school, student, home partnership.

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.
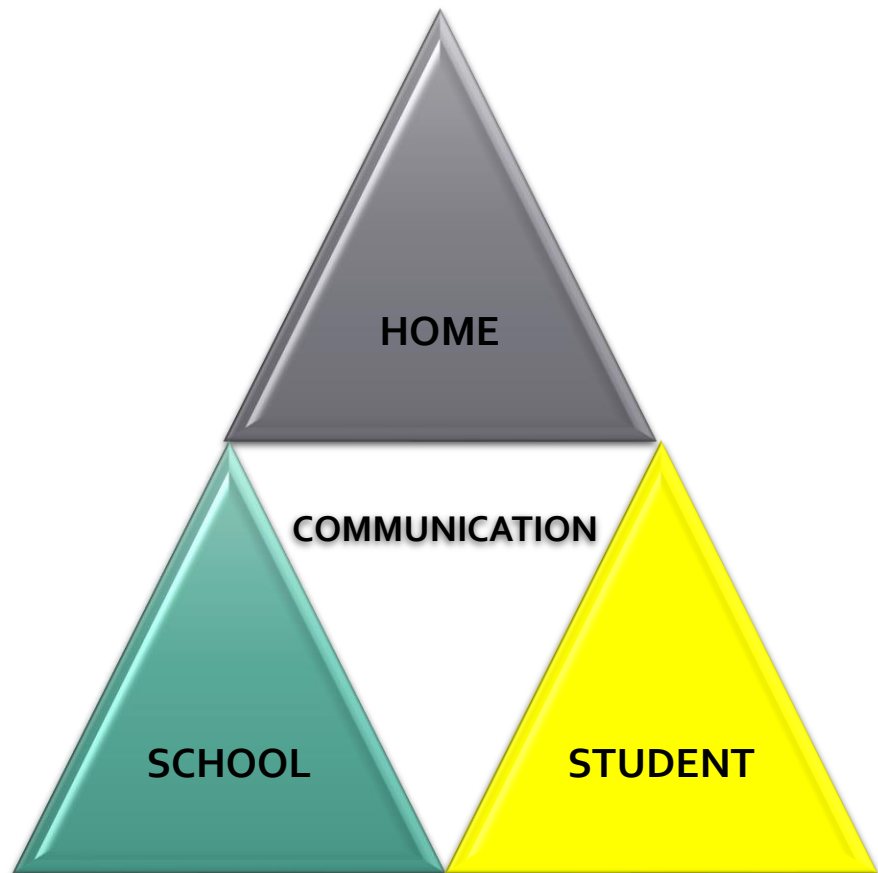
Implementation:

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 DEECD 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. Reference the school's Duty of Care Policy
- 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 intranet and school website for community observation and comment

HOME

COMMUNICATION

SCHOOL

STUDENT

Communication Throughout the Year with the School Community

Beaumaris Secondary College uses a variety of methods for ensuring the school community is well informed about school events during school terms.

Daily

COMPASS-Parent Portal -Parents are provided with a secure, personalised login to access attendance, student timetable, learning tasks, homework and email to teachers. It also provides school and teacher emailing capabilities and parent/teacher interview sign up.

School Website provides regular updates, school documents and links to COMPASS. Microsoft Teams and OneNote with students.

Fortnightly

Newsletter distributed via email and also posted on COMPASS and the website. This celebrates a variety of activities and programs throughout the school as well as providing lists of key dates and events.

Monthly

Parents' Association meetings held at school. This is an excellent opportunity to provide feedback and ask questions related to programs and policies in general. There is always a member of the Principal team in attendance along with guest speakers from various roles within the college.

School Council meetings are held with parents and staff members that set the key directions of the college.

Term

- End of Term Newsletter emailed: provides an overview of the past term events and activities. This allows various programs to showcase student achievements.
- Semester Reports
- Parent Teacher Interviews-Term 1 and Term 3

Annually

- Information Nights
- Curriculum Nights
- Support Group Meetings
- INNOVATE Showcase nights

Policy	Communication Procedures and schedule for members of the school community				
	Staff	**Students**	**Parents**	**General Community**	**Policy Review Date**
Excursion, Incursion and Camping	- Brief in 1st PL days - Staff handbook - Microsoft Teams	Compass	- Compass - School website	School website	Annually

Policies & procedures					
Yard Duty / Supervision Policy Duty of Care Policy	• Brief in 1st PL days • Staff handbook • Microsoft Teams		• Compass • School website	• School website	Annually
Student Engagement & Attendance Policy Mandatory Reporting Policy	• Brief in 1st PL days • Staff handbook • Microsoft Teams • Student engagement workshops – staff meetings • Restorative Practices Training	• Microsoft OneNote Goal notebook • Mentor group meetings	• Compass • School website • Information Guide (in enrolment pack) • Parent Information Night • Our HS Newsletter	• School website	Annually
Computer & Internet Usage Policy	• Brief in 1st PL days • Staff handbooks • Microsoft Teams • E-learning mtg at start of each year • Wednesday PD sessions	• Student diary • Enrolment pack • Mentor Group meetings • ICT Student Leaders • Assemblies	• Compass • School website • Enrolment Pack • Our HS newsletter	• School website	Annually
Anaphylaxis Policy	• Microsoft Teams • Staff Handbook • Meeting at the 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	• Compass • School website • Parent Information Night • Enrolment Information • Our Newsletter • Individual parent	• School website	Annually

		Learning Team meetings	meetings with anaphylactic children		
First Aid Policy (incl. Medication and Asthma)	• Staff handbook • Microsoft Team • Meeting at the start of the year to review each policy & provide medical details of students. • Update first aid qualifications, CPR qualifications & asthma procedures • Mentor group teacher briefings • OH&S and Evacuation Planning cycle.	• Enrolment pack	• Compass • School website • Information Guide (in enrolment pack) • Parent Information Night • Our Newsletter • Parents sent medical information & asthma plans to update at the start of each year	• School website	Annually
Bullying and Harassment Policy	• Staff Handbook • Microsoft Teams • Review of policy and procedures in 1st 3 days of school • Wellbeing Team review of dealing with issues of harassment • Restorative Practices Training program	• Mentor Group sessions • Circle Time • Assemblies • Enrolment pack • Microsoft OneNote GOAL	• Compass • School website • Information Guide (in enrolment pack) • Parent Information Night • Our Newsletter	• School website	Annually
Emergency Management & Critical Incident Policies	• Staff handbook • Policy manual • Microsoft Teams • Review of policy and procedures in 1st 3 days of school • Evacuation Drill/Lockdown – twice per year	• Mentor group sessions • Evacuation drills	• School website	• School website	Annually

Uniform Policy	• Staff Manual • Policy manual • Microsoft Teams • Staff meetings/briefings	• Mentor Group sessions • Circle Time • Assemblies • Enrolment pack • Student Leadership	• Enrolment Pack • School newsletter • School website • Information Night	• School website	Annually
SunSmart Policy	• Staff manual • Policy manual • Intranet • Review of policy and procedures in 1st 3 days of school	• Mentor Group • Enrolment pack	• Enrolment Pack • School newsletter • School website	• School website	Annually
Staff Leave Policy Privacy Policy Professional Learning Policy	• Staff manual • Policy manual • Intranet • Staff meetings • Consultative meetings		• School website	• School website	Annually
Raising Concerns and Complaints Policy	• Staff manual • Policy manual • Intranet	• GOAL Mentor • Refer to the school complaints policy	• Enrolment Pack • School newsletter • School website	• School website • School Newsletter	Annually

HOW TO USE THIS GUIDE

This guide is intended to assist parents with the processes for contacting the relevant staff members.

1. Use the list below select the category that best relates to your query:

A. Education
B. Administration
C. Policy and Procedures
D. Community Connections

2. Go to the Contact Protocol page for the most relevant category. Identify the first point of contact for your query.

3. Using the Contact Information page, write in student organiser, email via Compass or call the first point of contact.

4. Please allow up to 3 school days for a response.

A. EDUCATION CONTACT PROTOCOL

Once you have identified the specific area for your question then go to the Contact Information Listing for specific names. If your question is not covered in these areas, please contact the school receptionist for assistance on 8569 9200

Area	First Point Of Contact	Area	First Point Of Contact
Academic/Classroom		**Wellbeing**	
Student learning		Pastoral Care	GOAL Mentor
Student assessment	Subject Teacher	Social Group Programs	Wellbeing Coordinator
Subject Homework		Counselling	Year Level Coordinator
Excursions			
General		**Careers**	Careers Advisor
Timetables		**Extra Curricula**	
Wellbeing		Instrumental Music	
Homework	GOAL Mentor		Instrumental Music Coordinator
Behaviour			
Uniform			
Attendance			
Curriculum		**Subject Changes**	Assistant Principal
Single Subject Information	Subject Teacher		
Sports Program	Sports Coordinator		

Area	First Point Of Contact	Area	First Point Of Contact
Enrolments		**Technology**	
Prospective students		Internet Security	
Transition Year 6 to 7	Assistant Principal	School Software	Assistant Principal
Testing		COMPASS Parent Portal	
Out of Zone Information		BYOD Program	
Front Office		**Facilities**	
Student Invoices	Accounts Receivable	Grounds	Facilities Manager
Fees and Payments	Accounts Receivable	Maintenance	
Financial Assistance	Business Manager	Safety	
Attendance	Attendance Officer		
Late arrival/early leaving	GOAL Mentor		
Lost and found			
First Aid			
Illness	First Aid Officer		
Medications			
Asthma Plans			
Health Information			

C. POLICY AND PROCEDURES CONTACT PROTOCOL

Area	First Point Of Contact	Area	First Point Of Contact
School Day Attendance/Absences Hours –before and afterschool Travel to and from school	Attendance Officer Front Office Front Office	**Strategic Plan/Annual Implementation Plan** Leadership The whole School Outcomes NAPLAN	Principal Principal Assistant Principal
Engagement and Wellbeing Policy School Expectations Behaviour concerns Cybersafety	GOAL Mentor Head of House		

C. COMMUNITY CONNECTION CONTACT PROTOCOL

Area	First Point Of Contact	Area	First Point Of Contact
School Council Membership/Roles	Principal		
		Community Partnerships City of Kingston Mordialloc Community Centre	Principal
Publicity School Calendar Website Facebook pages	Principal and Assistant Principal	**Community Spaces** Theatre Gym Oval	Assistant Principal

Policy review and approval

Policy last reviewed	March 2024
Approved by	Principal
Next scheduled review date	April 2026