



Help for Non-English Speakers

If you need help to understand the information in this policy please contact Kalinda Primary School on (03) 9876 3289.

COMMUNICATION POLICY

PURPOSE

Kalinda Primary School (Kalinda PS) is committed to achieving trust, with open and effective communication between all members of the school community. This Policy outlines the principles and actions that will be applied to achieve our communication objectives and support the achievement of broader Kalinda PS objectives.

The Communication Policy focuses on the following:

- Building positive relationships between home and school and the community based on mutual respect and trust that results in success for all students
- Ensuring the wellbeing of students and improvement of their learning outcomes.

Communication at Kalinda PS is central to everything that we do. Communication facilitates awareness, understanding, involvement and learning. Communication is used both inside and outside the classroom. Including between:

- students
- students and staff
- staff
- staff and existing and prospective parents/families; and
- the wider Kalinda PS community and the wider community.

Appropriate communication is a critical life skill that should be taught and modelled within our educational setting.

GUIDING PRINCIPLES

The Communication Policy is to ensure:

- All communication contributes to a positive, productive and harmonious school environment for all.
- All communication is directed to the successful development of our students and our school community.
- That expectations, guidelines and standards are clearly communicated to all current and prospective students, staff, parents and families and other community members.
- Communication is appropriate in manner and content:
 - That communication is respectful, and shows equity and understanding
 - That proper consideration is given to the individual needs and characteristics of recipients
 - That communication does not and is not used to discriminate, bully, harass or offend in any way
 - That communication is courteous and appropriate for a place of work; and
 - That communication otherwise complies with professional standards and legal obligations.
- The mode of communication is appropriate when:
 - effective, informative and relevant communication occurs between all school community members



Kalinda Primary School No. 5121

- the processes are in place for open and honest communication amongst all school community members
- all communication is optimised, efficient, properly targeted and timely
- communication is considered holistically, and consideration is given to multimodal strategies
- proper consideration is given to the individual needs and characteristics of recipients
- confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations
- clear, positive and fair processes and guidelines are provided which allow issues or concerns to be aired and resolved in a timely, effective and respectful manner.

The Communication Policy aims to:

- provide a framework for effective communication
- create co-operative teamwork and partnership between school, parents/carers and students and the community
- assist the best learning outcomes for students.

Kalinda PS wished to ensure that the School Values are reflected through effective communication.

Effective communication encompasses the exchange of ideas, where people feel they have been heard and their opinions valued, and where information is clear and accurate. The communication needs to be related to student performance, welfare and behaviour, as well as school related issues. Communication should be respectful, timely and relevant, allowing for open and honest interaction.

Types of Communication

This policy refers to the following types and forms of communication:

- | | | |
|---------------------------|-----------------|----------------------|
| ▪ Voicemail | ▪ Parent Portal | ▪ Detention Letters |
| ▪ Telephone Conversations | ▪ Emails | ▪ Suspension Letters |
| ▪ Diary | ▪ Letters | ▪ Absence Notes |
| ▪ Website | ▪ SMS | ▪ Social Media |
| | ▪ Newsletter | |

COMMUNICATION APPROACH

Staff to Staff communication

- Staff meetings – minutes to be emailed
- Consultative meetings – to be emailed to whole staff
- Professional Learning meetings – minutes to be emailed
- Professional Learning Team meetings – minutes to be emailed
- SIT meetings – minutes to be emailed
- Emails- specific staff and staff groups - try to avoid ALL STAFF DL emails if possible
- Communication via Compass and email regarding student health and well-being when necessary
- Student/class handover communication

Parent / Teacher Communication Through Email/Parent Portal

As the purpose of email communication will differ with each case, it is expected that the guidelines will be adapted to the individual need.

If a parent/carer requests a school email address, teachers should provide them with either/or the teacher's own Kalinda PS email address or edumail address or be directed to the school's website. Should staff choose to communicate via email with parent/carers, they will need to record this in the Chronicle section of Compass for the specific student.



The guidelines have been developed to encompass most email communication situations.

Teachers Writing Email to Parent/Carer

General

It is expected that staff respond to parent/carer emails within two working days. If a staff member is unable to respond in full to the query made, then it is expected that a short email explaining that the matter is being looked into or information gathered is sent within the two working days. All email communications between Parent/carers and teachers are to be between 8.00am and 8.00pm Monday to Friday.

Class Teacher

A Class teacher may be emailed by a parent/carer to discuss their child's welfare. It is the Class teacher's responsibility to provide the parent/carer with the relevant information, in consultation with the Wellbeing Team (if relevant) and the Principal.

Difficult email: (refer also to the School's 'Raising Concerns and Complaints Policy')

If the tone of email from the parent/carer is perceived as aggressive, it is recommended the staff member seek advice from the Principal or the Assistant Principal.

Staff Should:

- **Not** respond in kind or be aggressive.
- Be respectful in the tone and language used.
- Acknowledge the concern they have raised in the response and if possible address each of the issues separately.
- Ask a colleague or the Principal to proofread the email.
- 'Cc' the response to the Assistant Principal and Principal.
- Seek advice if unsure how to proceed. Advice must be sought from the Assistant Principal or Principal.

In all cases:

- Be respectful in the tone and language used. Re-read the email out loud to determine whether the tone or words could be misinterpreted.
- Ensure concerns raised have been addressed – where this is not possible, staff members are to provide advice to the parent/carer of the person who will be able to assist them.
- In communication with parents/carers, staff members should not dismiss their concerns or use a dismissive tone – while the issue raised might appear minor at the school level, at the parent/carer level it is usually a priority.
- If unsure of the tone, the staff member should have a colleague read the email or pass it by the Assistant Principal or Principal.

Parent/Carer Writing Emails to Teachers

Parents/carers are encouraged to communicate with individual staff members via email (located on the school website) Link – Contact Us. If the parent chooses to communicate via email with a staff member they will need to outline the nature of the communication and include student name, Home Group and a subject heading in the email.

In General

If a parent is contacted by a staff member, it is expected that the parent/carer will respond to the email within two working days.

- If a parent/carer is unable to respond in full to the email, it is expected that a short email be sent explaining that the matter is being looked at and/or that further correspondence or contact will be made either by appointment or by telephone within two working days.
- All email communications between Parent/carers and teachers are to be between 8.30am and 8.00pm Monday to Friday.



- Should a parent/carer not receive a response to their email within two working days, it is suggested the relevant Sub School Leader be alerted to this via email.

Emails to Class Teachers

When Class teachers are emailed by a parent/carer to discuss their child's work progress or welfare, Parent/Carers are expected to allow two working days for the relevant information to be collected, in consultation with the Wellbeing Team and Principals (if relevant).

Difficult Email

If the tone of email from the teacher/staff member is aggressive, it is recommended the parent/carer inform the Assistant Principal or Principal.

Staff should:

- **Not** respond in kind or be aggressive.
- **Be** respectful in the tone and language used.
- **Acknowledge** the issue they have raised in their response and if possible address each of the issues separately.
- 'Cc' the response to the Assistant Principal and Principal.

In all cases:

- It expected that parent/carers are respectful in the tone and language used. Re-read the email out loud to determine whether the tone or words could be misinterpreted.
- Ensure all concerns raised have been addressed.
- In communication with staff members, parent/carers should not dismiss their concerns or use a dismissive tone.
- If unsure of the tone, the parent/carers are encouraged to have a critical friend read the email.

Student Emails to Teachers

Students are encouraged to communicate with individual staff members via email (located on the school website) Link – Contact Us. If the student chooses to communicate via email with a staff member, they will need to outline the nature of the communication and include the student name and matter of concern in the heading of the email. All communication via email from student to teacher/staff member must be consistent with the aim, rationale and guiding principles outlined in this Communication Policy.

In all cases:

- Be respectful in the tone and language used. Re-read the email out loud to determine whether the tone or words could be misinterpreted.
- If unsure of the tone, the students are encouraged to have a colleague read the email.
- If the email by the student or teacher/staff member is aggressive in nature, 'Cc' the email response to their parent/carer, Assistant Principal and Principal.

Diary Communication

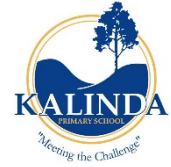
Staff Diary Communication

Diary communication needs to be:

- written on the left-hand side of the School diary (the lined side is for homework)
- preferably written in the space allocated to the date of communication
- brief and factual (E.g. Ancient Egypt assignment due 22/8 not received).

Staff members are expected to **sign** as acknowledgement of receipt any note in the student's diary. Staff members are expected to follow up parent signatures on notes written by them in student diaries. If the note does not have a parent signature, the member of staff may:

- Call the parent, or



- Note:
- Ask the Student Counsellor or Principal to follow-up if appropriate.
 - Students are expected to have a diary which is brought to school and taken home each night.
 - Provision is made for the teacher and parents to sign the diary weekly.
 - Positive comments are encouraged.
 - Notes should be counter signed by the receiver to acknowledge receipt.

Telephone Communication

Calls from Teachers to Parents

As part of the VIT Teachers Professional Standards it is imperative that teachers communicate regularly with parents. One method which will assist in this ongoing and regular communication is the use of telephone calls and messages.

- Teachers may communicate to parents by telephone by obtaining family telephone details from Compass. (such communication must be recorded on Compass in the Chronicle Section).
- If telephone communication attempts have failed, this must be recorded on Compass in the Chronicle section.
- Other important information may include any special communication restrictions between primary and secondary carers.

Calls from Parents to Teachers

Parents contacting the teacher by telephone, will be directed to the teacher's answering service which is connected to each staff members internet account. A message will then be left on the edumail account in the form of a voice file.

- Staff are expected to check their edumail account on a regular basis / daily basis and respond to telephone messages.
- In the interest of protecting privacy, no teacher is to provide private or home telephone numbers to parents/guardians. All telephone communication is to be made to and from the school number.

On Receiving a Phone Message from a Parent/Carer

In General

It is expected that staff respond to the phone messages within 48 hours.

- If a staff member is unable to respond in full to the query made, then it is expected that a short courtesy call explaining that the matter is being looked into and that a time for meeting or another phone call will be made by a specified date.

Class Teacher

Parents may try to communicate with Class teachers to discuss their child's welfare whilst at school.

- It is the Class teacher's responsibility to provide the parent with the relevant information, in consultation with the Wellbeing Team or Principal (if relevant).

Difficult Phone calls

Should the tone of phone message the parent/guardian has left be aggressive, it is recommended you seek advice from the Assistant Principal or Principal.

- Do not respond in kind or be aggressive
- Be respectful in the tone and language used
- Acknowledge the concern they have raised in your response and if possible address each of the issues separately.
- Ensure concerns raised have been addressed – where this is not possible, provide advice to the parent/carer of the person who will be able to assist them.



Kalinda Primary School No. 5121

- In communication with parents/carers do not dismiss their concerns or use a dismissive tone – while the issue raised might appear minor at the school level, at the parent/guardian level it is usually a priority.
- If you are unsure of the tone, have a colleague listen to the message or pass it by a Assistant Principal or Principal.

STUDENT MANAGEMENT COMMUNICATIONS

There are many occasions where a Teacher or a Principal will need to communicate with parents/carers as a result of enforcing the Student Code of Behaviour.

Suspensions

Parents/carers will be informed via a phone call of any suspensions a student might incur as a result of a contravention of the Student Code of Behaviour. This will only occur after a Parent/Guardian discussion with the Assistant Principal or Principal.

- An email and SMS will also be sent as confirmation of the suspension on completion of the relevant paperwork through the Compass system.
- Reasons for the suspension will be provided during the phone call.
- Parents/carers will receive the notification of suspension via email and mail within 3 days of the suspension being issued.

Student Absences

Parents are required to contact the school on the absence line on the same day as a student absence.

- Details should be provided explaining the absence and the length of time of the absence.
- If the absence is for an extended period and is anticipated, parents/carers must inform the relevant Teacher or a Principal directly.

RELATED POLICIES AND RESOURCES

- [Wellbeing and Engagement Policy](#)
- [Code of Conduct Policy](#)
- [Concerns & Complaints Policy](#)
- [The Victorian Teaching Profession Code of Conduct](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	March 2026

APPENDIX Who to Communicate with at Kalinda Primary School

Person	Issue or Concern
Principal Mr S. McClare	<ul style="list-style-type: none"> Concerns related to a teacher's conduct in the classroom and towards students. Severe student behaviour resulting in pre-expulsion and expulsion Last level of appeal regarding decisions made related to promotion, student outcomes High level concerns about school policies, student / teacher conduct.
Assistant Principal Ms Loren Hopkins	<ul style="list-style-type: none"> High level concerns from parents. Concerns related to the welfare of students. Issues/concerns regarding transition Grade 6 to Yr 7 enrolment. High Level Issues/concerns regarding school curriculum, Teaching and Learning High level concerns regarding student progress in classes. High level concerns regarding student discipline, suspension. High level concerns regarding student progress in classes. Issues/concerns regarding school policies and processes. Community Programs and Initiatives
Class Teacher	<ul style="list-style-type: none"> Concerns related to the welfare of students. General concerns regarding student progress in classes. Concerns regarding student discipline. Concerns regarding the implementation of the Student Code of Behaviour. Concerns of a welfare nature you wish the school to be aware of regarding a student. Requests and enquiries regarding the provision of welfare support for a student.
Business Manager	<ul style="list-style-type: none"> Questions about payments of fees, contributions, excursions, camps, EMA, incursions and other events.
Kalinda PS Council	<ul style="list-style-type: none"> Concerns, comments regarding school policies.
ICT Helpdesk	<ul style="list-style-type: none"> ICT concerns, including technical difficulties with student notebooks, iPads and other electronic devices.
Department of Education and Training Website	<ul style="list-style-type: none"> General information on the Department of Education and Training policies and practices.
Kalinda PS Website	<ul style="list-style-type: none"> General information on structure, curriculum, policies and contact details.

Communication Mode Guidelines

Mode	Details	Audience	Prime Accountability
Assemblies	<ul style="list-style-type: none"> Whole School twice per year Year Level twice per term An occasion to celebrate and showcase student learning and achievement An occasion to highlight values and virtues of the school 	<ul style="list-style-type: none"> Students Staff Parents/guardians Families The wider community The audience varies from one assembly to the next. Assemblies are not an appropriate mode for whole of school community communication. 	<ul style="list-style-type: none"> Principals Teaching Staff Administration Educational Support Staff
Diary	<ul style="list-style-type: none"> Homework record School events Teacher feedback to students and parents/guardians Signed by parents/guardians and teachers weekly. 	<ul style="list-style-type: none"> All students Parents/guardians 	<ul style="list-style-type: none"> Classroom Teachers Students Parents
Emails	<ul style="list-style-type: none"> Newsletter Teacher parents/guardians contact 	<ul style="list-style-type: none"> Parents/guardians Staff 	<ul style="list-style-type: none"> Principals Administration Staff

External Interpreters	<ul style="list-style-type: none"> ▪ Contacted when required through agency 	<ul style="list-style-type: none"> ▪ Parents/guardians requiring an interpreter 	<ul style="list-style-type: none"> ▪ Principals ▪ Administration
Face to Face	<ul style="list-style-type: none"> ▪ Parent Information Sessions throughout the year ▪ Formal and informal interviews as required 	<ul style="list-style-type: none"> ▪ Parents/guardians ▪ External providers ▪ Protocol to book a time convenient to all parties 	<ul style="list-style-type: none"> ▪ Principals ▪ Teaching Staff ▪ Administration ▪ Educational Support Staff
Hard Copy Notes	<ul style="list-style-type: none"> ▪ Permission Slips ▪ Specific Administrative letters 	<ul style="list-style-type: none"> ▪ Parents/guardians 	<ul style="list-style-type: none"> ▪ Administration
Media - Local	<ul style="list-style-type: none"> ▪ Department of Education and Training protocols must be followed ▪ Contact through School Representative ▪ Principal Approval Required 	<ul style="list-style-type: none"> ▪ Broader community 	<ul style="list-style-type: none"> ▪ Principals ▪ Administration ▪ DET
Media - State and National	<ul style="list-style-type: none"> ▪ Department of Education and Training protocols must be followed ▪ Principal Approval Required 	<ul style="list-style-type: none"> ▪ Broader community 	<ul style="list-style-type: none"> ▪ Principals ▪ Administration ▪ DET
Kalinda PS Council	<ul style="list-style-type: none"> ▪ Meetings on the third Tuesday of each month ▪ Open meetings for community ▪ Meeting summary in newsletter 	<ul style="list-style-type: none"> ▪ Elected members from: <ul style="list-style-type: none"> ○ School staff ○ Community ○ Parents 	<ul style="list-style-type: none"> ▪ Principal ▪ Kalinda PS Chair ▪ Business Manager
Kalinda PS Newsletter	<ul style="list-style-type: none"> ▪ Available Weeks 3,6, and 9 of each term ▪ Weblink email 	<ul style="list-style-type: none"> ▪ All staff / parents / guardians by weblink email/ website ▪ wider community via website 	<ul style="list-style-type: none"> ▪ Administration
Notice Boards	<ul style="list-style-type: none"> ▪ Up to date events and information ▪ Reflects/reinforce information in the newsletter 	<ul style="list-style-type: none"> ▪ Students ▪ Parents/guardians 	<ul style="list-style-type: none"> ▪ Sub school Leaders ▪ Student Engagement Leaders ▪ Teaching Staff ▪ Administration ▪ Educational Support Staff
Schools Online	<ul style="list-style-type: none"> ▪ As per system requirements 	<ul style="list-style-type: none"> ▪ Prospective and current Parents/guardians ▪ Prospective and current Staff 	<ul style="list-style-type: none"> • Administration
Staff Meetings	<ul style="list-style-type: none"> ▪ Information as required for the efficient running of Kalinda PS, including: <ul style="list-style-type: none"> ○ Policy information ○ Curriculum Development and information ○ Student Health Management 		
Website	<ul style="list-style-type: none"> ▪ Current, user friendly, and informative 	<ul style="list-style-type: none"> ▪ Internal and External Stakeholders 	<ul style="list-style-type: none"> ▪ Administration

	<ul style="list-style-type: none"> ▪ Annual reports and business plan available • School Handbooks available ▪ School Council summary in newsletter ▪ Annual summary at the end of year and annual report ▪ Kalinda PS Policies ▪ DET Policies ▪ VRQA Minimum Standard Policies 		
Mode	Details	Audience	Prime Accountability

Policy Communication Procedures and Schedule

Policy	Policy Communication Procedures and Schedule for the School Community				
	Staff	Students	Parents	Community	Policy Review Date
<ul style="list-style-type: none"> ▪ Excursions policy ▪ Camps Policy and procedures ▪ Visitors and Volunteers policy 	<ul style="list-style-type: none"> ▪ Briefing on 1st Day of Staff PD ▪ Staff Handbook ▪ School Website 	<ul style="list-style-type: none"> ▪ School Website 	<ul style="list-style-type: none"> ▪ School Website 	<ul style="list-style-type: none"> ▪ School Website 	<ul style="list-style-type: none"> ▪ All policies reviewed on a three-year cycle
<ul style="list-style-type: none"> ▪ Duty of Care Policy & Procedures ▪ Critical incident Policy ▪ Supervision and Yard Duty Policy ▪ Restraint and Seclusion of Students Policy 	<ul style="list-style-type: none"> ▪ Briefing on 1st Day of Staff PD ▪ Staff Handbook ▪ School Website 	<ul style="list-style-type: none"> ▪ School Website 	<ul style="list-style-type: none"> ▪ School Website 	<ul style="list-style-type: none"> ▪ School Website 	<ul style="list-style-type: none"> ▪ All policies reviewed on a three-year cycle
<ul style="list-style-type: none"> ▪ Student Engagement & Wellbeing Policy ▪ Attendance Policy ▪ Bullying, Cyberbullying and Harassment Prevention Policy ▪ All Child Safe Policies 	<ul style="list-style-type: none"> ▪ Briefing on 1st Day of Staff PD ▪ Whole Staff Meetings throughout the year ▪ Staff Handbook ▪ School Website 	<ul style="list-style-type: none"> ▪ Leadership program ▪ Enrolment pack ▪ Assemblies 	<ul style="list-style-type: none"> ▪ School website ▪ Information Guide (in enrolment pack) ▪ Parent Information Night ▪ Newsletters 	<ul style="list-style-type: none"> ▪ School Website 	<ul style="list-style-type: none"> ▪ All policies reviewed on a two-year cycle
<ul style="list-style-type: none"> ▪ Digital Learning Policy 	<ul style="list-style-type: none"> ▪ Briefing on 1st Day of Staff PD ▪ Whole Staff Meetings throughout the year ▪ Staff Handbook 	<ul style="list-style-type: none"> ▪ Enrolment pack ▪ Assemblies 	<ul style="list-style-type: none"> ▪ School website ▪ Information Guide (in enrolment pack) ▪ Parent Information Night ▪ Newsletters 	<ul style="list-style-type: none"> ▪ School Website 	<ul style="list-style-type: none"> ▪ All policies reviewed on a three-year cycle

	<ul style="list-style-type: none"> School Website 				
<ul style="list-style-type: none"> Anaphylaxis Management Policy 	<ul style="list-style-type: none"> Briefing on 1st Day of Staff PD Whole Staff Meetings throughout the year Staff Handbook School Website Twice Yearly PD 	<ul style="list-style-type: none"> Individual meetings with anaphylactic students and parents Year Level discussion 	<ul style="list-style-type: none"> School website Information Guide (in enrolment pack) Parent Information Night Newsletters 	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> All policies reviewed on a three-year cycle Review upon Ministerial Order
<ul style="list-style-type: none"> First Aid Policy and Procedures Accident Identification Policy & Procedure Care Arrangement for Ill Students Policy Distribution of medication policy (including Medication and Asthma) Health Needs Policy 	<ul style="list-style-type: none"> Briefing on 1st Day of Staff PD Whole Staff Meetings throughout the year Staff Handbook School Website Year Level Meeting at start of year Update of first aid qualifications, CPR, asthma & anaphylaxis procedures and (Level 2) OH&S and Evacuation Planning cycle. 	<ul style="list-style-type: none"> Individual meetings with anaphylactic students and parents Year Level discussion 	<ul style="list-style-type: none"> School website Information Guide (in enrolment pack) Parent Information Night Newsletters 	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> All policies reviewed on a three-year cycle Review upon Ministerial Order
<ul style="list-style-type: none"> Home Work Policy 	<ul style="list-style-type: none"> Staff Handbook Reviewed at Domain meetings Curriculum Meetings 	<ul style="list-style-type: none"> Year Level Assemblies Individual Subject Teachers School Website 	<ul style="list-style-type: none"> School website Information Guide (in enrolment pack) Parent Information Night Newsletters 	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> All policies reviewed on a three-year cycle
<ul style="list-style-type: none"> Complaints and Grievances Policy Policy Parent payments and voluntary contributions Refund Policy 	<ul style="list-style-type: none"> School Website Staff Handbook 		<ul style="list-style-type: none"> School website Information Guide (in enrolment pack) 	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> All policies reviewed on a three-year cycle Review upon DET policy Directive
<ul style="list-style-type: none"> Assessment & Reporting Policy Curriculum framework 	<ul style="list-style-type: none"> School Website Staff Handbook 	<ul style="list-style-type: none"> Year Level Assemblies Individual Subject Teachers 	<ul style="list-style-type: none"> School website Information Guide (in 	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> All policies reviewed on a three-year cycle



policy Curriculum provision Policy	<ul style="list-style-type: none"> Senior Secondary Handbook 	<ul style="list-style-type: none"> School Website 	enrolment pack)		
<ul style="list-style-type: none"> Enrolment Policy 	<ul style="list-style-type: none"> School Website Staff Handbook 	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> School website Information Guide (in enrolment pack) 	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> All policies reviewed on a three-year cycle Review upon DET policy Directive
<ul style="list-style-type: none"> Fundraising Policy Hire of School Facilities Policy 	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> All policies reviewed on a three-year cycle
<ul style="list-style-type: none"> Investment policy Purchasing card policy 	<ul style="list-style-type: none"> School Website Staff Handbook Meeting With Business Manager 	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> All policies reviewed on a three-year cycle Review upon DET policy Directive
<ul style="list-style-type: none"> Occupational Health and Safety Policy 	<ul style="list-style-type: none"> School Website Staff Handbook Meeting With Business Manager 	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> School Website 	<ul style="list-style-type: none"> All policies reviewed on a three-year cycle Review upon DET policy Directive
Policy	Staff	Students	Parents	Community	Review Date