

Communication and Review of School Policies 2025

1. RATIONALE

The policies of Templestowe Park Primary School guide and describe the main philosophies and operations of the school. The development and review of TPPS's policies is part of an ongoing process to ensure that members of the school community have access to relevant, up to date and succinct policies.

2. GOALS

- 2.1 To ensure that the Templestowe Park school community has access to applicable policies.
- 2.2 To ensure there is a process in place for Templestowe Park Primary School's policies to be regularly reviewed and therefore, ensuring they are up to date.

3. IMPLEMENTATION

3.1 School Policies

The selection of school policies that Templestowe Park Primary School will produce and review on an ongoing basis will:

- meet the requirements of Victorian Registration and Qualification Authority (VRQA) in order to be deemed a compliant organisation
- meet the requirements of the Department of Education
- meet the needs of the Templestowe Park stakeholders of staff, students and parents.

New policies will be added and modified to reflect the growth and evolution of the school and new programs. When developing a new policy, the Principal / Assistant Principals will consult with appropriate personnel in order to draft the initial policy statement. The draft policy may be circulated for comment to the appropriate staff members, SET (School Leadership Team), Education Subcommittee (a School Council subcommittee), to parents, or to students before possible ratification by School Council.

3.2 Reviewing School Policies

All school policies will use the school policy layout, meet legislative and compliance requirements, and have a designated review period. To ensure that school policies are current, a database will be maintained outlining:

- policy name
- school council role (e.g to approve, to be consulted or no involvement required)
- review frequency
- previous review dates
- future review dates.

The database will be located with this policy in the School Governance folder on the school's Policy and Procedure mapped network drive. The convenor of the Education Subcommittee is responsible for maintaining the database along with ensuring review timelines are met.

3.3 Communication of School Policies

It is very important that completed school policies are made available to the Templestowe Park Primary School community. School policies generally have three target audiences; staff, parents and students. Consideration of the audience is given during policy writing. When the audience is parents and / or students simple, pedagogical free language is a priority.

Providing parental and student access to school policies occurs in several ways.

- Published policies appear on the school website for viewing and downloading. These policies are available to not only the school community, but also to any person anywhere in the world who may be considering enrolling at Templestowe Park Primary School, e.g International Students.
- Selected policies are available only to TPPS families for viewing and downloading on our school management system, Compass. All parents have an individual log in to the parent portal.
- All school policies are available on request at the school office.

Providing staff access to school policies occurs in the following ways.

- Published policies appear on the Policy and Procedure mapped network drive for all staff to access.
- Access for staff after school hours or when off site is available via Compass on the teacher portal.

As well as policies being communicated via the school website and Compass, each year the Annual Report is made available to the school community via the website and the parent portal on Compass.

All school documentation relating to the Child Safe standards are publicly available on the school website and on Compass.

Changes as a result of policy developments and/or reviews will be advised to students, staff and parents via the school newsletter and Compass news feed updates.

3.4 **Policy Communication Plan**

See Appendix 1 for information.

4. RELATED POLICIES AND RESOURCES

- TPPS Policy Review Schedule

5. EVALUATION

Policy last reviewed	July 2025
Consultation	This policy was reviewed by the SET (School Executive Team) as part of the school's policy review process August 2025.
Approved by	Principal and School Executive Team 5/8/25
Next scheduled review date	June 2026

Policy Location

Policy Name	Available on TPPS Website	Viewable by Parents on Compass	Viewable by Staff on Compass	Available on Policy & Procedure Drive
TPPS Annual Report	✓	✓		✓
Alcohol at School Events	✓	✓	✓	✓
Anaphylaxis *	✓	✓	✓	✓
Asthma *	✓	✓	✓	✓
Attendance	✓	✓	✓	✓
Bullying Prevention*	✓	✓	✓	✓
Camps & Excursions *	✓	✓	✓	✓
Cash Handling *				✓
Child Safe: Indigenous Action Plan*	✓	✓	✓	✓
Child Safe: Policy *	✓	✓	✓	✓
Child Safe: Code of Conduct	✓	✓	✓	✓
Child Safe: Reporting Obligations*	✓	✓	✓	✓
Child Safe: Risk Register	✓	✓	✓	✓
Class Placement	✓	✓	✓	✓
Complaints *	✓	✓	✓	✓

* - required policy by DET or VRQA

Policy Name	Available on TPPS Website	Viewable by Parents on Compass	Viewable by Staff on Compass	Available on Policy & Procedure Drive
CRT				✓
Curriculum Framework *	✓	✓	✓	✓
Communication and Review of Policies				✓
Digital Learning *	✓	✓	✓	✓
Dogs at School	✓	✓	✓	✓
Duty of Care *	✓	✓	✓	✓
Electronic Funds Management *				✓
Emergency Management *				✓
English	✓	✓	✓	✓
First Aid *	✓	✓	✓	✓
Fundraising *				✓
Graduation	✓	✓	✓	✓
Health Care Needs *	✓	✓	✓	✓
Homework *	✓	✓	✓	✓
Inclusion and Diversity *	✓	✓	✓	✓

* - required policy by DET or VRQA

Policy Name	Available on TPPS Website	Viewable by Parents on Compass	Viewable by Staff on Compass	Available on Policy & Procedure Drive
1:1 BYOD Policy	✓	✓	✓	✓
Incursions	✓	✓	✓	✓
Maintenance of School Grounds				✓
Mathematics	✓	✓	✓	✓
Medications *	✓	✓	✓	✓
Mobile Devices	✓	✓	✓	✓
Mobile Phones *	✓	✓	✓	✓
Parent Payments *	✓	✓	✓	✓
Personal Property *	✓	✓	✓	✓
Petty Cash *				✓
Photographing / Filming Students *	✓	✓	✓	✓
Privacy (link to DET policy)	✓			
Reporting Student Progress				
School Purchasing Card *				✓
Statement of Values *	✓	✓	✓	✓
Student Wellbeing/engagement*	✓	✓	✓	✓
Sun Protection*	✓	✓	✓	✓

* - required policy by DET or VRQA

Policy Name	Available on TPPS Website	Viewable by Parents on Compass	Viewable by Staff on Compass	Available on Policy & Procedure Drive
Uniform Policy / Uniform Code *	✓	✓	✓	✓
Visitors *	✓	✓	✓	✓
Volunteers *	✓	✓	✓	✓
Working With Children Check Register Procedure				✓
Yard Duty and Supervision Policy *				✓
Year 6 Leadership	✓	✓	✓	✓

* - required policy by DET or VRQA