

**Communication Procedures and schedule for members of the Oakwood School Community**

Oakwood Policy	Management Area	Person Responsible	Location of Policy	Date of Preparation	Endorsed by College Council	Review Date	Distributed to Staff	Distributed to Students	Distributed to Parents	Distributed to Community
Anaphylaxis Management Policy	Student Wellbeing	Campus Principal	School Server Policies and Procedures - Noble Park Staff Share	June 2022	August 2022	June 2023	<ul style="list-style-type: none"> <li>• Policy reviewed by staff at briefings and staff meetings</li> <li>• First Aid Kits updated</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents of anaphylactic children</li> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• School website</li> <li>• Three Way conversations with parent, student and teachers</li> <li>• Enrolment Information</li> <li>• Individual parent meetings regarding anaphylactic students</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Administration of Medication Policy	Students Wellbeing	Campus Principal	School Server Policy and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2024	<ul style="list-style-type: none"> <li>• Policy reviewed by staff at briefings and staff meetings</li> </ul> <p>Noble Park Staff share</p>	<ul style="list-style-type: none"> <li>• Classroom discussion</li> <li>• Individual meetings with students and parents</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• School website</li> <li>• Three Way conversations with parent, student and teachers</li> <li>• Enrolment Information</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>
Asthma Policy	Student Wellbeing	Campus Principal	School Server Policies and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2023	<ul style="list-style-type: none"> <li>• Policy reviewed by staff at briefing and staff meetings</li> <li>• Noble Park Staff Share</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents of asthmatic children</li> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• School website</li> <li>• Three Way conversations with parent, student and teachers</li> <li>• Enrolment Information</li> </ul>	<ul style="list-style-type: none"> <li>• School website</li> </ul>

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Attendance Policy	Leadership	Principal	School Server Policies and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2026	<ul style="list-style-type: none"> <li>• Policy reviewed by staff at briefing and staff meetings</li> <li>• Noble Park Staff Share</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents.</li> <li>• Classroom discussion</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• School website</li> <li>• Three Way conversations with parent, student and teachers</li> <li>• Enrolment Information</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• School Website</li> </ul>
Bullying Prevention Policy	Leadership	Assistant Principal Student Wellbeing	School Server Policies and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2024	<ul style="list-style-type: none"> <li>• Policy reviewed by staff at briefing and staff meetings</li> <li>• Noble Park Staff Share</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents.</li> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• School website</li> <li>• Three Way conversations with parent, student and teachers</li> <li>• Enrolment Information</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• School Website</li> </ul>
Camps and Excursions Policy	Leadership	Principal	Policies and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2026	<ul style="list-style-type: none"> <li>• Policy reviewed by staff at briefing and staff meetings</li> <li>• Noble Park Staff Share</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents.</li> <li>• Classroom discussion</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• School website</li> <li>• Three Way conversations with parent, student and teachers</li> <li>• Enrolment Information</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• School Website</li> </ul>

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Child Safety Code of Conduct	Leadership	Assistant Principal Student Wellbeing	Policies and Procedures – Noble Park Staff Share	February 2020	February 2020	February 2023	<ul style="list-style-type: none"> <li>• Policy reviewed by staff at briefing and staff meetings</li> <li>• Noble Park Staff Share</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents.</li> <li>• Classroom discussion</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• School website</li> <li>• Three Way conversations with parent, student and teachers</li> <li>• Enrolment Information</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• School Website</li> </ul>
Child Safety VIT WWCC Procedures	Leadership	Business Manager	Policies and Procedures – Noble Park Staff Share	February 2020	February 2020	February 2023	<ul style="list-style-type: none"> <li>• Policy reviewed by staff at briefing and staff meetings</li> <li>• Noble Park Staff Share</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents.</li> <li>• Classroom discussion</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• School website</li> <li>• Three Way conversations with parent, student and teachers</li> <li>• Enrolment Information</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• School Website</li> </ul>
Child Safety Policy	Leadership	Assistant Principal Student Wellbeing	Policies and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2024	<ul style="list-style-type: none"> <li>• Policy reviewed by staff at briefing and staff meetings</li> <li>• Noble Park Staff Share</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents.</li> <li>• Classroom discussion</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• School website</li> <li>• Three Way conversations with parent, student and teachers</li> <li>• Enrolment Information</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• School Website</li> </ul>

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Child Safety Report Obligations (including Mandatory Reporting) Policy and Procedures	Leadership	Assistant Principal Student Wellbeing	Policies and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2024	<ul style="list-style-type: none"> <li>• Policy reviewed by staff at briefing and staff meetings</li> <li>• Noble Park Staff Share</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents.</li> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• School website</li> <li>• Three Way conversations with parent, student and teachers</li> <li>• Enrolment Information</li> </ul>	<ul style="list-style-type: none"> <li>• School Website</li> </ul>
Complaints Policy	Leadership	Principal	Policies and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2024	<ul style="list-style-type: none"> <li>• Policy reviewed by staff at briefing and staff meetings</li> <li>• Noble Park Staff Share</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents.</li> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• School website</li> <li>• Three Way conversations with parent, student and teachers</li> <li>• Enrolment Information</li> </ul>	<ul style="list-style-type: none"> <li>• School Website</li> </ul>
Digital Learning (Internet, Social Media and Digital Devices)	Leadership	Campus Principals ICT Manager	Policies and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2024	<ul style="list-style-type: none"> <li>• Policy reviewed by staff at briefing and staff meetings</li> <li>• Noble Park Staff Share</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents.</li> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• School website</li> <li>• Three Way conversations with parent, student and teachers</li> <li>• Enrolment Information</li> </ul>	<ul style="list-style-type: none"> <li>• School Website</li> </ul>

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Duty of Care Policy	Leadership	Principal Campus Principals	Policies and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2026	<ul style="list-style-type: none"> <li>• Policy reviewed by staff at briefing and staff meetings</li> <li>• Noble Park Staff Share</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents.</li> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• School website</li> <li>• Three Way conversations with parent, student and teachers</li> <li>• Enrolment Information</li> </ul>	<ul style="list-style-type: none"> <li>• School Website</li> </ul>
Emergency Management Plans	Leadership	Campus Principals Business Manager	Policies and Procedures – Noble Park Staff Share	August 2021		August 2022	<ul style="list-style-type: none"> <li>• Policy reviewed by staff at briefing and staff meetings</li> <li>• Noble Park Staff Share</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents.</li> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• School website</li> <li>• Three Way conversations with parent, student and teachers</li> <li>• Enrolment Information</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> </ul>
First Aid Policy	Leadership	Campus Principal Business Manager	Policies and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2024	<ul style="list-style-type: none"> <li>• Policy reviewed by staff at briefing and staff meetings</li> <li>• Noble Park Staff Share</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents.</li> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• School website</li> <li>• Three Way conversations with parent, student and teachers</li> <li>• Enrolment Information</li> </ul>	<ul style="list-style-type: none"> <li>• School Website</li> </ul>
Health Care Needs	Leadership	Campus Principal Business Manager	Policies and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2026	<ul style="list-style-type: none"> <li>• Policy reviewed by staff at briefing and staff meetings</li> <li>• Noble Park Staff Share</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents.</li> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• School website</li> <li>• Three Way conversations with parent, student and teachers</li> </ul>	<ul style="list-style-type: none"> <li>• School Website</li> </ul>

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									<ul style="list-style-type: none"> <li>Enrolment Information</li> </ul>	
Inclusion & Diversity (includes Equal Opportunity & Sexual Harassment)	Leadership	Principal	Policies and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2026	<ul style="list-style-type: none"> <li>Policy reviewed by staff at briefing and staff meetings</li> <li>Noble Park Staff Share</li> </ul>	<ul style="list-style-type: none"> <li>Individual meetings with students and parents.</li> <li>Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>Available on request</li> <li>School website</li> <li>Three Way conversations with parent, student and teachers</li> <li>Enrolment Information</li> </ul>	<ul style="list-style-type: none"> <li>School Website</li> </ul>
Parent Payment Policy	School Council	Business Manager	Policies and Procedures – Noble Park Staff Share	November 2021	August 2022	November 2022	<ul style="list-style-type: none"> <li>Policy reviewed by staff at briefing and staff meetings</li> <li>Noble Park Staff Share</li> </ul>	<ul style="list-style-type: none"> <li>Individual meetings with students and parents.</li> <li>Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>Available on request</li> <li>School website</li> <li>Three Way conversations with parent, student and teachers</li> <li>Enrolment Information</li> </ul>	<ul style="list-style-type: none"> <li>School Website</li> </ul>
Statement of Values and School Philosophy	School Council	Principal	Policies and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2025	<ul style="list-style-type: none"> <li>Policy reviewed by staff at briefing and staff meetings</li> <li>Noble Park Staff Share</li> </ul>	<ul style="list-style-type: none"> <li>Individual meetings with students and parents.</li> <li>Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>Available on request</li> <li>School website</li> <li>Three Way conversations with parent, student and teachers</li> <li>Enrolment Information</li> </ul>	<ul style="list-style-type: none"> <li>School Website</li> </ul>
Student Enrolment Policy	Leadership	Principal	Policies and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2023	<ul style="list-style-type: none"> <li>Policy reviewed by staff at briefing</li> </ul>	<ul style="list-style-type: none"> <li>Individual meetings with students and parents.</li> </ul>	<ul style="list-style-type: none"> <li>Available on request</li> <li>School website</li> <li>Three Way conversations</li> </ul>	<ul style="list-style-type: none"> <li>School Website</li> </ul>

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							and staff meetings • Noble Park Staff Share	• Classroom discussion	with parent, student and teachers • Enrolment Information	
Students Wellbeing and Engagement Policy	Leadership	Assistant Principal Student Wellbeing	Policies and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2024	• Policy reviewed by staff at briefing and staff meetings • Noble Park Staff Share	• Individual meetings with students and parents. • Classroom discussion	• Available on request • School website • Three Way conversations with parent, student and teachers • Enrolment Information	• School Website
Visitors Policy	Leadership	Principal	Policies and Procedures – Noble Park Staff Share	September 2020	September 2020	September 2022	• Policy reviewed by staff at briefing and staff meetings • Noble Park Staff Share	• Individual meetings with students and parents. • Classroom discussion	• Available on request • School website • Three Way conversations with parent, student and teachers • Enrolment Information	• School Website
Volunteer Policy	Leadership	Principal	Policies and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2024	• Policy reviewed by staff at briefing and staff meetings • Noble Park Staff Share	• Individual meetings with students and parents. • Classroom discussion	• Available on request • School website • Three Way conversations with parent, student and teachers • Enrolment Information	• School Website

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Yard Duty and Supervision Policy	Leadership	Campus Principals	Policies and Procedures – Noble Park Staff Share	June 2022	August 2022	June 2024	<ul style="list-style-type: none"> <li>• Policy reviewed by staff at briefing and staff meetings</li> <li>• Noble Park Staff Share</li> </ul>	<ul style="list-style-type: none"> <li>• Individual meetings with students and parents.</li> <li>• Classroom discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Available on request</li> <li>• School website</li> <li>• Three Way conversations with parent, student and teachers</li> <li>• Enrolment Information</li> </ul>	<ul style="list-style-type: none"> <li>• School Website</li> </ul>