RATIONALE

Daylesford Secondary College is building a wide range of policies, procedures and guidelines to underpin the delivery of quality education. It is essential that the school community is aware of these policies and guidelines and that any changes be communicated in a timely manner to the appropriate stakeholders.

Policies are seen here in the context of statements about curriculum, student welfare, student management, student health and safety, school management, financial management, technology and the like.

AIM

To establish procedures for communicating policies, procedures and guidelines to the relevant stakeholders in a timely and accessible manner.

IMPLEMENTATION

1. A copy of approved policies will be posted on the school website.
2. Amendments and updates to policies will be posted on the school website and, where applicable, will be communicated through the school newsletter.
3. Student wellbeing and student management policies and procedures will be included in the annual student planner (diary).
4. Child Safe Standards policies will be made available to all members of the school community.
5. Staff/staffing policies will be made available to all staff, posted on the staff Google Docs and summaries of relevant information will be included in the staff handbook.
6. The school newsletter will be used to inform and update the community on policy and procedures.
7. The staff newsletter will be used to inform staff of policy matters as well as to inform staff of any updates or amendments to staff policies and procedures.
8. Relevant information will be posted in the curriculum handbooks and made available at parent information sessions.
9. Brochures of key policies will be made available at suitable distribution points (e.g. office, meetings).
10. Other strategies the school uses to disseminate information to stakeholders includes:
   a. XUNO & SMS.
   b. The local newspaper (e.g. The Advocate).
   c. Emails.
   d. Flyers.
   e. Facebook and social media.
   f. Joining with community organisations in sponsorship/advertising (e.g. with Hepburn Shire Council; Hepburn Health Services) to promote our College philosophy, policies and programs.
**EVALUATION**

- This policy will be reviewed as part of the school’s regular review cycle.

<table>
<thead>
<tr>
<th>RATIFIED BY SCHOOL COUNCIL ON:</th>
<th>13/12/2016</th>
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<tbody>
<tr>
<td>SIGNED BY PRINCIPAL:</td>
<td>GRAEME HOLMES</td>
</tr>
<tr>
<td>SIGNED BY SCHOOL COUNCIL PRESIDENT:</td>
<td>TIM FERRIER</td>
</tr>
<tr>
<td>DATE OF REVIEW:</td>
<td>2019</td>
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</tbody>
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