

## Burren Junction Public School: School Procedures Review Schedule (version October, 2017)

| #  | DoE Policies<br>Linked to BOSTES system registration 2015                    | Policy Reference | BJPS written procedures<br>(Who, What, Where & When) | Last Reviewed<br>by School<br>Council | Next<br>Review<br>Date | Next Review<br>Who | BJPS Procedure<br>Recommended for<br>Retirement |
|----|--|------------------|--|---------------------------------------|------------------------|--------------------|---|
| 1  | Accreditation of Teachers in NSW Government Schools policy                   | PD20050165       | Accreditation Procedures                             | 2017                                  |                        |                    | Note 3  |
| 2  | Assisting Students with learning difficulties                                | PD20060342       | Support Teacher Learning Assistance (STLA)           | 3.12.14                               |                        |                    | Note 1  |
|    |  |                  | Gifted and Talented Students                         | 21.5.15                               |                        |                    |   |
|    |  |                  | Accelerated Progression                              | 21.5.15                               |                        |                    |   |
| 3  | Bullying: Preventing and responding to student bullying in Schools Policy    | PD20100414       | Anti-Bullying Policy                                 | 10.9.13                               |                        | SC/Staff           | No  |
|    | Bullying: Preventing and responding to student bullying in Schools Policy    | PD20100414       | Anti-Bullying/High 5                                 | 4.3.14                                |                        | SC/Staff           | No  |
| 4  | Code of Conduct  | PD20040020       | Code of Conduct                                      | 3.12.13                               |                        | Staff              | Note 4  |
| 5  | Complaints Handling Policy   | PD20020051       | Complaints Handling Policy and Guidelines            | 2017                                  |                        | SC/Staff           | No  |
| 6  | Curriculum planning and programming, assessing and reporting to parents K-12 | PD20050290       | Assessment and Reporting Schedule                    | 2017                                  | February, 2018         | Staff              | No  |
| 7  | Enrolment of Students in Government Schools                                  | PD20020006       | Enrolment Procedures                                 | 2017                                  |                        | Staff              | Note 5  |
| 8  | Excursion Policy   | PD20040010       | Excursion Policy and Procedures                      | 31.3.16                               |                        | SC/ Staff          | No  |
|    |  |                  | Supervision Procedures                               | 3.12.13                               |                        |                    |   |
| 9  | Incident Reporting Policy  | PD20070362       | Critical Incidents                                   |                                       |                        |                    |   |
|    |  |                  | Accident to Pupils                                   | 2017                                  |                        | SC/Staff           | No  |
| 10 | Leading and Managing the School  | PD20040024       | School Planning Policy (School Management Plan)      | 11.12.15                              |                        | SC/Staff           | No  |
| 11 | Protecting and Supporting Young People Policy                                | PD20020067       | Protecting Children and Young People                 | 2017                                  |                        | Staff              | No  |
| 12 | School Attendance Policy   | PD20050259       | Attendance   | 25.5.17                               |                        |                    | No  |
|    |  |                  | Exemption from School Procedures                     | 25.5.17                               |                        | SC/Staff           | No  |
| 13 | Sport and Physical Activity Safety Policy                                    | PD20020012       | Sport  | 2017                                  |                        | Staff              | No  |
| 14 | Student Discipline in Government Schools                                     | PD20060316       | Student Discipline in Government Schools             | 10.5.16                               |                        | Staff              | No  |
| 15 | Student Health in NSW Public Schools: A summary and consolidation of Policy  | PD20040034       |  |                                       |                        |                    |   |
|    |  |                  | Healthy Canteen                                      | 21.5.13                               |                        |                    | No  |
|    |  |                  | Sun Smart  | 4.3.14                                |                        |                    | No  |
| 16 | Student Welfare Policy   | PD20020052       | Student Welfare Procedures                           | 2017                                  |                        | SC/Staff           | No  |
| 17 | Work Health and Safety Policy (WHS)  | PD20130454       | Occupation Health and Safety                         | 25.6.13                               |                        | Staff              | No  |
|    |  |                  | Emergency Care Training (First Aid)                  | 22.10.13                              |                        | Staff              | No  |
|    |  |                  | CPR training   | 2017                                  |                        | Staff              | No  |
|    |  |                  | First Aid Procedures                                 | 2017                                  |                        | SC/Staff           | No  |
| 18 | Working with Children Check Policy   | PD20050264       | Working with Children Check Form                     | 10.5.16                               |                        | Staff              | No  |

**Note 1:** Extract from 3.12.14 Minutes 4.1 "4.1 Policy Review – Support Teacher Learning Assistance (STLA): The BJPS Policy was reviewed in conjunction with the associated DET Policy (Assisting students with learning difficulties). PL pointed out that the STLA funding is a thing of the past and the DET Policy is also outdated and in need of review. The Council felt that the procedures now in place around the whole school Assessment and Reporting should adequately identify any students suffering learning difficulties who can then be placed on an IEL (Individual Education Plan) and funding support as required. The Council unanimously agreed that the existing BJPS STLA Policy be retired from 3.12.14.

**Note 2:** Extract from 11.6.14 Minutes 3.3.2 Attendance Policy Retired. It was noted that there is no requirement by the DET that BJPS have a separate policy in relation to Attendance. FC noted that the existing policy is outdated and inconsistent with the DET Policy in a number of places. a) DET Education Act 1990 vs BJPS Education Reform Act 1990. b) DET to explain absences in 7 days vs 1 to 2 days in BJPS policy. c) DET must contact school Education Director vs Home School Liaison Officer (BJPS). The BJPS Policy does not mention wet weather exemptions or link in with other relevant policies such as the infectious diseases policy. FC moved that the BJPS policy be retired in favour of the DET Policy. Seconded EP. Unanimously carried. Policy RETIRED.

**Note 3:** Extract from October, 2017 Minutes 7 Accreditation Procedures Retired. It was noted by SG and KSS that the current DoE Accreditation Policy, which sees all teachers accredited by 2018, makes any BJPS Accreditation Procedures outdated.

**Note 4:** It was noted by SG that the current DoE Code of Conduct policy is quite comprehensive and regularly updated by the DoE. Each year all staff undertake Code of Conduct training and / or online training and this is the way of the future. Thus, there is no requirement of BJPS to have separate Code of Conduct procedures. The Council unanimously accepted this recommendation.

**Note 5:** School Enrolment Procedures