

Communication Policy and Procedure

- HGS

1. Scope

This Policy and Procedure applies to all students, parents and carers of the students, staff and stakeholders of Holmes Grammar School.

2. Purpose

- 2.1 This Policy and Procedure is in place to ensure that Holmes Grammar School's policies, reflect the School philosophy, related regulatory requirements and the school operations.
- 2.2 The policies and the related documents are accessible and communicated to the school community, including students, their parents/carers, staff and other related stakeholders.

3 Policy Principles

- 3.1 The school policies describe scope, purpose, policy principles and procedure principles and the implementation directions of the school as a whole.
- 3.2 The School Principal manages the process of developing and reviewing the school policies in conjunction with the School Council to ensure that all required policies are in place to meet the minimum registration standards required by the Victorian Qualifications and Registration Authority (VRQA), along with any additional compulsory policies required by the Department of Education, such as the National Code 2018.
- 3.3 When necessary, the School will develop additional local policies to respond to specific school community needs, issues or directions with the focus on the needs of students and school operations.
- 3.4 Benchmarking and consultation with the related stakeholders will be made prior to and in the process of policy development.
- 3.5 All the policies will be reviewed on a regular basis to ensure their accuracy, currency and consistency.
- 3.6 Holmes Grammar School is almost exclusively a senior school for international students. Consequently, a large percentage of our students are from English as an Additional Language. As a result, the School has a fundamental and contextual understanding of the importance of communication to its culturally and linguistically diverse range of students and also their families, with policies written in plain English.
- 3.7 Other means of communication, including visual and open discussion are utilised to ensure clarity and understanding of all policies pertaining to the care, safety and welfare of students.
- 3.8 Where applicable and necessary, information is also provided in a translated version.

4. Procedure Principles

Development and Review of School Policies

- 4.1 When developing a new policy, the Principal (or nominee) will determine the level of consultation required with the community and School Council and to confirm whether or not the policy requires School Council approval.
- 4.2 Procedural matters do not require consultation or approval from School Council, however Holmes Grammar School will ensure that the update of any major procedural change is reported to the School Council.
- 4.3 Where consultation and School Council approval is required, draft policies will be circulated for comment to the appropriate bodies, to staff members and to School Council members before ratification by the School Council.
- 4.4 When reviewing an existing school policy, the Principal (or nominee) will refer to latest Department guidelines and legislation to ensure the policy meets requirements and ensure that it accurately reflects school operation and student needs. Further consultation with staff and the School Council will occur as appropriate to the level of change that has been required.

Communication and Publication of School Policies

- 4.5 New policies or changes to the existing policies as the results of policy development and review will be widely advised to students, staff and parents/carers or other related stakeholders as required.
- 4.6 All levels of communication have been utilised in heightening awareness for the whole of the community of the active approach the School has taken across its policies and its expectations of stakeholders including staff, student support services, Homestay and Care Assist. With this in mind, the school has implemented a number of measures through written and visual materials including:
 - a. Students:
 - i. Orientation Presentation
 - ii. Holmes Institute website – School Page policies
 - iii. Student Study Planner (school diary)
 - iv. Visual Medium in Classrooms
 - v. School Assembly
 - vi. Pastoral Programme – Homeroom Discussion
 - vii. Homeroom teacher – mentoring
 - b. Staff:
 - i. Holmes Grammar School Staff Handbook – comprehensive overview of current policies and procedures
 - ii. Annual Professional Development sessions incorporating Child Safe and Anaphylaxis
 - c. Parents/Guardians
 - i. School Website

- ii. VRQA School Annual Report
 - iii. Holmes Grammar School - Student Welfare Policy Manual
 - iv. Principal Newsletter
 - d. Homestay:
 - i. Holmes Grammar School – Student Welfare Policy Manual
 - ii. Child Safe and Code of Conduct Training
- 4.7 Any concerns or queries regarding the school policies, processes and operation should be directed to the Principal.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this strategy.

Responsible Officer	School Principal		
Implementation Officers	Principal/Head of School		
Review Date	25/07/2025		
Approved by			
School Council			
Associated Documents			
All related Holmes Grammar School Policies/Procedures/Strategies & Plans			
Version	Brief Description of the Changes	Date Approved	Effective Date
1	New Policy	12/05/2021	12/05/2021