



## School Governance

# Democratic Principles

### Statement of Intent

Craigieburn South Primary School will ensure that it is aligned with and operates consistently with the principles of Australian democracy.

The programs of, and teaching in Craigieburn South Primary School support and promote the principles and practice of Australian democracy, including a commitment to:

- Elected government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance.

*Ref: Drawn from the Education and Training Reform Act 2006*

### Communication

Craigieburn South Primary School will communicate these principles:

- To staff via meetings, bulletins, intranet and the development of meeting protocols that reflect the principles
- To students via Junior School Council meetings and staff modelling principles and to parents/guardians via school council and newsletters
- To everyone in general – by all staff members at Craigieburn South Primary School modelling the appropriate behaviours associated with the above principles.

***(Evidence provided to VRQA by the department)***

### Structure

Craigieburn South Primary School will ensure its governing structure manages its responsibilities well.

The governance of Craigieburn South is structured to enable the school to develop its strategic direction, effectively manage its finances and fulfil its legal obligations.

*Ref: Sch.2, 15(1) School Governance*

The Act defines the roles and responsibilities of a government school council and the Department of Education and Training (DET) monitors adherence to this standard by government schools.

***(Evidence provided to VRQA by the department)***

### Probity

The Minister may make provision for the membership of government school councils. The eligibility of government school principals is dealt with under another part of the Act or by way of a Ministerial Order.

***(Evidence provided to VRQA by the department)***

### Philosophy

Craigieburn South Primary School's philosophy is clearly stated and is included in the **School Strategic Plan** which includes the vision, mission, values and objectives of the school. The **Annual Implementation Plan** explains how the school's philosophy will be enacted.

Craigieburn South Primary School's philosophy enables the school's leadership team to make clear to current and prospective staff, students and parents the nature of the school. It also provides a foundation for the school's strategic planning decisions and for performance reviews.

Craigieburn South Primary School is clear about its philosophy and can articulate it to staff, students, parents, guardians and the school community.

### **Not for Profit**

*(Evidence provided to VRQA by the department)*

### **Enrolment**

**Student Enrolment Policy – N/A (Specialist & specific purpose schools only)**

- **Student Enrolment Numbers (Evidence provided to VRQA by the department)**
- **Register of Enrolments (Evidence provided to VRQA by the department)**

## **Commitment to the Minimum standards**

The Education and Training Reform Act 2006 provides principles on which school education in Victoria is to be based. The Act requires all schools in Victoria to be registered before they can commence operation. All schools – whether already registered or seeking registration – must comply with minimum standards and other requirements specified in the Act and its Regulations.

### **Craigieburn South Primary School will ensure that**

1. It has processes in place which enable it to plan for, and achieve improvements in student learning outcomes.
2. Its programs and teaching are delivered in a manner that supports and promotes the principles of Australian democracy, including the commitments listed above.
3. There is ongoing assessment, monitoring and recording of each student's performance. This provide each student and parent with access to accurate information about their performance. Access to information must include at least two written reports to parents per year.
4. All teachers employed to teach at the school must be registered with the Victorian Institute of Teaching or have permission to teach and comply with any conditions or limitations of that registration.
5. The requirements of the Working with Children Act 2005 must be complied with in respect of the employment of all staff at a school.
6. There is a framework in place for the organisation, implementation and review of the school's curriculum and teaching practices and to ensure that the Learning Areas are addressed (see Schedule 1 of the Act).
7. The school has a clearly defined enrolment policy that complies with all applicable State and Commonwealth law.
8. A register of enrolments is maintained that contains, for each student:
  - a. Their name, age and address
  - b. The name and contact details of parents/guardians
  - c. The date of enrolment
  - d. The Victorian student number allocated to the student
  - e. Where appropriate, the date the student ceased to be enrolled.
9. Policies and procedures exist to:
  - a. Monitor daily attendance
  - b. Identify absences from school or class
  - c. Follow up unexplained absences
  - d. Notify any parent or guardian regarding unsatisfactory attendance
  - e. Record unsatisfactory attendance information on student files
10. A student attendance register will be maintained of students of compulsory school age, in which a student's attendance is recorded at least twice per day and reasons for student absence are documented.
11. Policies and procedures exist to ensure that the care, safety, and welfare of students are consistent with any applicable State and Commonwealth laws. Staff must be advised of their obligations under these laws.
12. The school's buildings, facilities and grounds comply with any laws that apply to the school including local laws and building, planning and occupational health and safety laws.
13. The educational facilities of the school are suitable for the programs offered by the school and the age levels of the students.
14. A school governance structure enables the school to develop its strategic direction, manage its finances and fulfil its legal obligations.