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Policy	Issue	Date	Process	Issue	Date	Supporting Documents	Issue	Date
000 GENERAL								
001 Cover Sheet	1.0	2.02						
002 Contents	1.0	8.02	000-100 List of Processes	1.0	2/02			
			000-200 Process Amendment, Authorisation	1.0	2.02			
			000-300 Flowchart Development	1.0	2.02	000.300.1 Using Visio for Flowcharts	1.0	9/03
100 Introduction								
101 Purpose of the Manual	1.0	2,02						
102 Manual Amendment Authorisation and Distribution	1.0	2.02						
103 Numbering Process								
200 Our School as a System								
201 Systems Thinking	1.0	7.02						
202 School System	1.0	2.02						
203 Classroom System map								
300 Quality Leadership								
301 Quality Policy Statement	1.0	2.02				301.100.1 Parking Lot	1.0	2/03
						301.100.2 Goal Setting template	1.0	2/03
						301.100.3 RPS Systems View	1.0	2/03
						301.100.3 Plus Delta proforma	1.0	9/03
						301.100.4 Quality Beginning 2003	1.0	5/03
						301.100.5 Quality Beginning	1.0	2/04
						301.100.6 Quality Beginning 2004	1.0	3/04
						Powerponit		
302 Big Picture The	1.0	8.02						
304 School Quality Journey	1.0	8.02						
400 The Quality System								
401 Management Responsibilities	1.0	2.02	401-100 Organisation					
			401-200 Job Description					
			401.300 Self Assessment					
402 System Description	1.0	2.02	402 System Description	1.0	7.02	402.100.1 Capture the Memory presentation	1.0	8/02
						402.100.2 Quality Work Place Mat	1.0	3/02
						301.100.3 RPS Systems View	1.0	1/02
403 School Council	1.0	7.02	403.100 School Council Election	1.0	8/02	403.100.1 SC Standing Orders	1.0	8/02
						403.100.2 SC Committees	1.0	8/02
						403.100.3 SC Elections	1.0	8/02
						403.100.4 SC Roles & Responsibilities	1.0	8/02

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500 CURRICULUM								
English								
510 English	2.0	5.04				510.100.1 EYL Plan	1.0	5/03
511 Library	1.0	7.02						
512 Literacy Intervention	1.0	7.02	512-100 Literacy Intervention	1.0	8.02	512-100.1 Learning Improvement Plan	1.0	8.02
513 Reading Recovery								
Health and PE								
520 Health & Phys.Ed	1.0	7.02						
521 Physical & Sports Ed	2.0	8.03	521-100 Cross Country	1.0	8.02	521-100.1 CC Hanging Rock 521-100.2 CC Bendigo 521.100.3 Cross Country Competitor Record	1.0 1.0 1.0	8.02 8.02 7.03
522 Health	2.0	8.03				522.100 1 ISDES Record of Understanding 522 100.2 ISDES Action Plan	1.0 1.0	7/03 7/03
523 Interschool Sport & House Sports								
LOTE								
530 LOTE Indonesian	1.0	7.02						
531 LOTE day								
Mathematics								
540 Mathematics	1.0	7.02	540.100 EYN Support	1.0	5/03	540.100.1 EYN Plan	1.0	5/03
541 Family Maths			541 100 Family Maths	1.0	6/02			
Science								
550 Science	2.0	3.04						
551 Family Science			551.100 Family Science	1.0	6/02			
Studies of Science & Environment								
560 SOSE	1.0	7.02						
561 Environmental Ed.								
562 Religious Education								
563 Studies of Asia								
564 Multicultural	1.0	10.04						
Technology								
570 Technology	1.0	7.02						
The Arts								
580 Arts The	1.0	8.02						
581 Performing Arts	1.0	8.02						
582 Visual Arts	2.0	8.03						
583 Biennial Musical			583.100 Musical Production Costumes	1.1	9.02			
			583.200 Musical Production	1.1	9.02			
			583.300 Musical Production Auditions	1.1	9.02			
			583.400 Musical Production Publicity	1.1	9.02			

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CURRICULUM GENERAL								
600 Learning & Teaching Philosophy	1.0	7/02						
601 Extension programs			601.100 Aust Schools Comps	1.0	8/02	601.100.1 ASC Science Letter 601.100.2 ASC English/Maths Letter 601.100.3 English Competition letter 601.100.4 Science Eng maths Entries	1.0 1.0 1.0 2.0 2.0	8/02 8/02 8/02 3/04 3/04
605 Integrated Curriculum								
610 Planning			610-100 Planning Early Years 610-200 Planning Senior	1.0 1.0	7.02 7.02			
611 Graduation			611.100 Graduation	1.0	8.02			
620 Camps	2.0	3.04	620-100 Excursion Process	1.0	7.02	620.100.1 Camp 620.100.2 Excursions 620.100.3 Camp Parent Attending 620.100.4 Camp Parent Non Attending 620.100.5 Camp Guide for Parents	1.0 1.0 1.0 1.0 1.0	8.02 8.02 8.03 8.03 8.04
			620-200 Excursion Non Attenders	1.0	5/03			
630 Communication & Information Technology	2.0	5.04						
631 Internet User Policy	1.0	8.02				631.100.1 Internet User Code of Practice P-2 631.100.2 Internet User Code of Practice Years 3-6	1.0 1.0	5.03 5.03
632 Community Access								
640 Homework	1.0	8.02						
650 Assessment & Reporting	1.0	7.02	650.100 Assessment & Reporting 650.200 Interviews February 650.300 Student Files 650.400 Moderation	1.0 1.0 1.0 1.0	7/02 9/02 3/03 7/04	650.100.1 Interviews Parent letter- Feb 650.100.2 Interviews Parent Questions 650.100.3 Interviews Appointment Times 650.100.4 Interviews Timesheets	1.0 1.0 1.0	8/02 8/02 8/02
651 Student Reports			651.100 (June)			651.100.1 Student Reports June – Senior 651.100.2 Student Reports June Year 3/4 651.100.3 Student Reports June Year 1/2 651.100.4 Student Reports June Prep 651.100.5 Student Reports June Cover	1.0 1.0 1.0 1.0 1.0 1.0 1.0	8/02 8/02 8/02 8/02 8/02 8/02 4/03

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MANAGEMENT POLICIES 700 – 900								
701 Administration			701-100 Program Planning	1.0	7.02	701.100.2 Staff Meeting No. Data	1.0	4.04
701 KLA's			701.200 KLA Coordination	1.0	3.03	701.200.1 Action Plan	1.0	3/03
702 Charter			702-100 Charter Development	2.0	6.04			
703 Communication			703-100 Externally Generated Documents	1.0	8.02			
			703.200 Newsletter	1.0	7.03			
704 Policy Development			704-200 Policy Review	1.0	7.02			
705 Triennial Review								
706 Annual Report								
707 Fundraising								
708 Public Relations & Marketing	1.0	9/01						
710 Purchasing Policy								
711 Student Supplies	1.0	9.01	711-100 Purchasing Student Supplies	1.0	8/02	711.100.1 GP12	2.0	3/03
						711.100.2 DE Prep	2.0	3/03
						711.100.3 MML Prep	2.0	3/03
						711.100.4 DS 12	2.0	3/03
						711.100.5 KJ 12	2.0	3/03
						711.100.7 DC 12	2.0	3/03
						711.100.8 AS 12	2.0	3/03
						711.100.9 MYM56	2.0	3/03
						711.100.10 GJ56	2.0	3/03
						711.100.11 LL56	2.0	3/03
						711.100.12 SW 34	2.0	3/03
						711.100.13 MMM34	2.0	3/03
						711.100.14 KB34	2.0	3/03
						711.100.15 VB34	2.0	3/03
						711.100.16 Visual Arts	2.0	3/03
						711.100.17 Perf Arts	2.0	3/03
						711.100.18 LOTE	2.0	3/03
						711.100.19 Reading Recovery	2.0	3/03
712 Finance			712.100 Purchasing Resources	1.0	3/03			
713 Security								
714 Meetings								
715 Wet Days			715.100 Wet Day timetable	1.0	3.03			
			715.200 Yard Duty	1.0	4.03			
717 Bulletin			717.100 Bulletin	1.0	10.02			
718 Energy Efficiency	2.0	10.04						
Staffing								
720 Professional Development	2.0	3.04						
721 Staff Code of Conduct	1.0	7.02						
722 Anti-Harassment	2.0	10.04						
723 Staff Leave								
724 Equal Opportunity								
725 Staff Administration						725.100.1 A-Z New Staff	1.0	2/04
						725.100.2 Admin Manual	1.0	3/04
						725.100.3 Role Statements	1.0	4/04

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726 Staff Financial Matters								
727								
729 Staff Room Duty			729.100 Staff Room Duty	1.0	3/03	720.100.1 Warm Fuzzies	1.0	4.04
730 Hire of Music tutors								
735 Casual Relief Teachers			735. 100 CRT Employment	1.0	3.03	735.100.1 CRT List	1.0	6.03
736 Photos School			736.100 Photos School	1.0	2.04			
740 Staff Performance Measures			740-100 Recruitment Advertised Vacancies	1.0	8.02			
			741-100 PDR Beginning Teacher	1.0	8.02	741-100.1 Beginning Teacher	3.0	2.04
			741.200 PDR Experienced Teacher	1.0	8.02	741.100.2 Mid Cycle Review Beginning	1.0	7.03
			741.300 PDR ETWR	1.0	8.02	741.200.1 Experienced Teacher	3.0	2.04
			741.400 PDR Leading Teacher	1.0	8.02	741.200.2 Mid Cycle Review Experienced	1.0	7.03
						741.300.1 ETWR	3.0	2.04
						741.300.2 Mid Cycle Review Beginning	1.0	7.03
						741.400.1 Leading Teacher	3.0	2.04
						741.400.2 Mid Cycle Review Beginning	1.0	7.03
						741.500.1 Self Assessment goals	1.0	3.03
745 Teacher employment								
746 SSO employment						746.100.1PDR SSO	1.0	4.04
747 OSHC employment								
748 Contracts								
Trading								
750 Uniform								
755 Canteen								
760 Emergency Management	1					760.100.1 Emergency Management Plan	1.0	3/03
765 Hire of Facilities & Equipment	1.0	6/03						
800 Students								
800 Code of Behaviour	1.0	7.02	800-100 Playground Time Out	1.0	7.02	800.100.1 Student Suspension Note	1.0	3/03
						800.100.2 Time Out Room Conference	1.0	7/03
			800-200 Positive Behaviour Management classroom	1.0	10.02	800.100.3 Time Out Room Parent Letter	1.0	2/03
						800.100.1 Student Conference	1.0	2/3
801 Charter								
804 Sunsmart	1.0	2.01						
805 Student Wellbeing	1.0	7.02	805.200 Achievement Awards			805.100.1 Child Harm Protocol	1.0	7/03
						805.200.1 Achievement Award Caring	1.0	6.04
						805.200.2 Achievement Award Learning	1.0	6.04

