

## Checklist, Recommended Programs, Policies, Procedures, Codes, Lists and Rosters

Programs	Policy	Procedure	Code	List	Roster
<b>Learning</b>					
Curriculum; Subjects & Scope	✓			✓	
Arts – graphic & performing	✓				
Environment	✓				
Humanities	✓				
Languages	✓				
Mathematics	✓				
Personal & social development	✓				
Physical Development	✓				
Philosophy, thinking and spirituality	✓				
Science, technology & engineering	✓				
Society	✓				
Approaches to Teaching	✓				
Approaches to Learning	✓	✓			
Social Competencies	✓	✓			
Special Needs Provision	✓	✓			
Gifted and Talented Provision	✓	✓			✓
Learning Intervention & Support	✓			✓	
Subject Time Allocations	✓	✓			
Timetables	✓				
Homework	✓				
Class Sizes & Organisation	✓	✓		✓	
Student Placement	✓	✓			
Planning of Curriculum	✓				
Team Arrangements					
Expectations		✓			
Documentation		✓			
Student Promotion	✓	✓			
Assessment & Reporting	✓	✓			
Camps & Excursions	✓				
Focus Days	✓	✓			
Use of External Providers	✓	✓			
Specialists	✓	✓			
Entertainment	✓	✓		✓	
Community Resources	✓	✓			
Access to Resources	✓	✓			
Before & After Classes Programs	✓				
<b>Human Resources</b>					
Governance Structure and Roles	✓				
Organisational Structure	✓				
Team Structure	✓				
Positions of Responsibility	✓	✓		✓	

Programs	Policy	Procedure	Code	List	Roster
<b>Human Resources (continued)</b>					
Staff Duties	✓			✓	
Devolution		✓			
Inclusivity (anti-discrimination)	✓				
Student Representative Council		✓	✓		
Staff, Student & Community Conduct			✓		
Expectations				✓	
Protocols		✓			
Smoking & Alcohol	✓	✓			
Staff & Student Attendance & Absence	✓	✓			
Staff & Student Dress		✓	✓		
Staffing Profile & Projections				✓	
Recruitment	✓	✓			
Job Descriptions				✓	
Salaries & Benefits	✓	✓		✓	
Hours of Duty	✓			✓	
Staff Handbook		✓		✓	
Merit Based Selection Process	✓				
Selection Criteria				✓	
Interviews		✓			
Registration Checks		✓			
Reference Checks		✓			
Police Checks		✓			
Use of Agencies	✓				
Professional Ethics			✓		
Staff Association			✓		
Industrial Issues	✓	✓			
Workload Equity	✓				
Meeting Schedules	✓			✓	
Catering for Staff Diversity	✓				
Staff Performance & Development	✓	✓			
Performance Evaluation		✓			
Staff Appraisal		✓			
Professional Development		✓			
Mentoring		✓			
Orientation		✓			
Managing Unsatisfactory Performance	✓	✓			
Student Recruitment & Enrolment	✓	✓			
Duty of Care	✓				
Student Supervision	✓	✓			✓
Yard Duty		✓			✓
Lunch Duty		✓			✓
Wet/Hot Day Duty		✓			✓
Dismissal Duty		✓			✓
Late Students	✓	✓			
Student Behaviour Management	✓	✓			
Restorative Justice		✓			
Bullying & Harassment	✓	✓			
Suspension & Expulsion		✓			
Student Assemblies	✓				

Programs	Policy	Procedure	Code	List	Roster
<b>Human Resources (continued)</b>					
Student Welfare	✓	✓			
Orientation		✓			
Health & Wellbeing	✓				
Medical Checks		✓		✓	
Medical Alerts	✓	✓			
Managing Medication	✓	✓		✓	
Communicable Diseases	✓	✓		✓	
Counselling		✓	✓		
Special Needs	✓	✓			
Referral		✓			
Case Management		✓			
Support Provision	✓	✓			
Child Protection	✓	✓			
Injury Response	✓	✓			
Customer Service	✓				
Enquiry Process		✓			
Visitor Reception		✓			
School Tours		✓			✓
Audits	✓				
Interviews		✓			
Opinion Surveys		✓			
Complaints Resolution	✓	✓			
Parental Involvement	✓				
Parent Association		✓	✓		
Class Parents	✓	✓			
Parent Helpers	✓				✓
Community Relations	✓				
<b>Environment</b>					
Buildings					
Facilities Schedule				✓	
Building Standards	✓			✓	
Contract Specifications				✓	
Room Sizes	✓			✓	
Infrastructure	✓				
Communications	✓	✓			
Utilities					
Electricity		✓			
Water		✓			
Gas		✓			
Heating & Cooling		✓			
Room Allocations	✓	✓			
Traffic Management	✓	✓			
Grounds					
Student Allocation	✓				
Traffic Management		✓			
Equipment	✓				
Safety	✓	✓			
Security & Access	✓	✓			
Accessibility	✓				

Programs	Policy	Procedure	Code	List	Roster
<b>Environment (continued)</b>					
Aesthetic Integrity	✓				
Signing	✓				
Cleaning	✓	✓		✓	✓
Maintenance (Cyclical Schedule)	✓	✓		✓	
Waste Disposal	✓	✓			
Recycling	✓	✓			
Emergency Planning & Response	✓				
Evacuation		✓			
Stay Indoors		✓			
External Threat		✓			
Internal Threat		✓			
Fatality Response		✓			
Emergency Supplies		✓		✓	
Safe Houses		✓		✓	✓
Communications					
Telephone Tree		✓		✓	✓
Bulk SMS		✓		✓	✓
<b>Administrative</b>					
Finances	✓				
Fee Structure	✓	✓			
Systems	✓				
Internal Control	✓	✓			
Book-Keeping		✓			
Cash Management	✓	✓			
Receipts		✓			
Refunds		✓			
Salary Notifications/Adjustments		✓			
Banking		✓			
Reconciliation	✓	✓			
Fund Raising	✓	✓			
Budgets	✓			✓	
Responsibilities		✓			
Submissions		✓			
Priorities & Allocations		✓			
Ordering Materials		✓			
Purchasing Materials		✓			
Investments	✓	✓			
Accountabilities	✓	✓			
External Financial Audits	✓				
Reports (Monthly & Annual)	✓				
Transparency	✓				
Assets Management		✓			
Assets Tracking & Audits		✓			
Asset Reporting		✓			
Access to Records	✓	✓			
Marketing	✓				
Communications	✓				
Brochures		✓			

Programs	Policy	Procedure	Code	List	Roster
<b>Administrative (continued)</b>					
Parent & Student Handbooks		✓			
Year Books		✓			
Media		✓			
Promotions		✓			
Open House	✓	✓			
Protocols	✓				
Government Agencies (e.g. Police)		✓			
International Agencies		✓			
Quality Assurance	✓				
Policy Development		✓			
Procedure Development		✓			
Continuous Improvement		✓			
Program Evaluation		✓			
Record Keeping	✓				
Categories					
Filing		✓			
Access (confidentiality)	✓	✓			
Archives		✓		✓	
<b>Material Resources</b>					
Assets Replacement	✓	✓			
Communications & Technology	✓				
Systems					
Protocols		✓		✓	
Classroom Furniture	✓	✓		✓	
Classroom Fittings	✓			✓	
Classroom Supplies	✓	✓		✓	
Resource Allocation & Assignment	✓	✓			
Management Responsibility	✓				
Maintenance & Cleaning	✓	✓			
Library Systems, Provision & Access	✓	✓			
Vehicles	✓	✓		✓	