



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

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P.O. Box 330, Patterson Lakes, 3197
Principal: Carole Mayes
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DISTRIBUTION OF THE ANNUAL SCHOOL REPORT POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school.

PURPOSE

To ensure that the community has access to the School Annual Report to keep informed of the activities of the school.

SCOPE

To ensure that Patterson Lakes Primary School distributes the annual report to the school community annually.

POLICY

- The Annual Report shall be prepared each year in February using the Department of Education template.
- The Report shall be tabled at School Council for discussion and ratification.
- A copy of this report shall be sent to Department of Education as per the guidelines that are distributed to schools on an annual basis.
- The Annual Report will be uploaded to the school's website, and information shall be placed in the newsletter referring parents to the website, and also informing them that hard copies of the report are available from the Office at the school.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Reminders in our school newsletter
- Hard copy available from school office upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	November, 2023
Approved by	Carole Mayes, Principal
Next scheduled review date	November, 2027