

**SECTION 8 STATEMENT**  
***Freedom of Information Act 1989***

**Introduction**

Section 8 of the ACT *Freedom of Information Act 1989* requires the Chief Executive of the ACT Department of Education and Training (the Department) to make available a list of documents staff of the Department use when making decisions. This includes for example policies, guidelines and manuals.

Enquiries regarding the inspection of the documents listed below should be directed to the FOI Coordinator on (telephone) 02 6205 7661.

The Department's publicly available materials appear on the Department's website: [www.det.act.gov.au](http://www.det.act.gov.au).

<b>Guidelines</b>	
	Administrative Guidelines for Principal Appraisal 2004
	Future Pathways Guide 2007
	Food in ACT Schools Guidelines P-12 2007
	Student Centred Appraisal of Need Booklet for Parents, Carers and Staff
	ACT Vocational Education and Training Priorities 2009
	ACT Requirements for Australian Apprenticeships Centres 2009
	Interim ACT Student Disability Criteria for 2004
	Vocational Education and Training Guidelines for ACT Government High Schools
<b>Codes</b>	
	Code of Conduct Brochure
<b>Charters</b>	
	Audit Committee Charter 2008
<b>Frameworks</b>	
	Early Childhood Schools: A framework for their development as learning and development centres for children (birth to eight) and their families 2008
	Curriculum Framework for ACT Schools 2007
	School Improvement Framework 2004
<b>Business plans</b>	
	Risk management and audit plan 2008-09
	ACT College Business Plan 2007-2009
<b>Manuals</b>	
	School Board Operation Manual 2008
<b>Strategic plan</b>	

	Strategic Plan 2006-2009
<b>Policies</b>	
<b>A</b>	Aboriginal and Torres Strait Islander Education
	Acceptable Use of IT Resources Statement and Form
	Access to Student Records
	Administration of Prescribed Medication, Catheters and Injections
	Alcohol - Possession and Consumption in Schools and at School-Related Activities
	Appointment and Functions of Authorised Persons
	Appropriate use of Mobile Telephones
	Approved Educational Courses: Government Schools
	Attendance at Government Schools
<b>C</b>	Care and Use of Animals in ACT Schools - implementation guidelines
	Changing the name of an ACT Government School
	Chaplaincies in ACT Government Schools
	Child Abuse and Neglect
	Complaints Resolution
	Copyright for Schools
	Corporate Sponsorship
	Countering Bullying, Harassment and Violence in ACT Public Schools
	Countering Sexual Harassment in ACT Public Schools
<b>E</b>	English as a Second Language
	Enrolment in ACT Public Schools
	Enrolment of Temporary Visa holders-Charging Policy
	Excursions
<b>F</b>	Financial Contributions from Parents - Statement
	Financial Responsibility of Preschool Parents' Associations
<b>G</b>	Gifted and Talented Students
	Guidelines: Family Law and the School
<b>H</b>	Head Lice
	Health and Safety Policy - First Aid (to be renamed 'First aid and Infection Control')
	Health Physical Education and Sport Policy
	Hepatitis Guidelines for Schools (to be 'First Aid and Infection Control')
	HIV/AIDS Policy and Mandatory Procedures
	Hydrotherapy Pools - School Use
	Hydrotherapy Pools-Community Use
<b>I</b>	Implementation of Early Years Assessment Program and Release of Results
	Infectious Diseases-Outbreak Procedures and Exclusion Periods
	International Fee Paying Students

	International Secondary Student Exchange Programs
<b>O</b>	Outdoor Adventure Activities
	Overseas School Excursions
<b>P</b>	Paid Tutors
	Parents/Carers as Partners in Schooling
	Playground Supervision of Students
	Pregnant Students
	Preschool Excursions
	Protocols for School Visits by Members of Parliament or Members of the Legislative Assembly
	Providing Safe Schools P-12
<b>R</b>	Religious Education in ACT Government Schools
	Reporting of Year 10 ICT Competencies
	Reporting on Student Achievement and Progress to Students and Parents
	Reporting to the Community on School Programs and Performance
	Return to work policy for managing employees with a workplace injury or illness
	Review of Decisions
	Rural Preschools
<b>S</b>	School Canteens
	Sensitive Information Handling
	Short Term Education Programs for International Students and Adults
	Smoke-Free Workplace
	Student Accidents / Incidents
	Student Immunisation Record Keeping
	Student Record Keeping
	Students with a Disability: Meeting their Educational Needs
	Sun Protection
	Suspension, Exclusion, Transfer - ACT Public Schools
<b>T</b>	Temporary Closure of Schools
	Training and Development for Staff who Work in Schools
<b>V</b>	Visitors in Schools Framework
<b>W</b>	Working with Children and Young People - Volunteers/ Information pack for Volunteers