STAFF INDUCTION

Revised

OCTOBER 2007
TABLE OF CONTENTS

ABSENCES - CHILDREN ......................................................................................... 5
ABSENCES - STAFF ................................................................................................. 5
ALLERGIES ............................................................................................................... 6
ASSEMBLY ............................................................................................................... 6
BANKING .................................................................................................................. 6
BICYCLES / SCOOTERS / SKATEBOARDS ........................................................... 6
BINS .......................................................................................................................... 6
BOOK CLUB ............................................................................................................. 6
BORROWING - MOVIE CAMERAS - LAP TOPS ETC ............................................. 7
BULLETIN ................................................................................................................. 7
CANTEEN .................................................................................................................. 8
CAR PARK ................................................................................................................ 8
CHARITIES ............................................................................................................... 8
CLASSROOM ALLOCATION .................................................................................... 9
CLEANING STAFF ................................................................................................. 9
COLLECTION OF MONIES .................................................................................... 10
COMPLETION OF WORK ....................................................................................... 10
CORRESPONDENCE ............................................................................................. 10
COPYRIGHT RULES .............................................................................................. 11
DAILY NOTICES ..................................................................................................... 11
DISCOVERY CENTRE ........................................................................................... 11
DROP-OFF AREA / SCHOOL ENTRANCE ............................................................ 12
EARLY DISMISSAL ................................................................................................. 12
ED043 STUDENT RECORD FOLDERS ................................................................. 12
ENROLMENTS / TRANSFERS ............................................................................... 12
EXCURSIONS/CAMPS .......................................................................................... 12
FIRE DRILL / EVACUATION PROCEDURES ....................................................... 13
FIRST AID ............................................................................................................... 13
DUTY OF CARE ...................................................................................................... 15
FRONT ENTRANCE GATES .................................................................................. 16
GOVERNING COUNCIL ......................................................................................... 16
GOVERNING COUNCIL SUB-COMMITTEES ....................................................... 16
GUIDANCE / SPEECH PATHOLOGY .................................................................... 16
HOME LEARNING EXPERIENCES ..................................................................... 17
HOT WEATHER POLICY ...................................................................................... 17
KEYS ....................................................................................................................... 17
LEARNING TEAMS ............................................................................................... 17
LEAVING THE SCHOOL GROUNDS ..................................................................... 18
LESSON PERIODS ................................................................................................. 18
WELCOME

TO

EAST PARA PRIMARY SCHOOL

This booklet contains information relating to your employment at this school.

The contents give an outline of information most frequently requested by newly appointed personnel. School Management Policies are contained in other booklets if you require more detailed information.

These include:

Assessment and Reporting
Duty of Care
Occupational Health, Safety and Welfare
Performance Management
Role of Governing Council and Sub Committees
Roles and Responsibilities
School Policies

We trust you find your employment at our school both professionally rewarding and enjoyable. If you have any questions regarding the contents of this booklet, please do not hesitate to ask.
ABSENCES - CHILDREN

Children are required to bring a note explaining any absences. These notes, when received, are to be dated, signed by the teacher and filed in Roll Book for possible future reference. Accurate maintenance of the Roll Book is essential. If students develop habits of frequent absences and/or lateness, the Principal is to be advised. The Principal will firstly make contact with the parents and if no satisfactory resolution is affected, make contact with the attendance branch.

Teachers of classes attending NIT sessions or working with the Teacher / Librarian immediately after recess and lunchtime must inform these teachers of any students absent from the class for that day. This will enable staff to determine any unexplained absences of students (ie students leaving the school grounds without permission during recess / lunch play periods)

ABSENCES - STAFF

A preferred TRT list will be circulated early in Term 1 and updated during the year. For planned absences (ie Professional Development) you may make your own personal arrangements with a TRT or Sue will book a TRT for you. Please notify Sue of all arrangements made to be recorded in the TRT Bookings book on the front desk.

If an absence is unplanned (ie illness) you are able to book from the TRT preferred list or phone the Tea Tree Gully Booking Scheme.

Tea Tree Gully Booking Scheme: 8395 1575
Phone either the night before or by 7.30am on the day you will be absent. You will be connected either to an answering machine or your call will be taken by an SSO. Please have the following details ready to state when you phone:-

- Your name (class teacher needing a replacement if you are phoning for someone else)
- Your school
- Year level required
- Day and date you need reliever
- Whether it is for a full or a half day
- Request for certain relievers (eg Tracey Smith)
- Special Information (eg program is......)
ALLERGIES

A list of students with allergies will be developed annually and can be accessed through the Front Office Manager. Children with serious medical conditions will have a photograph and required actions by staff, placed in your roll books.

ASSEMBLY

R - 7 Assemblies are held weekly, on a day and at a time mutually agreed upon by all staff. Classes are rostered to manage each assembly. The assemblies are student led but teachers are expected to support students in the management of the audience. Teachers managing the assembly are not solely responsible for performances as this is a shared staff input. A buddy configuration can be used if desired (see Assembly Policy).

BANKING

Commonwealth Bank offers a service weekly, on a Thursday. This is recommended to parents as a way of teaching their children the habit of saving. Money is brought to the school, together with voucher books on Thursday mornings. Following collection in each class, it is sent to the Finance Manager's office. Each class is responsible for collecting voucher books following their processing.

BICYCLES / SCOOTERS / SKATEBOARDS

Bicycles, scooters and skateboards are not to be ridden in any part of the school grounds. During the day, they are stored in a defined area.

BINS

At the commencement of each school term, one class accepts the responsibility of taking the wheelie rubbish bins out of the shed and placing them in their designated areas each morning. Each afternoon the class returns the bins to the 'Bin Shed'. Every class is allocated an area that is to be cleaned by rostered monitors on a daily basis after lunch.

BOOK CLUB

This is managed by the School Services Officer attached to the Discovery Centre who will provide you with the relevant information.
BORROWING - MOVIE CAMERAS - LAP TOPS ETC.

There are currently 4 Movie Cameras, which are bar coded and stored in the compactus in the Teacher's Resource Library. Each of the carry bags has a label attached, which describes the item inside. These labels match envelopes attached to the shelf in the compactus that are designed to assist teachers in identifying which items are out on loan.

The cameras are:
1 – Hitachi
2 – Sharp
3 – JVC
4 – to be replaced

There are currently 5 Lap Tops (3 apple and 3 PC windows) again bar coded and stored in the Compactus in the Teacher’s Resource Area. These also have labels on the carry bags, which match envelopes that have been attached to the shelves in the compactus in the Teacher’s Resource Library.

1 – Toshiba 2 – Highlander 3 – Apple 4 – Apple
5 – Apple

When requiring either a Lap Top or Movie camera you will need to use the AmLib system to borrow the item/s and then place your borrowing card into the envelope which matches the item/s you have borrowed. If borrowing more than one item, place your borrowing card in one envelope then write your name on a sticky note and place it on the appropriate envelopes of other borrowed items.

Students will not be able to borrow this equipment on your behalf.

Please return at the end of the day so others have the opportunity to borrow if needed.

BULLETIN

This is a weekly internal staff News Sheet prepared each Friday and available to staff each Monday morning on T Drive/Bulletin/Week. Articles for the Bulletin should be in the Front Office by Friday morning.
CANTEEN

Lunches are ordered at the canteen each morning by 9.00am. Lunch bags are to be purchased from the Canteen. Classroom monitors collect lunches from 12.25pm onwards and in the case of Reception classes from 12.20pm.

The Canteen is open at recess times (10.50am-11.10am) and lunch times (until 1.00pm) for children to purchase snacks and drinks. No lunch orders are available in these times.

The Canteen is to be advised of all excursions and camps which will effect the need for more or less volunteer helpers.

The Canteen is an integral part of the school and features many special lunches to match school programs (eg Book Week). The Canteen opens on special days/evenings such as Sports Day.

CAR PARK

There is Car Parking behind the double story building. While it will be necessary at times, we encourage staff not to enter the grounds between 8.30am and 8.45am or leave between 3.15pm and 3.30pm.

This is to ensure the safety of our children.

CHARITIES

The school does not officially support any particular charity, but if staff or students so desire, one money raising function per class each year can be conducted. This is to be organised by a staff member with all children who wish to participate.

Parents must be informed, via the Newsletter, of any Charity Function conducted at the school.
**CLASSROOM ALLOCATION**

Teachers receive an annual amount to cover the costs of:

a) **Stationery** - children are to be issued with stationery to meet their learning needs. Each teacher is to decide on his or her own booklist.

b) **Consumables** - these are to be ordered, at least two days ahead, through Lorraine. Order forms are provided. If you have special needs, up to a week's warning will be needed.

c) **Photocopying** - costs:
   - B/W copy A4 copy is 4c each,
   - A3 B/W copy 7c each,
   - colour copy 16c each and
   - colour double sided 32c each for all machines.

d) The Finance Manager (Lorraine) will update your spending (balance) Week 3 and Week 8 each term. The distribution of the spending between Stationery, Consumables and Photocopying is at your discretion but no extra funds will be available.

e) Each class is provided with a set of equipment ready to begin each year. Anything missing from the provisions at the end of the year will be purchased by Lorraine and charged to the teacher’s classroom budget.

   Items provided are:
   - Stapler
   - Tape Dispenser
   - Teacher’s Scissors
   - White Board Markers

f) A range of hardware is available through Lorraine for classroom, short term borrowing:
   - Long Arm Stapler
   - Paper Cutters
   - Binder

g) TRT’s can negotiate directly with Lorraine. SA University Teachers can negotiate directly with their Supervising Teacher.

**CLEANING STAFF**

Cleaning staff are bound by their industrial contracts and these duties will be monitored through the Principal, Assistant Principal/s or Finance Manager.
COLLECTION OF MONIES

All monies coming into the School are through the School Finance Manager located in an Office adjacent to the Front Office. **The School Finance Manager (Lorraine) needs to know details of all classroom programs that will involve the collection of monies to issue the necessary notices.**

We promote the policy of payment of all monies between 8.30am and 8.45am. Children are encouraged to bring all money in envelopes clearly stating name, amount and purpose for payment.

COMPLETION OF WORK

Teachers may choose to keep students in during breaks as a part of their classroom management structures. This can be worked in cooperation with one or more peers. At the beginning of the year parents need to be advised clearly of the rules that apply when detaining students.

Children must be supervised at all times. (Do not be in a room with a child on their own)
Children are not to be detained after school.
Lunchtime is the most appropriate time for finishing incomplete work (allow for toileting, drinks and food as per regulations).
Do not keep a whole class in unless there are exceptional circumstances.
Children are to be in the **classroom** when in completing work.

The Front Office Foyer and SSO Work Rooms are not available as detention areas.

CORRESPONDENCE

Any correspondence addressed to staff will be placed in pigeon holes.

Any official correspondence to parents must be on school letterhead (to be found in T Drive/Teachers proformas) and approved by the Principal or Assistant Principal/s.
COPYRIGHT RULES

The Education Department has secured a licence from Copyright Agency Ltd., covering literary, dramatic and artistic work.

This allows the following to take place without record keeping, filing and copy notation. Single or Multiple copies of:

One article in a periodical
or
Two or more articles (if they relate to the same subject matter)
Up to 10% or 1 chapter of a book
Up to the whole of the single work contained in a collection of works, provided that the number of pages of the work copied does not exceed 15 (eg one poem, one short story, one recipe, one play, one photo, one map, one drawing, one cartoon etc.)
Up to the whole of a single work contained in a collection of works if it has not been separately published (eg one poem, one short story, one recipe, one play, one photo, one map, one drawing, one cartoon).
Up to the whole of any work if the school has checked with its supplier that it is not available (other than second-hand copies) for purchase:-
  - within 14 days (or 6 months for a text book)
  - at the price the school would normally pay

A separate licence has been negotiated for music

DAILY NOTICES

All Staff are invited to place messages on ‘Edport’ which is located as you access Internet Explorer.

Messages are to be read at the beginning of the day. Where practical late information will be added (eg staff absences may not be known until after 9.00am) however, there may be times when SSO’s may be too busy to do this.

DISCOVERY CENTRE

The Discovery Centre is opened from 8.30am to 3.30pm every school day with the exception of Recess breaks and Friday Lunch.

Children and staff are encouraged to utilise the service frequently and return all materials by the due date.

Parents/Caregivers are responsible for books while they are in their children’s care and they may be required to replace any lost or damaged items.
DROP-OFF AREA / SCHOOL ENTRANCE

Teachers are to impress upon their students the need for extreme care in this area.

Students arriving at school or leaving the grounds in the afternoon must stay on the footpaths either side of the school entrance.

In the Visitor's Car Park, all students must walk within the cyclone fenced pathway. This includes all students with bicycles.

EARLY DISMISSAL

Students may be dismissed up to one hour before normal closing time on the last day of each School Term. Early dismissal at Easter needs to be ratified by Governing Council.

ED043 STUDENT RECORD FOLDERS

These are maintained by the SSO staff and are stored in the Finance Manager's office. The folders are in class groups in alphabetic order and contain all relevant information on each student.

Teachers are required to complete absences / lateness for their class students each term.

These files are not to leave school grounds.

ENROLMENTS / TRANSFERS

A duplicate copy of the enrolment form will be given to teachers. When children transfer out, teachers will be notified by a written slip when the Transfer Advice has been processed and the child can be removed from the Roll.

If a child is known to be moving interstate, they can be removed from the Roll after two weeks.

EXCURSIONS/CAMPS

Please refer to Policy Booklet and complete check-lists.
FIRE DRILL / EVACUATION PROCEDURES

Please refer to Policy Booklet for complete Evacuation procedures for in school and playtime, Procedures for Safe Re-entry and Lock Down Procedures.

FIRST AID

FIRST AID BAGS / YARD DUTY BAGS issued to each classroom include:

- First aid emergency records
- First aid procedures
- Head bump and arm injury notification to parents
- First Aid Record Book
- Yellow Asthma Card
- Asthma Manual
- First Aid Manual
- set of Attention cards
- Time Out & Office card
- Asthma kit when on duty (to be collected from previous duty person each Monday) for oval duties and to be taken on camp or excursion (see Sue)
- Disposable face masks x 1 (small packet version)
- Bandaids / Tissues / Cotton Wool Balls / Gloves
- Melolin non stick adhesive dressings x 5
- Triangular bandage x 1
- Sterile saline solution x 1
- Sterile Dressing x 1

ATTENTION CARDS – For use in Yard and Classroom for minor incidents. Yellow/White (I am hurt), Green/White (Entry into building), Navy/White (Time Out) Plain Blue (Permission to go to office). Please send card to the office with student. Cards will be returned with students when they return to class but extras will be available from the bench in the staffroom. Please keep a plentiful supply.

ACTION/EMERGENCY CARDS : To be readily accessible for use during classroom time for serious incidents only (other than Fabulous card) Red "Behaviour", Red "Medical", Yellow "Asthma", Green "Fabulous" (specific to room). These attract IMMEDIATE attention from Office Staff please send only in an instance where immediate attention is needed.

First Aid /Yard duty bags are to be taken to the Yard, Oval, Hall, Sport & ON EXCURSIONS. This bag should go with you as you leave the classroom with your class or if you are on duty.

A separate bag is provided for Japanese/Science & Music
ASTHMA KITS

- 1 x Asthma kit kept in Front Office at all times. (A yellow asthma emergency card is in each first aid classroom duty bag, for use on recess duty, in addition to your classroom set.)
- 1 x Asthma emergency kit kept in office for classroom, yard and hall emergency – to be issued immediately on receipt of the Yellow Asthma Action card.
- 1 x Asthma kit each for Oval Recess and Oval 1st Lunch and Oval 2nd Lunch. Please organise collection for your rostered duty. Leave kit on the bench near the fridge for next rostered person at the end of the week.
- 1 x Asthma kit for excursion use.

Each teacher on OVAL duty is responsible for making sure they have an asthma kit with them on duty.

- Teachers have the responsibility for care of minor injuries to students in their rooms and for minor injuries on duty. The materials for this are provided in First Aid bags. Teacher to send students to the Office for first aid that cannot be administered from duty bags or when a second opinion required. Injured or ill students must have a yellow and white "I am hurt" card. If a child is sent with the injured student they must have a blue "Office Card". Once first aid is administered at Front Office teachers are to resume responsibility in classrooms.

- Students sent to the Front Office for illness will be assessed, may rest for short time and if ailment persists, emergency contacts will be phoned to collect student.

IMPORTANT NOTE: - CARE ASSESSMENT at Front Office

When sending children to the Front Office for first aid or a lie down, please DO NOT send another child with them unless they are incapable and need assistance.

If a second child is sent they must have a blue "office" card and please make sure that they are aware that the injured or ill child must be the one to tell the first aider what the problem is to enable correct care assessment. (as per Senior First Aid and Basic Casualty Care instruction)

Injuries will be assessed by office staff as to their need for ice. If you send a student for ice it is your responsibility to administer first aid and record this. ICE will not be given to a student requesting it unless accompanied by a note.

REMEMBER: ACTION / EMERGENCY CARDS (plain colour) – RED are only to be used in an emergency when office staff need to RUN!
DUTY OF CARE

- Teachers are to take on responsibility for care of injured students in their rooms and ensure recording. Teachers only send students to office for first aid that cannot be administered in classroom or when a second opinion required. Students must have a yellow and white "I am hurt" card. If a child accompanies them they must have a blue "Office" card. Once first aid administered at front office teachers to resume responsibility in classrooms.

Records must include:
- Name, date and nature of illness or injury must be recorded in the book provided in your first aid bag & the name of the first aider, ie yourself.
- It is the responsibility of the teacher involved to fill out an Accident/Injury Report if the accident / injury on duty or in class is of a serious nature. The ED155 must be completed by the class teacher or teacher on duty and handed to the Front Office. Forms are in the back of the roll book.

If the injury or illness warrants further action:
- Parents/Caregivers are notified to collect the child for medical attention.
  
  OR

- An Ambulance may be called and parents/caregivers informed. An Ambulance can be paid by DECS if no private cover exists via a Statutory Declaration available from the Front Office.

DRUGS AND MEDICATION

1. At times, parents/caregivers ask teachers to administer medicine to children. The 'Administrative Instructions and Guidelines' clearly state that:
   ‘Teachers should not accept responsibility for the administration of medication except where no practical alternative exists.’

In line with this directive and because of concerns felt by many teachers, all student medication which parents have requested specifically for their child, is to be kept in the locked cabinet by the Front Office Manager’s desk.

   Teachers and or the Front Office Manager can administer the medication if they agree to accept this responsibility.

2. Parents/Caregivers are urged to inform the school if their child has any long-term allergies or ailments (sight or hearing loss, asthma etc). This will enable the staff to take the greatest possible care of the child and provide assistance if the child needs it.
FRONT ENTRANCE GATES

During the school day for safety reasons, the front entrance gates are locked from **3.00pm to 3.25pm** to prevent vehicle access to the Drop Off Zone at the time of the students’ dismissal.

The gates are also locked in the evenings at about 6.00pm and re-opened at 7.00am. The gates remain locked during weekends.

All staff have an access key.

GOVERNING COUNCIL

The Governing Council, which has representation of two elected staff members, tenure two years, meets at times decided at the first meeting.

The Annual General Meeting is held during February. Staff members are invited to attend.

The role of Governing Council is set out explicitly in the Department Administration Guidelines - Section 5. Teacher representatives are required to provide a brief report to which all staff contribute for each Governing Council meeting.

GOVERNING COUNCIL SUB-COMMITTEES

- Finance
- Grounds
- Out of School Hours Care
- Netball
- Fundraising
- Football Club

It is expected that each group will have at least one staff representative.

GUIDANCE / SPEECH PATHOLOGY

Access to the services of these support personnel can be obtained by meeting with the Special Education Facilitator. Please check that previous assessments have not been made. These should be found in the ED 043 Folder.
HOME LEARNING EXPERIENCES

For details of the Homework Policy, please read School Policies Booklet.

HOT WEATHER POLICY

School Policy states that when the temperature is forecast to exceed 36 degrees Celsius children are to remain in their classrooms at lunch times.

The Hall and Discovery Centre are air conditioned so even if play continues on hot days below 36 degrees Celsius children who feel the effects of heat may choose to play in these areas.

KEYS

Each teacher will be issued with an entrance key and the code to activate / deactivate the alarm system. PLEASE BE CAREFUL as loss of this key will mean replacement of a significant number of locks.

LEARNING TEAMS

The formation of Learning Teams is a professional development strategy to enable groups of teachers to meet regularly to discuss, implement and evaluate the school plan, share practice, critically analyse readings and develop their understanding of constructivism.

Learning Teams will:
In 2008 the structure of Learning Teams will be decided around the availability of funds with an emphasis on at least 50% being in school time.
Will include the Teacher Librarian and Principal or Assistant Principals.

Teachers are expected to attend and participate in Learning Team meetings. Learning Team time is over and above NIT.
LEAVING THE SCHOOL GROUNDS

Children are not permitted to leave the school grounds during the day, unless collected by a parent/caregiver or an adult member of the extended family.

Teachers are not to release students unless they receive a red Early Release card obtainable by parent/caregivers at the front office.

A note from parents does not override this card.

LESSON PERIODS

The normal school times are as follows and are indicated by the sounding of the school siren:

8.45   Children enter school. No responsibility is accepted for supervision of children before this time.
8.50 - 10.50  Class periods
10.50 - 11.10  Recess
11.10 - 12.30  Class periods
12.20 - 12.40  Rec-3 Lunch in room
12.30 - 12.40  4-7 Lunch in room
12.40 - 1.15   Lunch
1.15 - 3.15    Class periods
3.15   Dismissal

For the last day of each Term, dismissal time is 2.15pm

LOST PROPERTY

It is expected that all children will have their names clearly labelled on their clothing. All lost property is kept outside the Finance Manager (Lorraine)’s room in the Main Building. Once a term all property is displayed for identification. Any unclaimed property at the end of each term will be managed by the SRC.

MAINTENANCE OF FACILITIES

All major school maintenance will be requested through the Front Office Manager. Items requiring minor repair to be placed in the Grounds Person's book located in their pigeonhole.
SITE PLANNING COMMITTEE

This group consists of the Principal, the Assistant Principals and volunteer staff. It meets on a needs basis and accepts responsibility for:

- Policy review
- For reviewing school structures
- Implementation / evaluation of professional learning activities that support the Site Plan.

NEWSLETTER

This goes out weekly. All information for the Newsletter is to be placed in the tray in the Front Office by Tuesday, 5.00pm.

**Please ensure it goes home on Thursdays** as our community actively seeks the Newsletter.

Student work is encouraged for inclusion in the Newsletter. Please hand to Sue, preferably on disc or as a file on Teachers or Student's drive or in an email, at anytime. (Don't forget to leave the name of the file).

If you have students' original work it can be scanned. See Sue.

NON-INSTRUCTIONAL TIME

Non-Instructional time is specifically provided and designed to be used by teachers for professional purposes, such as:

- Interviewing parents
- Professional development
- Preparation of lessons
- Classroom organisation and planning
- Committee meetings
- Planning camps, excursions, school events
- Co-operative planning
- Meeting with Line Managers
- Visiting Kindergartens/other educational institutions
- NEP meetings
- Meeting with SSOs
- Testing

Regular non-instructional time will commence as soon as possible in the first week of the year and continue until the last day in Term 4. If you need to leave the school
during non-instructional time, please let the Principal, Assistant Principals or Front Office know before leaving.

At times during the year a number of school events and public holidays can interfere with your N.I.T. Every endeavour is made to share this loss by programming school events on varying days and negotiating your time each term. However, because of the workload of all staff, we are unable to 'make-up' time.

TRT’s - are to advise the Principal / Assistant Principal of any Non-Instruction Time. They will then be reassigned for that period releasing permanent staff to fulfil other duties. If you swap your NIT please negotiate this with NIT teachers and let the Principal or Assistant Principals know.

NON-INSTRUCTIONAL TEACHERS

- Each Full Time Equivalent member is entitled to 9.5% (2 hours 20 minutes) per week. Part time members are entitled to appropriate ratio of F.T.E.

- Length of time of lessons is negotiable between N.I.T. and classroom teacher ONLY where it does not interfere with others’ schedules.

OCCUPATIONAL HEALTH, SAFETY AND WELFARE OFFICER

In accordance with the Occupational Health, Safety and Welfare Act, a Safety Officer will be elected for a period of three years to represent our school, the staff members and the students. Staff are expected to read the OHS&W Guidelines Policy booklet.

See OHS&W Policy Book for additional information.

PERSONNEL ADVISORY COMMITTEE

See Personal Advisory Committee in the School Policy Booklet
PROFESSIONAL DEVELOPMENT

- The majority of Staff meeting time is devoted to Professional Learning focussing on the school’s priorities as per the Site Plan.
- Teachers on 1.0 time are required to complete 37.5 hours of Professional Development in out of school time. (Teachers on less time complete pro-rata hours).
- 2.5 hours reading time per term is allocated to each staff member provided records are kept.
- The form ‘Training and Professional Development’ is a record of your training activities. The Principal signs this off at the end of the year.
- Those teachers who do not complete the required Professional Development time are to work the equivalent ‘make up’ hours in the last week of Term 4.
- There are a limited number of days for Professional Development during school time. If approved the school will meet all costs.
- Application for Workshops /Overseas travel to the PAC on the Proforma provided.

PROGRAMMING

TRT’s

It is expected that a program will be left, but at times, serious illness prevents this occurring. In this case, timetables will guide Temporary Relief Teachers and most students know the routines of the class. However, when no program is supplied, TRT’s may use their own initiative and experience to provide learning programs suited to the students in their care. Support may be gained from the Principal/Assistant Principals.

SA UNIVERSITY TEACHERS

Programming will be guided by the expectations of the University and the supervising teacher. The quality of your program will determine the quality of the learning experiences for the students.

PURCHASING MATERIALS

See OHS&W Policy

REPORTING

As per School Policy
RESOURCES

The majority of the school's resources for classroom, student or teacher use are available from the school's Discovery Centre or in the Teacher's Resource area in the main building.

**Sports Equipment**
Teachers are responsible for the collection and return of equipment for lessons. Equipment is maintained by a nominated staff member with its distribution at play periods managed by nominated Sport's Monitors.

**Musical Instruments**
Usage is to be negotiated with Music teachers, Michael McConnochie.

**Science Equipment**
Materials are located in the Science/Japanese Room (Room 19). Resources may be borrowed for classroom use through negotiation with Science/Japanese teacher (Alex Turnbull).

**Grounds Maintenance**
Equipment is for use only by appointed Grounds Person/s. The garage areas are out of bounds to students.

**Art Materials**
Each classroom can maintain a limited supply obtainable through the Finance Manager (Lorraine). Each teacher has a Budget Allocation for Art Supplies (see Classroom Allocation).

**Maths Equipment**
General equipment is available on a borrowing system from the Maths Room located opposite the Finance Manager (Lorraine)'s office.

In addition:
- Creative Activity boxes for each Junior Primary class are provided on a rotational basis
- Four technology boxes are available for classroom borrowing.

ROLE AND RESPONSIBILITIES

See Role Statement for Teachers
In the front of your ‘Roll Book’ you are required have:

- Information for TRT sheet filled in with relevant details of your timetable
- Current Class list (Weekly attendance sheet)
- Medical / Custody Information
- Fire Drill Evaluation Procedure
- Fire Drill Evacuation / Playtime Procedure
- Lock Down Procedure
- Maps of School Grounds showing Fire Drill Evacuation Plan and Out of Bounds Areas
- Class Lesson timetable (for TRT's to access)
- Instructions for the EDSAS roll forms
- Other lists/forms ie. Student Exemption, Custody, Medical, Time Out, ED155 etc
- Space at the rear for weekly attendance sheets and term reports to be stored at the end of each term and for collection at end of year.

All relevant information is therefore readily accessible during an emergency and

- Relieving staff have the information they need accessible.

USING THE EDSAS ROLL CLASS ABSENCE FORMS

Each week you will be issued with an EDSAS Roll Class Absence Form in your roll book.

The form must be filled in as per the example, strictly adhering to the Code explanations. It is important that it be filled in correctly. Consider initially using a lead pencil and finalising at end of week in pen, so that adjustments can easily be made before sending to the front office for processing.

The Roll Class Absences form shows the previous week's recorded absences as well as giving you the current week, please use this form to adjust the previous week and corrections will be made that Friday. If you need to make adjustments for earlier dates you are provided with a Student Absentee Adjustment Form (orange) that can be placed in the plastic sleeve with the current week so that the changes can be processed.

Phone advice of student absence will be put into your pigeonhole on a Telephone Absence Note (yellow), which will then enable you to update your roll accordingly.

YOU MUST SEND ROLL BOOKS TO THE OFFICE ON FRIDAY BY 9.15am.

We will return them to you, via your Staff Pigeonhole, in time for use on Monday.

- Your Roll Book needs to be kept somewhere confidential but accessible.
- To aid relieving staff, please make the children in the class aware of where the Roll Book is kept. TRT instructions are to be kept up to date and left in the book so that relieving staff is able to access them.
### Absence Codes

| I | Illness without certificate but communicated by parent either verbally or in writing stating medical condition or illness which is preventing student's attendance. |
| U | Unexplained – no appropriate communication. This code may need to be changed if parents give an acceptable reason after the student has been absent. |
| C | Illness with certificate, Doctor's letter, Dental Appointment card |
| F | Family, social, cultural – absence condoned by parent as being for family, social or cultural reasons (see below). (GIVE REASON IF KNOWN) may need a sticky note. If the reason for absence is condoned by parent/guardian but unacceptable, please mark "F" and ensure that you include reason for absence and note unacceptable. (You may need to include a sticky note on the weekly sheet with the reason so that it may be recorded in EDSAS.) ** The ‘F’ Code is to be used for Family Bereavement or Funeral, a family related event, some cultural celebrations or an unexpected family crisis. It is NOT to be used for family holidays. (Family Holidays / Long Weekends should be recorded as ‘E’ for Exemption if you are notified as stated below or "U" with no official notification.) |
| E | Exemption approved by Principal for up to one month; or Executive Director Schools more than one month. This is family holidays of more than 3 days. Holidays/absences for more than 3 consecutive school days MUST have a form signed by the Principal (available from the front office, copies also in your roll book) filled in by parent/guardian stating date of departure and date of return or expected return, reason for absence. These must be held at the front office once signed by the principal and a copy will be sent home to the parents granting the absence. **If a parent sees you or sends a note via communication book or diary about such an absence, please inform them of the process immediately. See Sue for further info. |
| K | Take Home - absence due to a student being sent home for disciplinary reasons. |
| M | Camps & Excursions (would include High School visits, music lessons at Freemont/Eliz, visits to other school sites, leadership etc.) School organised. |
| N | Not approved – absent without parent/guardian approval. (Truant) |
| T | School Sport includes SAPSASA |
| S | Suspension – externally from school. |
| P | Exclusion with Alternative Placement Program |
| X | Exclusion without Program. Student over the age of compulsion who has been excluded. |
| H | Home schooled |
DEFINITIONS

**LATENESS**
Up to one hour after the start of the school day at 8.45am.

**EARLY DEPARTURES**
Children who leave within an hour of the end of the day (i.e. between 2.15pm and 3.15pm).

**FREQUENTLY -LATE / EARLY LEAVERS**
More than 5 times per Term

**HALF DAY**
- from 8.45am to 12.30pm
- from 12.30pm to 3.15pm
- children who arrive more than one hour late
- students who leave more than an hour before the end of the day and do not return that day

**DAY**
- from 8.45am to 3.15pm

**PROFORMAS**
- SAA1 Student Attendance - Absenteeism
- SAL1 Student Attendance - Lateness
- ED171 Report of Unsatisfactory School Attendance
- ED175 Department Application for Exemption from School Attendance

**DUTIES OF TEACHER - EDSAS TERM ABSENCE REPORTS - END OF TERM REPORT**
- Each term: Class Absences will be tallied and a Term Report will be issued for each class via your pigeon hole. This must be verified and signed as a true and correct record.
- Adjustments: Make any adjustments required and return to the Front Office for updating. A corrected report will be issued to sign. Once verified and signed, the Term Report together with weekly sheets must be filed in the sleeve labelled “Term Report” located in the back of your Roll Book. Must be signed in blue or black pen.
- Student Record Folders - ED 043: It is the class teacher’s responsibility to update the student absences on the Student Record Folders - ED043’s at the end of each term. These folders can be found in the filing room off the Finance Manager’s Office.
ROSTERS

Purpose:  
1. To provide equitable use of resources for staff and students.  
2. To share equally necessary duty of care.  

Rosters will be developed at the commencement of the school year and revised at the start of each subsequent new term.  

Rosters are organised for:  
- Gym Hall  
- Yard Duty  
- Time Out  
- Assembly Organisation  
- Staff Meeting Chairperson/Minute Taker  

SCHOOL CARD

The School Card Scheme is administered by the Education Department and provides financial assistance towards the cost of educational expenses for full-time school students of low income families.  

It is the responsibility of parents or caregivers to apply for School Card each year. Approval for School Card is determined by family income as defined by Government Policy.  

Application can be made through the School Finance Manager (Lorraine) using guidelines set down by D.E.C.S.
SCHOOL SERVICES OFFICERS

School Support Officer roles include:

- **Front Office Manager** – Not available for classroom typing.
- **School Finance Mgr** – Responsible for all monies, ordering and accounting within the school.
- **Classroom Support** – Generally each staff member is allocated 1 hour/week. Part time teachers receive equivalent of their time.
- **Literacy Programs** – SSO support provided for children with NEP’s and those defined with Literacy Needs.

Timetables for classroom support are negotiated at the beginning of Term 1.

School Services Officers are not available in the first week of Term 1, the last week of Terms 1 – 3 and the last 2 weeks of Term 4.
- During the above times SSO’s will be carrying out a range of administrative tasks that benefit all teachers.
- It is the responsibility of the School Services Officer to be on time and provide support as indicated. If unforeseen circumstances prevent this happening, School Services Officers are to advise the classroom teacher as to reasons.
- School Services Officers will negotiate Timetables by the end of Week 1 Term 1.
- Changes to School Support Time for Special Education plus the addition of new students will necessitate adjustments throughout the year.
- School Services Officers have a right to Professional Development and will be encouraged to participate both at Systems and School Level.
- School Services Officers are not required to make up time for:
  - School Closure Days, Professional Development
  - Changes to Non Contact Time
  - Sport’s Days etc.
- School Services Staff are not available for School Excursions/Camps unless arrangements can be made for all other staff to forfeit their time, as well as provision made for students with Negotiated Education Plans to receive the time missed out.
- Classroom Time is allocated at the teacher’s discretion for
  - classroom support
  - photocopying
  - making teaching aids etc.

The most productive use is with children 1:1 or small group situations.
SOCIAL COMMITTEE

This is a staff group who manages their own finances and is responsible for meeting staff needs in the Social Area. This group organises the voluntary Birthday Morning Tea roster, the roster for managing the staff room, and collection of all fees. New ideas and new people are always welcome.

STAFF ARRIVAL / DEPARTURE POLICY

To enable teaching staff to be prepared for the day, it is expected that they will be at school by 8.30am and have their classrooms open for the students to enter at 8.45am.

If staff members need to leave the school grounds during the day prior to student dismissal time, they must inform the Front Office Manager.

(policy adopted 16/3/99)

STAFF INDUCTION

- Where possible staff beginning in January will begin their Induction in the preceding year. If this is not possible a meeting with new teachers may be organised before all staff begin.
- Additional staff meetings for new teachers will occur for the first 4 weeks on an alternate night to regular staff meetings then as needed to allow new staff to settle in.
- A buddy teacher is a good idea.
- New staff will be asked to:
  - Complete a ‘Staff Induction Proforma’
  - Complete an Induction Checklist.
- Staff appointed during the year will meet with the Principal before taking up their appointment and participate in a series of ongoing Induction Meetings.
ORGANISATION AND MANAGEMENT

2 hours Professional Development is allocated each week for 6 weeks during the term.

Administration meetings will occur once a week from 8.05am – 8.30am on a morning voted on by staff.

- At times, upon agreement of staff, meetings may be combined to meet Professional Development needs. This will necessitate a cancelling of a corresponding number of meetings to balance the time commitment.
- Staff are expected to support their peers by being on time.
- There will also be the opportunity for up to two school closure days based on need and ratification of the Governing Council.
- Staff meeting times will be decided by a majority vote of staff.
- If staff meetings occur on Public Holidays, they will be shifted to the following afternoon.
- Chairpersons and Minute Takers along with all Decision Making will be as per policy.
- If all agenda items are finished before the prescribed time, then the meeting will close.
- See also booklet: School Policies, section: Decision Making
- TRT’s are not expected to attend Staff Meetings but are welcome if they would like to come.
- PAR 3 & PAR 4 SA UNIVERSITY TEACHERS are expected to attend all Staff Meetings.

STAFF ROOM

- The amenities of the Staff Room are managed by the Staff Social Committee.
- Staff Meeting Agenda board
  - General Admin issues
  - Occupational Health
  - Professional Development
- Pigeon Holes
  - Check daily for personal notices.
STATIONERY

The School Finance Manager (Lorraine) manages all stationery orders and distribution to students and classes.

At the end of each year, class teachers place their requirements with Lorraine who makes a bulk order through the State Supply Division ready for the new school year. Please order carefully as returns will not be accepted unless class numbers change significantly.

Each student is issued with sufficient stationery to last the major portion of the year. Students will be issued with extra stationery on a needs basis. This will be monitored by teachers and paid for by their classroom allocation.

STUDENT PLACEMENTS

During Term 4 staff will have the opportunity in consultation with other staff to determine student/class group placements for the new school year. Parents/Caregivers will be invited through the Newsletter to raise any issues regarding the placement of their children.

The criteria for placement of students is:

- Friendship groups
- Groups of children with good working relationships
- Children who would benefit by being separated
- Specific Learning needs
- Gender balance
- Social / physical maturity
- Cultural background

Teachers may also seek student input.

SWIMMING

Swimming lessons are organised for a week at the end of Term 1 each year.

R-2 have 5 x 45 minute lessons each year while Years 3-5 have 5 x 1½ hour sessions.

Years 6-7 have Aquatics at a time organised by the Year 6 / 7 teachers.
TEACHING STUDIES STUDENTS

See Policy SA University Teachers

TELEPHONE

All personal telephone calls to be recorded and paid for.

TEMPORARY RELIEVING TEACHERS - STAFF INDUCTION BOOKLET

Teachers are to:

- Give TRTs access to the **Staff Induction Booklet** – to be left on the **teacher’s table**, enabling them to refer to relevant sections as needed.

- Have filled in the **information for TRT** section - first page in the roll book for TRTs to refer to.

- **Have displayed in their room, in a prominent place:**
  - Lesson Timetable/Yard Duty roster
  - Program of work
  - Staff Induction Booklet for T.R.T.’s

TIME OUT / BENCHING

**Benching** is an option teachers on Yard Duty have of asking a student to sit out from playing with other children for inappropriate behaviour classified as minor.

**Time Out** is for inappropriate **Yard Behaviour** of a serious nature. The rostered staff member is on duty from 12.40 to 1.00pm but if no children are sent before 12.45pm, duty in this area lapses. Time Out occurs in the classroom of the Time Out Teacher.

Please see Incident Reporting Policy 2006.
VIDEOS

The use of Videos as a part of school programming is encouraged. However, if they are to be used in the social sense (eg last day of term) they must have a 'G' rating.

WET WEATHER POLICY

On days when wet weather prevents outside play, children will remain indoors.

If the wet weather occurs during play periods, the siren will be sounded three times to indicate to the children they are to return to their classroom area. Inside supervision is shared.

WHITE BOARDS - EVENTS

Please enter all information relevant to staff and classes on the whiteboard in the Staff Room and the Parent Board in the corridor by the Finance Manager (Lorraine)'s office.

Keep this current as we use this information for the Newsletter.
YARD DUTY

Teaching staff are on duty during the following times:

- **8.30am - 8.45am** Morning
- **10.50am - 11.10am** Recess
- **12.40pm - 12.57pm** 1st Lunch
- **12.57pm - 1.12pm** 2nd Lunch
- **3.15pm - 3.30pm** Afternoon

A roster will be drawn up at the commencement of each term. It is expected that all staff will be on duty during their allocated times according to the roster.

If teachers are unable to be on duty at that time for any reason, (conferences, meetings, excursions, camps) they are responsible for making alternative arrangements for another staff member to take their place.

Whilst on duty, every effort is made to ensure the safety and welfare of the students is maintained.

**Areas of required supervision:**

- Main asphalt/courts
- Oval
- Discovery Centre
- Hall (Lunch time only)
- Time Out (Lunch Time only)

Teachers are to carry their classroom first aid bag which contains a face mask, time-out tickets, head bump and arm injury notes, gloves and first aid supplies (including bandaids), ‘teacher needs assistance’ cards and a first aid record book to record injuries you have dealt with. A teacher on Oval duty needs to have an asthma kit with them. Kits to be left by Day Book after your week on oval duty. See First Aid in Staff Induction Book.

**TRTs** are expected to do the Yard Duty of the teacher for whom they are relieving, taking the class first aid bag with them.