STAFF

HANDBOOK

2010

TO BE KEPT ON DESK IN STAFF MEMBERS WORKSPACE
LARGS BAY SCHOOLS

LEARNING: The Key to Our Future

VALUES

Respect
Responsibility
Persistence

OUR VISION

Largs Bay Schools is a community of learners where all people work together to make a positive difference for each student.

OUR MISSION

We exist to plan and deliver a high quality, balanced curriculum which enables students to become life long learners and prepares them for the future.
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ABSENCES REQUIRING A TRT

It is the responsibility of the teacher to ensure the provision of a TRT when required. The following guidelines should be followed.

Cover for Sick Leave
- Ring a TRT direct or the TRT Agency (82401394) (see below) as soon as you are aware of the need for TRT cover.
- Contact the school (answering service, D/P’s, Principal) to provide details as appropriate.
- On return to school obtain and fill in form ED 154A. (Available from Office Staff or Admin filing cabinet)

Other TRT Usage
There will be times when a staff member is aware that he/she will be requiring the services of a TRT. This could be for T/D, family leave, medical appointments, FIR, etc. These procedures should be followed.

Procedure 1
- Contact the TRT direct.
- Ring the TRT Agency and leave a message to inform them of the arrangements you have made.
- Inform the Principal or D/P’s of the booking.
- Fill in form ED 154A if appropriate.

Procedure 2
- Ring the TRT Agency (82401394)
- Leave details of the preferred TRT etc.
- Inform Principal, D/P’s that the booking has been made.
- Fill in details in the “Events Book” at the front desk.
- Fill in form ED154A if appropriate.

Using Staff Members as TRT’s
From time to time there will be some part time ‘contract’ teachers appointed to the school who will be willing to do TRT work.

Procedure 3
- Check if this person is registered with the Agency.
- Make a personal approach and negotiate your needs. Follow the steps in the procedures above.
- If the person is registered with the Agency please ring and inform them of the arrangements you have made.

N.B. The individual teacher is responsible for TRT bookings. If a staff member has any concerns / queries please speak to the Principal or D/P’s.

If you are unable to attend school due to illness or some personal emergency, it is your responsibility to organise a TRT to cover your class. This can be done by contacting the Peninsula Schools TRT Agency which is based at Alberton Primary School. They will then arrange a TRT to cover your absence.

The telephone number is 8240 1394. Leave a message on the answering machine by speaking slowly and clearly and giving:
- Your name,
- Your school,
- Your year level
- Your preferred reliever
- The day(s) on which you will need the reliever
- And if a half-day is required indicate a.m. or p.m.

Please ring the night before if you know you will be away or if on the day, please ring as early as possible.

It is also necessary for you to inform the school of your absence and the reason e.g. illness, family emergency, etc.

Teachers are to ensure that their TRT folders are accessible and have up to date information, including current time tables and rosters placed in them. If your absence is known beforehand, a program should also be provided for the relief teacher.

ABSENCE OF STUDENTS
The Principal is responsible for the supervision of student attendance records. An information sheet outlining procedures is in the front of your Student Absence Folder. Please arrange for your Absence Folder to be sent to the front office each morning for the staff to enter the information into EDSAS.
ACCIDENTS

All injuries to students or staff requiring treatment more than a bandaid, or if a parent needs to be notified, require the person on duty or in attendance to fill out an ED 155 (Accident Report form). It is possible that the school can be required to provide evidence of such reports up to 7 years after the event.

All injuries caused by another student (agression, accident etc.) must be reported to the Principal or Counsellor so that parents can be notified. Accidents of a serious nature where students do not need to be taken home are also to be reported to the Principal or Counsellor.

ALL INJURIES TO TEETH OR HEAD ARE TO BE FOLLOWED UP IMMEDIATELY:
• inform Principal or Counsellor
• phone parent
• if parent unavailable, seek dental or medical assistance
• fill in an accident report – available at the front office

AREAS OF RESPONSIBILITY

At the beginning of each year, staff volunteer for a particular area of responsibility. The responsibilities are:- to receive mail regarding the nominated area, to avail yourself for meetings to discuss budget submissions and purchasing. In some cases to act as the nominated budget approval person. A list of areas and the persons responsible is in the school policy folder and also located on the pin up board in the staffroom.

ASSEMBLIES

Assemblies are valued as a means of whole-school and community interaction and communication. They are held on Friday at 9.15 a.m., even weeks of term for Years 3 – 7, odd weeks of term for Rec – Yr 2 and are organized by classes. At assemblies staff award certificates to students that recognise a variety of achievements. Assemblies are also held on special occasions: eg. Remembrance Day and at the end of the term/year.

The duration of the assembly should be about 30 minutes.

Individual or pairs of classes will take responsibility for the running and organisation of the assemblies.

ie. • Preparing a program (contacting other classes etc)
   • Contributing to the program (as appropriate)
   • Organising speakers, announcers etc.
   • Training these people to build confidence / success
   • Ensuring enough seats are in place and the hall is ready for assembly.

All staff will be responsible for –
Contributing to assemblies, teaching students appropriate presentation and audience skills, entrance and dismissal of classes from the hall.

Coordinating & Presenting classes each present 1 item

Principal/Deputies to have input eg Special Awards presented by Principal/Deputies – 2 per class each assembly. Teachers to
• nominate, fill in certificates & put in leadership in trays prior to assembly, Largs Bay Legend Awards etc
• Student Voice Report
• Class cooperation certificates etc
• PLEASE DON’T FORGET: KAURNA WELCOME AT BEGINNING OF EACH ASSEMBLY
FIRST VERSE OF NATIONAL ANTHEM

BASIC CLASSROOM ALLOCATION

Each classroom is provided with a basic allocation of equipment which does not need to be supplied from teachers budget. Please see Appendix 3 for a list of this equipment.

BEHAVIOUR MANAGEMENT

At Largs Bay Schools we are committed to creating and maintaining a supportive learning environment that makes a positive difference to all our students.

Students have a responsibility to: Respect the rights of all students to learn and teachers to teach in a safe, supportive setting
Please refer to the Behaviour Management Policy for further information.
**BELL TIMES**

- 8.40 a.m. Doors Open
- 8.45 a.m. 10m with Class Teacher
- 8.55 a.m. Lessons commence (2 hour block)
- 10.55 a.m. – 11.15 a.m. **RECESS**
- 11.15 a.m. Lessons re-commence (2 hour block)
- 1.15 p.m. – 1.25 p.m. Eating Time in classroom
- 1.25 p.m. – 2.05 p.m. **LUNCH** (40 minutes)
- 2.05 p.m. Lessons re-commence (1 hour block) - then 10 minutes with class teacher.
- 3.15 p.m. Dismissal

**BORROWING OF SCHOOL PROPERTY**

School property, such as computer peripherals or cameras that are not processed through the Resource Centre, are not to be taken from the school without the express permission of the Principal. Items taken from the school i.e. laptop computers, cameras, are not covered by DECS insurance and must be covered by individual persons household insurance. Items must be signed out of the school by the principal or school admin officer.

**BUDDY CLASSES**

This is an important aspect of our work aimed at further developing a supportive school environment for students. Information will be provided in induction sessions. By the end of Week 4 Term One all Buddy Class pairs should have been organised.

**CAMPS/EXCURSIONS**

Please complete the Camps and Excursions forms available from the proforma folder in the staffroom. Also refer to the DECS web site [http://www.schools.sa.gov.au](http://www.schools.sa.gov.au) (click on Staff, select Policy from the index, then policies, then 'C' for Camps & Excursions).

**IMPORTANT**

Please fill in Preliminary Approval Form (available in your Proformas folder) for Camps and Excursions and have it approved by the Principal/Head of School before any firm bookings are made or advice sent to parents.

1. Get the costing for your excursion/camp approved by the Finance Officer at least two days before sending note home to parents.
2. Give parents at least 2-3 weeks notice of forthcoming excursions and as long as is possible for camps.
3. Write your excursion dates on the Staff Room Calendar, as soon as your excursion is booked.
4. Notify Canteen of excursion a week in advance, in writing.
5. Check any yard duties are covered.
6. Enter information in the day book.

**Uniform for Camps/Excursions**

- **Camps** – School uniform is optional but school hats must be worn.
- **Excursions** - students are expected to be in full school uniform including hats during all excursions.

Please see the Principal if any student is not in the required uniform prior to leaving the school on an excursion or camp.

**CANTEEN**

The canteen is managed by Governing Council. The Canteen Manager is Gloria Armitage. Parent helpers assist until the end of lunch. Staff are asked to promote respect and appropriate behaviours towards the parent helpers, as their time is a valuable contribution to the school.

- The canteen is open every day.
- Lunch bags and price lists will be supplied to all classes at the beginning of the year.
- Teacher’s orders can either go in with their class order or be taken to the canteen.
- Each class will nominate canteen monitors who:
  1. Take the orders to the canteen by 9.30am
  2. Collect the orders from the canteen prior to eating lunch. (1.00pm).
  3. **Always notify the canteen ahead of time if you are going out on an excursion**, therefore not requiring lunch, or if you need your lunch at an alternative time.
  4. Notify the school office as soon as possible if you become aware that a student is without his/her lunch.

**CARE OF SCHOOL ENVIRONMENT**

- Any displays attached to windows with tape need to be thoroughly cleaned by teachers at the end of the year. Nails, staples, sticky tape and masking tape must never be put onto walls and woodwork. The school has been recently painted and we have special yellow adherent squares for use on paintwork. Please see Anne Weinert re this.
- Teachers are required to deal with mess as they find it throughout the school. “If you find it, please fix it”
CHILDREN WITH SPECIAL NEEDS
The Special Education teacher will use information from the special education assessments and teacher information to determine those students requiring early assistance. If you have a child in your class that you believe requires such assistance, please notify the Special Education teacher. It is the class teacher’s responsibility to provide an educational program that is appropriate to the learning needs of the child.

- **Special Education**
  The Special Education teacher manages the Guidance Officer and Speech Pathology Services and provides supervision for the development of NEPs. If you have any children that you believe need assessment, please see her. All relevant files relating to Special Ed. children should be in the pupil record folders, which are kept in a filing cabinet in the bookroom. It is expected that teachers keep these files current.

- **Students with High Intellectual Potential**
  It is expected that all teachers will cater for the needs of SHIP children in their planning and programming.

- **E.S.L.**
  There are a number of children in our school who are identified as having learning issues that are linked to their non-English speaking background. Most are second or third phase learners of English. The children with the greatest need are serviced through this program by the Special Education teacher/SSO, who work mainly with first phase learners. She will consult with you early in the term to ensure any children that you may consider need assistance through this program do receive it.

CHOIR
The school’s choir coordinator is Elise Hutton. Meredith Dowdy is accompanist and assistant. They:

- Prepare the choir for the concert.
- Organise the transport etc for rehearsals off-site.
- Arrange the purchase and distribution of choir books, tapes, Concert tickets, etc.

The choir also presents concerts to a variety of community groups throughout the year.

CLASSROOM BUDGETS
Classroom budgets are designed to allow teaching staff more control over and ownership of resources related to their teaching / learning programs. They also provide for individual flexibility and provide resourcing for different teaching approaches and individual student needs. There is an amount per student allocated at the beginning of each year to cover consumable materials, stationery supplies and photocopying. Budget reports on expenditure will be given to teachers on request. If any other information is needed during the term please discuss your requirements with Anne Weinert, the School Admin Officer. (see Appendix 1 for further information)

CLEANING
Class teachers are responsible for their learning areas, keeping the room tidy and uncluttered so that cleaners are able to do their job properly. Chairs are to be placed on desks so that backs are not in the way of the carpet sweeper/vacuum cleaner. Particular care is to be taken to clear floors of papers, craft materials etc. Cleaners have been instructed not to clean areas where unreasonable amounts of rubbish are lying on floors. The floor should be vacuumed each night. On designated days of each term a special “Tidy Up” will occur. At the end of the year a thorough “tidy up” by teachers is expected and a note re expectations will be issued in Week 8. Any problems, which occur, need to be discussed with the Principal or entered into the cleaner’s communication book, which is kept in the staff room.

COLLECTION OF MONEY
Where learning area activities/excursions cost $5.00 or less, a Tax Invoice will not be sent home with the students, unless other arrangements have been made with the Finance Officer. All money is paid directly at the Bookroom so a receipt can be issued immediately. It is preferred that all payments are made before recess time.

COMPUTERS
The administration computer in the staffroom is for all staff use especially if EDSAS is required. The front office computers are not to be used by teachers.

COMPUTER ROOM
*Please do not attempt to load or delete programs* without first informing the Computer SSO (Zoran)
*No food or drink is allowed in the computer room.*

CRITICALLY ILL CHILDREN
Make yourself aware of all children with particular medical problems. All information required can be accessed on EDSAS. Please speak to the Front Office staff if you have any concerns.
DIARIES
It is expected that some kind of communication book will be used as a significant aid to two-way communication between school and home. For Junior Primary children there will be a variety of ways that this communication is achieved, eg. “Communication Books”, “Home Books”, communication boards outside the learning area door. Year 3 - 7 classes need to develop appropriate common expectations, guidelines and strategies for effective diary use. Teachers are expected to regularly check diary use by students.

DUTY OF CARE and professional expectations of staff
This memo is to remind teachers of their duty of care to students and to ensure that all members of staff are clear about the following expectations:

- By 8.40 am all teachers will be in classes ready to begin daily lessons at 8.45 am. Notices need to be placed on the intranet by 8.15am and teachers will be expected to ensure that they check this communication channel in time to be in class by 8.40 am at the latest.
- On no account are teachers to double up classes to release other staff members for activities regarded as normal professional responsibilities. Report writing, excursion arrangements, preparing work in the computer room, etc. are professional responsibilities to be completed out of teaching hours. The school calendar contains dates for major activities and staff will be expected to organise time well in advance of due date to ensure that requirements are completed on time.
- Teachers will arrange preparation such as photocopying in NIT or break times and not leave classes.
- Support in terms of personal organisation such as time management is available from senior staff and other staff members should you require it.
- Where there are work load stresses on individuals, groups or the staff as a whole we will need to address these through avenues such as, Staff meetings, PAC and approaches to senior staff.
- Individual teachers are expected to take responsibility for raising issues of concern.

Staff leaving school premises during working hours
The following directions to staff are based on the need to meet Occupational Health and Safety requirements and to cover duty of care for students. It is a system expectation that staff will be on the premises by 8.15 am and remain until 4.00 pm. daily. However, our school arrangements allow the flexibility to vary after school hours provided that staff:

- are available before and after school for parent liaison where required
- are available to other staff members for routine school organisation
- not leave the premises before 3.40 pm when all students have safely left the school
- attend staff, learning team and committee meetings

On every occasion during the day when a member of staff leaves the grounds, whether for business or private reasons, she/he must sign in and out. A sign on book is kept in the front office for this purpose. No teacher is permitted to leave the school during non-instruction time without the permission of the Principal, Counsellor, or their delegate. On every occasion when a staff member leaves the school on official DECS business the Principal, Counsellor or delegate must countersign the book. This procedure is necessary to ensure that members of staff are covered for accidents while on duty.

During lunch breaks no teacher may leave the grounds if there is a possibility of rain and students needing to go back into their class. It is not sufficient to arrange for a nearby teacher to supervise your class. The buddy system exists to allow individual teachers time to go to the toilet and collect refreshments if necessary. It is not a system of doubling classes and assuming duty of care for combined groups. If there is an urgent matter to be attended to outside the school during a rainy lunch break teachers will need to negotiate cover with the principal or counsellor.

ELECTRICAL EQUIPMENT
DECS have checked all electrical equipment in the school and everything should have been tagged to show it is safe. If you discover any equipment that does not have a tag please let Anne Weinert know. No electrical equipment belonging to staff or parents is to be used in the school unless it too has a tag to say that it has passed a safety inspection. Newly purchased equipment is to be recorded in the Electrical Appliance Register in the H&S cabinet in the front office.

EMAIL
All staff and students are issued with an email address. All mail traffic both within Government and externally via the Internet is currently monitored. Personal emails should be forwarded to your private email address and responded to out of work hours. Saving attachments from personal emails to the department network is not permitted.

EMERGENCY EVACUATION PROCEDURES
A procedure sheet and map is clearly displayed in every workspace on the school site. A copy of this is also in the Policy section of this folder. It is required that all staff makes themselves familiar with these procedures. Please see Appendix 4 for Staff Checklist for Emergency Evacuation.

EMERGENCY LOCK IN PROCEDURE
Please see Appendix 5.
ENROLMENT PROCEDURES
Front Office staff will greet family and seek basic information, i.e. age of child, transfer info. They will arrange a meeting with the Principal or Deputy. Principal / Deputy will interview family, fill in enrolment forms and issue a welcome pack. Principal / Deputy will find out relevant details i.e. learning needs, behavioural needs, CAMHS, FACS, BSU, medical, cultural, NEP, ATSI, New Arrival, custody. They will offer a brief tour of the school and negotiate a starting time. Duplicate copy of enrolment forms will be given to class teacher, counsellor, ESL etc. or where appropriate.

FLEXIBLE INITIATIVES RESOURCING (FIR)
F.I.R. is negotiated with staff at the commencement of each year. If F.I.R. is used for teacher release, this must be negotiated with your line manager well in advance of days being taken and days entered on calendar in the office. There is a form in the proforma folder in the staffroom that must be completed explaining reasons for using F.I.R. resources that must be completed and approved by the Principal. F.I.R. cannot be taken on staff meeting days or at the end of the year.

FIRST AID
All staff must have up-to-date Basic Casualty Training. If you are due for retraining it is important that you notify the Principal as soon as possible.
The SSOs provide emergency First Aid in the Front Office at recess and lunch breaks. However, there are First Aid bags in each classroom for minor injuries and all duty teachers carry a “bum-bag” which contains essential equipment for minor injuries when on yard duty. Please replenish as this becomes necessary. Ask at front office. Large First Aid Kits are located in the Front Office for excursions and oval duty. Children must see the teacher on duty to get a red referral notice before coming into the office.

GLUE GUNS
The use of these guns need to be taught prior to an activity in which they are used. Should an emergency arise please use the red emergency card to summon assistance from the front office.

GRIEVANCE PROCEDURES AND HARASSMENT
We are committed to establishing and maintaining a supportive working environment for members of our school community who include: SSO’s, HPI Employees, Teaching Staff (including TRT’s), Canteen Personnel, Government Services Employees, Volunteers.
At Largs Bay School we are committed to building a culture of collaboration that entails:
- Open and honest communication
- Development of trust

HALL
Not in use at present

HAZARD IDENTIFICATION
Please report major hazards to the front office. It is expected that teachers deal with minor hazards around the school eg. spills, wet floors, children’s mess etc. Hazard cones, mops and buckets are available from the Resource Centre. Teachers are responsible for identifying manual handling hazards and taking appropriate preventive action. eg. 1. do not carry heavy items from vehicle to classroom. Drive (to a position) closer to classroom or use a trolley. eg. 2. Ensure items are not stored on top of cupboards or inaccessible places that may be a danger to children or staff.

HAZARDOUS SUBSTANCES
If any substances are decanted from a big container into smaller ones for school use, EACH container must be labelled. Please see the H&S Representative (Anne Weinert) for additional information.

HEALTH AND SAFETY
It is paramount that staff ensures total compliance with the regulations and understand the issues involved in H & S. The role of the Health and Safety officer will be to assist the school as a whole to be familiar with the regulations and to assist with their implementation and with on-going staff training. A Health and Safety Committee will be elected at the beginning of the year.
There is a Near Miss sheet available in the OHS cabinet in the Interview Room. Please enter any incidents, which you regard as being potentially dangerous so that the H&S committee can take action to rectify problems.
All accidents must be recorded on an ED155, which can be obtained from the front office. A filing cabinet in the Chat Room has a copy of all H&S documents, which are available to all staff.
HEALTH AND SAFETY ROLES AND RESPONSIBILITIES

Managers have a responsibility in their areas of control to ensure:
- they carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures
- relevant health and safety policies and procedures are effectively implemented
- all risks to health and safety are identified, assessed and effectively controlled
- the effectiveness of risk control measures are regularly monitored and deviations from standards rectified
- supervisors and employees have adequate knowledge and skills to carry out their health and safety responsibilities
- employees and their representatives are consulted on any proposals for, or changes to the workplace, work practices, policies or procedures which may affect the health and safety of employees.

Employees have the responsibility to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person. They:-
- report any incident or hazards at work to their manager or supervisor
- carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures
- obey any reasonable instruction aimed at protecting their health and safety while at work
- use any equipment provided to protect their health and safety while at work
- assist in the identification of hazards, the assessment of risks and the implementation of risk control measures
- consider and provide feedback on any matters which may affect their health and safety
- ensure they are not affected by alcohol or another drug, to endanger their own or any other person's health and safety.

Health and Safety Committee
The Largs Bay Schools has established a health and safety committee consisting of management and employee representatives. The Health and Safety Committee is the principal forum for management to consult with employees on broad health, safety and welfare, and policy issues.
The responsibilities of the Committee are to:
- assist in the development, monitoring and review of health and safety policies and procedures
- consider any proposal for, or changes to the workplace, policies, work practices or procedures which may affect the health and safety of employees
- promote the importance of health and safety amongst management and employees
- monitor Largs Bay Schools’ health and safety performance
- monitor the rehabilitation of injured employees
- assist in the resolution of health and safety disputes.

Health and Safety Representatives
Largs Bay Schools will encourage and facilitate the formation of work groups and election of health and safety representatives to represent employees on health and safety matters.
The role of health and safety representatives is to:
- represent employees from their designated work group on health and safety matters
- investigate health and safety related complaints prior to representations to management
- make representations to management and report back to employees on any matter relating to health and safety
- discuss with the employees, any proposals or matters which may affect the health and safety of employees.
- Assist management in the identification of hazards, the assessment of risks and implementation of risk control measures
- Assist in promoting adherence to health and safety policies and procedures
- Assist in the monitoring of risk controls and health and safety policies and procedures.

HOMEWORK

No formal Homework Policy has been developed in the school. Homework will be related to the range of learning activities with which children are involved at school. As a result, a variety of homework activities will be set and may include reading, reporting, interviewing, collecting, researching, written assignments, art activities etc. Activities may vary for individual students.

Guidelines

Years R-2: - Formal homework is not set for R-2 students but regular reading and related activities are strongly supported.

<table>
<thead>
<tr>
<th>Year</th>
<th>Time - minimum</th>
<th>Time - maximum</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>10 mins</td>
<td>20 mins</td>
<td>3 times a week</td>
</tr>
<tr>
<td>4</td>
<td>15 mins</td>
<td>45 mins</td>
<td>Monday to Thursday</td>
</tr>
<tr>
<td>5</td>
<td>15 mins</td>
<td>up to an hour</td>
<td>at least 4 times a week</td>
</tr>
<tr>
<td>6</td>
<td>15 mins</td>
<td>up to an hour</td>
<td>at least 4 times a week</td>
</tr>
<tr>
<td>7</td>
<td>15 mins</td>
<td>up to an hour</td>
<td></td>
</tr>
</tbody>
</table>

NOTE:
1. It is important that children should not work longer than the maximum time if frustrated or tired. In such cases, parents should write a note of explanation in their child’s diary.
2. Children may work for longer periods on some activities if they choose to.
3. It is important that children are involved in some activities other than homework after school.
HOT & WET WEATHER POLICY

In extreme hot weather conditions
Ie. When the predicted maximum temperature in The Advertiser is 35C or 36C
The following procedures will be followed:-

- Lunch will be reduced to 20min
- All children will go out together
- Oval play is cancelled
- Teachers will give children managed time outside at other appropriate time(s) during the day

Ie. When the predicted maximum temperature in The Advertiser is 37C
The following procedures will be followed:-

- No Play policy will come into effect as per Wet Weather procedure

In rare extenuating circumstances Leadership may over-ride the Advertiser, they will aim to do this before recess.

On other occasions oval duty teachers to consult with Leadership re Oval play.

This decision will be communicated via a message sent around to classes at 12.45 p.m.

Duties to be covered by Leadership and non-classroom based teachers.

Wet weather
3 Blasts of the siren will signify that wet weather procedures are to be followed.

The siren can signify this:
- at the beginning of a recess or lunch period
- during a play period

When this occurs
- Students – return to or remain in their own classrooms. (Students should not negotiate to visit other areas of the school AS THIS IS NOT TO OCCUR)
- Teachers on Duty – if wet weather occurs from the start of playtime all duties are cancelled and teachers remain on duty in their classrooms.

Negotiate with the teacher next door to ensure that at least one staff member remains on duty between 2 classes.

Additional staff will be allocated to provide increased student supervision / staff release in specified areas as detailed below.

<table>
<thead>
<tr>
<th>Location</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rooms 1-2, 10 - 12, 19 – 20, 26-27</td>
<td>Cover own</td>
<td>All week</td>
</tr>
<tr>
<td>3 - 4</td>
<td>RC Teachers</td>
<td>All week</td>
</tr>
<tr>
<td>13-14</td>
<td>Indonesian Teacher</td>
<td>All week</td>
</tr>
<tr>
<td>8</td>
<td>P.E. teacher</td>
<td>All week</td>
</tr>
<tr>
<td>16, 17, 29</td>
<td>Principal &amp; R-3 DP, Spec Educ.</td>
<td>All week</td>
</tr>
<tr>
<td>22 - 23</td>
<td>Music teacher</td>
<td>Mon - Thurs</td>
</tr>
<tr>
<td>22 - 23</td>
<td>Coordinator</td>
<td>Fri</td>
</tr>
<tr>
<td></td>
<td>Sp Ed teacher</td>
<td>Mon - Wed</td>
</tr>
</tbody>
</table>

Planning Room Etc.
- Planning Room/Resource Centre will not operate when wet weather or extreme hot weather policy is activated.

When wet weather occurs during Playtime
- The teachers on duty in the Yard A area (or the Principal / Deputy Principals) make a decision and ask office staff to ring the siren 3 times.
- A staff member without classroom duties (PE, Sp.Ed) will monitor the weather and ring the siren to signify a return to play if this is appropriate.
- If students return to play all normal duty rosters will be in force. (Please negotiate with other staff to ensure you have some break if this occurs)

INDUCTION OF NEW STAFF

An induction program is provided for incoming staff. The Principal/Head of schools will spend time on issues that need immediate attention with additional time being made available on request. During a tour of the school with the Principal, OHS&W issues will be raised.

Induction involves a range of processes including:
- Welcome (phone call & letter)
- Training (preferably prior to commencement of duties)
- Documentation (including this Staff Handbook, Plans, Policy Folder & Check lists) Buddy System
- Informal Support from leadership
- Reflection, evaluation & review

JEWELLERY & PERSONAL POSSESSIONS.

All jewellery worn or personal possessions brought to school are the responsibility of the owner.
KEYS
The School Admin Officer issues area keys. Some keys are issued on a daily basis only and must not be kept. Teachers can be issued with a key to the staffroom external door if required and all teachers will be issued with a key which will open all internal classroom and storeroom doors. Teachers are expected to pay for replacement keys if lost.

LITTER
Eating and drinking is not permitted on the oval during regular recess and lunch breaks. All learning areas are issued with a map showing an area of the school they are responsible for keeping tidy and litter free.

LOST PROPERTY
Lost property is kept in the Front Office. Articles not claimed at the end of each term are displayed and the remnants are given to charities or the Uniform helpers for disposal.

MANDATORY NOTIFICATION
As well as our statutory responsibilities in regard to children, all staff have the obligation to notify Families SA re concerns. The hotline number is: 13 14 78. Reports must be made using the website (http://www.decs.sa.gov.au/speced2/pages/childprotection/) and a hard copy of the report given to the Principal.

MAP OF THE SCHOOL
At the end of this booklet.

MEDICATION
Pain relief medication is available for staff from the Front Office. Students requiring medication such as antibiotics should be able to take their medication at home. Where this is not possible and supervision of medication is necessary, parents will need to complete a medication plan, which is available from the front office.

ADMINISTERING MEDICATION
DECS discourages schools from administering medications. However, it is recognised that a child’s continued attendance at school and benefit from education could be seriously jeopardised (ie long term absence) if assistance were not available. In some cases older students can accept responsibility for their own medication, eg aerosol ‘puffers’ however prescribed medication should be kept in a secure place in the first aid room and issued by a staff member.

DECS guidelines for administering Analgesics (ie Panadol) are quite specific. Due to the masking effect they have on other serious conditions they can not be administered unless once again prescribed by the doctor with the child’s name dose etc marked from the pharmacy on it.

Please be aware that a course of antibiotics can be administered 3 times daily (before school, after school and before bed time) and therefore does not fall into the category requiring administering at school. If however the doctors requirement was a dose before/after meals this would then be dealt with by school staff.

If medication is to be administered by school staff it is necessary to have:-
- written permission to administer medication from parent (see below)
- a letter from the doctor clearly outlining the dose and frequency of the medication
- if the medication is only needed for a few days the box or bottle must have the appropriate instructions from the pharmacy printed on it
- the child’s name clearly marked on the medication

MICROSOFT SOFTWARE LICENCING AGREEMENT
Software is available for installation on home computers. A ‘Home Use Agreement’ form needs to be completed and signed prior to borrowing. Overnight borrowing only is permitted.

NEWSLETTERS
The school newsletter is a very important means of communication for the Largs Bay Schools community. Teachers are requested to ensure that it is distributed to the youngest student in each family in the class, unless the family chooses to receive newsletters via e-mail. Newsletters are published fortnightly on Fridays. Please forward articles to the front office at the latest by Wednesday of the publishing week.

NON-INSTRUCTION TIME
N.I.T. arrangements are organised by the Principal. The Specialist N.I.T. programs for are Physical Education, Indonesian and Music.
ORDERING OF SUPPLIES
Chris Fensom manages the distribution of supplies and handles ordering. Catalogues are available from the bookroom. Each classroom should have a duplicate order book for. All classroom teachers have a set budget per child (see Learning area Budget section) and all ordering is to be done through Chris. (An information sheet regarding GST regulations and ordering is included in the Appendix.). Health and safety procedures must be adhered to when equipment and materials are ordered.

OUT OF SCHOOL HOURS CARE
Out of School Hours Care operates daily from 7.00 am until 8.30 am and 3.15pm - 6.00pm in Room 5. Vacation care also operates during Vacation periods. Director for OSHC is Mark Harvey. Children who are still waiting to be picked up after school later than 3.30pm, will be sent to OSHC.

PARENT GROUPS
Parent support for the school community is very strong and much valued at Largs Bay School. The major groups are the Governing Council, Community Links Committee and LAP group. Subcommittees, sporting bodies and additional groups are created for specific projects.

PARENT ISSUES
From time to time parents approach students in the yard or learning areas to solve conflicts between their own children and other students. While the aim is generally to save teacher time and sort things out with a minimum of fuss, approaching students in these types of situations has the potential to cause more harm than good. Parents are required to resolve issues with students other than their own, through a staff member. Staff will work through issues with the students involved and report outcomes to parents.

PERFORMANCE MANAGEMENT
It is expected that all staff members will identify key areas for improving their performance during the year. Areas for improvement will reflect DECS and school priorities as well as those identified by individuals. It is expected that staff will place priority on the achievement of the school’s stated vision. Any individual requiring written feedback will need to negotiate this with the Principal early in first term.

PERSONNEL ADVISORY COMMITTEE
The P.A.C. is used as a key resource in the personnel management of the school and provides advice to the Principal. There must be an AEU representative elected by AEU members and a trained Equal Opportunity representative (elected by staff from the pool of trained people) on this committee with the Principal. Elections occur at the beginning of term 2.

PETTY CASH
Dockets must only show school items that have been purchased. There cannot be any personal items on the docket. You must have a Tax Invoice/Receipt showing G.S.T. before reimbursement of monies can be approved. See Chris Fensom or Anne Weinert for reimbursement. Petty cash will only cover amounts up to approx. $10.00. For items costing more a reimbursement cheque will need to be processed. Please hand receipts to Chris Fensom.

PHOTOCOPYING
Photocopying is done by individual staff members. Each staff member is allocated a security number for the photocopiers. Office staff are not available during the day to do last minute photocopying, but your allocated SSO can take on this task during your allocated learning area assistance time. Incoming staff will need to organise a time with their buddy teacher or SSO to have training before using the photocopier. Photocopiers are located in the staffroom and Resource Centre (black and white) and in the office (colour and black and white). The machines in the staffroom and office are also printers which can be direct from computers.

PIN-UP BOARDS
• For H&S reasons ensure you use ladders that are provided in each building when displaying on hard to reach areas.

PLANNING ROOM
Students who commit a high level offence that cannot reasonably be sorted through –
• Walking with a teacher
• Time out sitting down
• Community service (picking up papers)
• Restorative behaviour (talking and planning to set things right)
or who repeatedly commit low level offences spend 20 minutes of their lunch with a teacher in the Planning Room. Offences that involve intentional violence or abuse of staff should be brought to the attention of a leadership member as per our Behaviour Management Policy.
PSYCHOLOGICAL HEALTH
Largs Bay Schools is committed to nurturing a psychologically healthy work environment. We employ a range of strategies to ensure that staff feel safe and secure and enjoy their work. Confidential counselling and support and advocacy services exist for DECS employees who wish to discuss work related difficulties where these affect job satisfaction and performance. The phone number is 82267555. Referrals may be made via self, colleagues and/or Departmental Officers, Doctor, Workers Compensation Officers. ED155’s can be used to report psychological problems which will then be taken up by DECS. It is the responsibility of all employees to report any problems of this nature.

PUNCTUALITY
It is important to foster responsible attitudes and consistent punctuality in students. Class teachers have a role in modelling punctuality at all times, discussing the need for punctuality in class and recording and reporting frequent late comers to school and class. The information is entered into EDSAS and is essential for DECS statistics.

REPORTING POLICY
At the beginning of every year the school’s reporting format is reviewed. Each of the learning teams will develop proposals that meld with the other year levels and an addendum to this booklet will be provided no later than week 4 of term 1.

RESOURCE CENTRE
David Humphris is the Teacher-librarian. Julie McLennan also works in the Resource Centre. Information about the Resource Centre procedures will be provided early in the year.

SCHOOL SERVICES OFFICERS
- Anne Weinert is responsible for the Administration Section. (5 days per week)
- Chris Fensom is the Finance Officer. Responsible for all money, ordering supplies, stationery etc. (5days per week)
- Deb McMurtrie is responsible for the front office receptionist. (5 days per week)
- Teresa Mammona - ESL and classroom support SSO.
- Jenny Duncan, & Karen Destro are early years & primary years classroom support SSO’s.
- Julie McLennan is Resource Centre SSO.
- Leanne White is responsible for the LAP program and also Special Education & classroom support SSO
- Mike Finamore (the groundsperson) looks after the bins, grounds, minor maintenance etc. Tuesday, Thursday & Friday.
- Zoran Suhaj is the Computing Technician (approximately .5 time)
- Karen Ahang is the Aboriginal Community Education Officer.
There is no learning area support for the last week of the year except for the Area Resource Classes.

SCHOOL PROFILE
Largs Bay Schools has approx 500 students from Reception (five years) to Year 7 (twelve/thirteen years). There are 19 classes. There is also an Indonesian classroom and a Music Room.

<table>
<thead>
<tr>
<th>Rec</th>
<th>Rec/Yr. 1</th>
<th>Rec/Yr. 1</th>
<th>Rec/Yr 1</th>
<th>Rec/Yr 1</th>
<th>Heather Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rec</td>
<td>Jeannie Reynolds</td>
<td>Sue Holbrook</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Pam Stavropoulos</td>
</tr>
<tr>
<td>Rec</td>
<td>Year 1</td>
<td>Kate Knill/Anne Barnes</td>
<td>Year 2</td>
<td>Mary Lovich</td>
<td></td>
</tr>
<tr>
<td>Rec</td>
<td>Year 2</td>
<td>Katrina Georgiou</td>
<td>Year 3</td>
<td>Judy Southwell</td>
<td></td>
</tr>
<tr>
<td>Rec</td>
<td>Year 3</td>
<td>Popi Samaras</td>
<td>Year 3 / 4</td>
<td>Tom Nissan</td>
<td></td>
</tr>
<tr>
<td>Rec</td>
<td>Year 4</td>
<td>Tiz Saffi</td>
<td>Year 4/5</td>
<td>Valerie Bartley</td>
<td></td>
</tr>
<tr>
<td>Rec</td>
<td>Year 4/5</td>
<td>Rob Wilson</td>
<td>Year 5</td>
<td>Karen Smith</td>
<td></td>
</tr>
<tr>
<td>Rec</td>
<td>Year 6/7</td>
<td>Sharon Todd</td>
<td>Year 6/7</td>
<td>Carmela Hanson</td>
<td></td>
</tr>
<tr>
<td>Rec</td>
<td>Year 6/7</td>
<td>Deanne Summers</td>
<td>Year 6/7</td>
<td>Simon Bowden</td>
<td></td>
</tr>
<tr>
<td>Rec</td>
<td>Indonesian</td>
<td>Gina Chish</td>
<td>Music</td>
<td>Phil Crossing</td>
<td></td>
</tr>
</tbody>
</table>

School Counsellor: Danielle Windsor
Physical Education: Fiona Prentice
Resource Centre Librarian: David Humphris
School Services Officers - as above

SCHOOL TIMES
Teachers are expected to be at school no later than 8.15a.m. Students are not permitted to enter the school grounds until 8.30am, unless they are enrolled in Before School Care. Classroom doors open at 8.40 a.m. Students & parents may enter the building to prepare for the day.
Lessons start at 8.45 am and Recess is from 10.55am - 11.15am
Lunch eating occurs in classrooms at 1.15p.m., play is from 1.25p.m. – 2.03p.m. Instruction re-commenced at 2.05 p.m.
The school day concludes at 3.15pm
SECURITY ARRANGEMENTS
All staff are responsible for security in their own learning areas. Please ensure that all valuables are kept safe and that when leaving the building, all doors and windows are locked and secured.

- Teachers are to lock their classroom doors at all breaks and whenever they leave their rooms.
- Remember that the key is the teachers’ property and is therefore to be kept secure at all times. Students should not have open access to these keys.
- Teachers in units and shared teaching areas will need to negotiate appropriate security for these areas.
- Report any concerns/problems re these arrangement to Anne Weinert.
- Teachers leaving the building after the cleaners have been through in the afternoon you must activate the security system (you will be instructed on this during your induction).
- Air conditioners must be turned off.
- Remember to secure the building after late meetings.
- When working alone ensure all doors are locked and notify someone when expected home.

Confrontation with Irate Parents - Notify senior personnel – keep calm.

Security Callouts – staff member is not to attend unless security personnel are present.

In the case of intruders Emergency Lock In procedures will be engaged (See Appendix 5)

SOCIAL COMMITTEE
A social committee organises activities throughout the year. Contributions to the staff fund cover such effects as flowers, cards etc. $5.00 per term from each staff member will be collected early in the term with your tea/coffee funds. Tea money will be collected at the beginning of each term. The 2010 costs per term are: full time $35.00. A note with an envelope attached will be placed in your pigeon hole for collection of this money. Please pay promptly.

Staff wishing to access the coffee machine must pay $2.00 per cup. This is over and above other tea money.

Staffroom cleanliness is a collaborative responsibility, but to assist in maintaining a pleasant staffroom, a duty roster is on the wall near the sink along with a list of tasks to be done and who you will be sharing the week with.

SPORT
In accordance with Education Department Junior Sports Policy, and a knowledge of children’s development, the school offers interschool sport to children from Years 3 to 7. The likely sports available for Years 3 to 7 children are modified for Primary children and include Basketball, Cricket, Football, Soccer, Netball (all depending on whether parent/volunteer coaches/managers are available. Fees for playing after school sport are determined by the Governing Council and cover affiliation, equipment and certificates/awards. Children wishing to play a sport should complete a nomination form and pay the fee at the front office before being eligible to play.

STAFF MEETINGS AND MANAGEMENT OF SCHOOL ISSUES
Because we wish to meet the need for efficiency, representation, expectation (from teacher’s work), empowerment and contribution, we have two meeting structures.

Staff Meetings
There is one meeting of 90 mins on site each fortnight on a Tuesday. These meetings start at 3.30pm and finish at 5.00 p.m. On the alternate week, the meeting will be from 3.30 p.m. - 4.30 p.m.

NOTE:
- There is a guarantee that the meetings do not go beyond 5pm. Unless agreed by a consensus.
- Starting times are punctual for all staff at all times.

Ad Hoc Committees
From time to time committees are established to meet particular needs. These committees generally reflect school priorities. Issues that arise in these committees are reported back to the Staff Meetings.

Sector Meetings
Teachers in each of the three sectors meet at times they determine, to discuss issues of particular relevance.

STUDENT REPORTS
A written report using an agreed format is sent home mid year and at the end of the year.

STUDENT RECORD FOLDERS
Student record folders are kept in class order in the filing cabinet in the Bookroom. Do not remove the file holder, only the contents can be taken for a short period of time. If you remove information from a file please put an “information removed” card in its place with your name entered as having done so. As these are legal records, folders are not to be taken out of the school without the Principal’s permission.

STUDENT VOICE
The class teacher will supervise the election of reps for this group. The School Counsellor will provide leadership for reps at their regular meetings. This person will distribute information for learning area teachers early in the term.
**SUN SAFE POLICY**
This school has a “No Hat, No Play” policy. If students do not have their hat at school, they are to be directed to sit in the shade of the main building during playtime. Staff are asked to support the policy by always wearing a hat, on duty, or in the yard for outdoor activities.

**SWIMMING**
School swimming is organised by the Heads of School R-3 and 4 - 7.

- **Swimming lessons**
  These are held in 4th term for Year 1 & 2 children for one week. The children are driven to the Parks Swimming Centre by private bus. Rec & Yr 3. participate in swimming lessons in Term 2. Instead of swimming lessons Yr 4 & 5 students participate in a Surf Safety program at Largs Bay beach in Term 4. The Year 6 and 7s participate in an Aquatics program usually at West Lakes Aquatic Centre in 3rd Term.

**TELEPHONE**
There are three telephone lines to the school. The main line number is 84492000.

- **Staff use of phones**
  It is preferable that you do not use the telephone for personal calls, unless in an emergency. **Incoming private calls** are to be kept to a minimum. A note will be left in your pigeon hole in the Staffroom. It is up to you to check your pigeon holes regularly for messages. The phone in the Staffroom and phones in classrooms can be used, but not the phone in the front office, as it is the main switchboard.

- **Mobile Phones**
  All personal mobile phones must be switched off when in the learning area and during meetings. Calls using your own mobile should be made during break times.

- **Student use of phones**
  The students are to be discouraged from using mobile phones and the landlines whilst at school. If there is an emergency, send student to the front office. Student’s mobile phones should be switched off and left in students bags. Emergency calls for students can be forwarded through the school’s office. It must be noted that the school will not accept any responsibility for lost or stolen mobile phones.

**TRAINING AND DEVELOPMENT**
Staff must do T&D during the year to be able to finish when the students finish. If you have not worked your 37½hrs or equivalent during the year, you must work in the final week. Please forward all relevant information to the Principal.

**TRANSPORTING STUDENTS**
A general rule is that for whole class activities outside the school, transport will be on buses or train. Where limited numbers of students are involved, parents or other staff may be called on to use their cars, but vehicles must have full comprehensive insurance.

**UNIFORMS**
Students are required to be in uniform at all times including times when representing the school and attending public events, performances and excursions. A regulation sun-safe school hat is worn throughout the year. All items of uniform clothing are sold from the uniform shop. The uniform shop is managed by Bodan (Private Contractor). Please see uniform Policy.

**USE OF SCHOOL FACILITIES BY STAFF**
Teachers are able to use school facilities after hours but in order to do so they must:
- Complete an INDEMNITY FORM.
- Have the express permission of the Principal.
- Please note the person signing the form is responsible for all other persons who accompany them.

**DVD’s**
Admin Instruction 94 says in part. “Material rated PG should not be an option for viewing at the primary school level”. Any DVD’s shown with a rating above General must have consent notes from parents for each student.

**VOLUNTEERS**
At Largs Bay School we believe that voluntary workers make a significant contribution to the community by giving their time and sharing their skills and expertise with others.

**‘WHERE ARE WE’ MAPS**
It is expected that all learning areas will use the map that is prominently displayed by their entrance to show the whereabouts of the class. Reliable monitors need to be trained to efficiently use this chart when the class is out of the learning area.

**WHITE OUT**
White Out is NOT to be used by students.
YARD DUTY
All the yard areas have specific aspects that need particular attention when a teacher is on yard duty. Please talk to a buddy teacher about these specific issues. Each teacher is supplied with a bum bag with minor first aid requirements and yard behaviour infringement notices. Duty teachers are required to wear an orange vest (collect from the pigeon holes unit in the staffroom) and a hat.
The yard duty times are:

<table>
<thead>
<tr>
<th>Time</th>
<th>8.30am – 8.45am</th>
<th>10.55am – 11.15am</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>1.25pm – 1.45pm</td>
<td>1.45pm – 2.05pm</td>
</tr>
<tr>
<td>Time</td>
<td>3.15pm – 3.35pm</td>
<td></td>
</tr>
</tbody>
</table>

Oval Duty times are 1.25 – 2.05 p.m. Please see Appendix 6 for further information.
APPENDICES
CLASSROOM BUDGETS 2010

Classroom budgets are designed to allow teaching staff more control over and ownership of resources related to their teaching/learning programs. They also provide for individual flexibility and provide resourcing for different teaching approaches and individual student needs.

In 2010 an amount will be paid for each full time class as follows:

<table>
<thead>
<tr>
<th>Base Grant</th>
<th>$500-00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per student allocation</td>
<td>$35-00</td>
</tr>
</tbody>
</table>

(ie a class comprising 28 students would receive a budget for the year of $1,480.00 and a class of 25 $1,375.00.)

An extra $200 will be allocated to teachers who are new to the school and in classrooms where there are no supplies left from the previous year.

As a guide teachers should consider the following categories of expenditure:

**Photocopying** A charge of 3 cents per copy for black & white copy and 20 cents per copy for colour copies will be applied and recharged against your classroom budget at the end of each term. You should be aware of your expenditure in this area.

**Laminating** A charge per sheet of 35 cents A4 and 70 cents A3 will be applied and recharged against your classroom budget.

**General Classroom Materials** This includes all student’s and teacher’s stationery, art and craft materials, teaching materials and other consumable items.

We use two major suppliers – Officemax, & K.W. Wholesale. Stationers After the initial Back-to-School order, orders are to be placed via your order book which should be filled in with catalogue number, brief description of item and price. Order book to be placed in the basket in the front office.

Each classroom will be provided with a **Basic Allocation** of minor equipment e.g. Staplers, tape dispenser, scissors, clock, blackboard rule, etc. which is labelled with a room number and remains in that room. (Copy attached)

**OTHER INFORMATION**

You are personally responsible for administering your classroom budget, or if preferred you can operate in a group e.g. year level group, adjoining rooms, etc. (Please let Chris or Anne know when placing your initial order if you plan to do this).

Additional funds will only be allocated in exceptional circumstances in consultation with the Principal.

Receipts are required for all purchases made outside the school and for which reimbursement is claimed. (See attached GST information)

Regular reports will be provided to enable you to monitor and plan your expenditure.
Appendix 2

GST REGULATIONS FOR EXCURSIONS, PURCHASE ORDERS AND REIMBURSEMENTS.

School Excursions and Camps.

All excursions and camps must be documented and approved by the Principal (see attached pro-forma) and arrangements made with Chris or Anne for collection of money **before** any notes are prepared to be sent home with students.

Purchase Orders.

All goods for use in the school must be ordered via a school purchase order. Teachers wishing to order goods are to write their requirements in their orange order book, clearly showing the supplier, cost and any order codes and placed in the basket in the bookroom. Orders are generated each Friday. (Please see Chris or Anne if you have any queries re ordering)

If teachers wish to purchase goods from outside suppliers and wish to claim reimbursement the following procedure **must be followed**.

- A Tax Invoice/Receipt must be supplied. If the supplier does not issue Tax Receipts shop elsewhere because you will not be able to claim reimbursement.

- If purchasing from a Supermarket or such place, please ensure that you get a separate receipt for school items. I cannot reimburse for parts of dockets.

- Visa or Mastercard dockets are not tax invoices and no refunds will be issued without a corresponding tax invoice.

- Goods purchased without a school purchase order are NOT the responsibility of the school and may not be reimbursed.

- All reimbursements of $10.00 or more will be paid by school cheque. Cheques will be drawn monthly or at the end of each term.
### BASIC CLASSROOM ALLOCATION

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Board Ruler</td>
</tr>
<tr>
<td>1</td>
<td>Metre Ruler</td>
</tr>
<tr>
<td>1</td>
<td>Whiteboard Duster</td>
</tr>
<tr>
<td>3</td>
<td>Staplers</td>
</tr>
<tr>
<td>3</td>
<td>Tape Dispensers</td>
</tr>
<tr>
<td>1</td>
<td>2 hole punch</td>
</tr>
<tr>
<td>1</td>
<td>Stanley Knife</td>
</tr>
<tr>
<td>2</td>
<td>Teacher Scissors</td>
</tr>
<tr>
<td>15</td>
<td>Student Scissors – Yrs3 - 7</td>
</tr>
<tr>
<td>30</td>
<td>Student Scissors - Yrs Rec- 2</td>
</tr>
<tr>
<td>1</td>
<td>Clock</td>
</tr>
<tr>
<td>1</td>
<td>Canteen Lunch Box</td>
</tr>
<tr>
<td>1</td>
<td>Bank SA plastic box</td>
</tr>
<tr>
<td>1</td>
<td>Commonwealth Bank plastic envelope</td>
</tr>
<tr>
<td>1</td>
<td>Bottle Sunblock</td>
</tr>
</tbody>
</table>

Please let the Resource Centre staff know if you need replacements of any equipment.
LARGS BAY SCHOOL - Emergency Evacuation

The Principal (or his nominee) must conduct two emergency drills per year.

1. Pre-arranged
2. Unscheduled
3. Deliberately created obstacle, e.g. missing child.

The actions on these checklists are to be automatically implemented when -

: a fire takes hold within the school
: the alarm is sounded and/or you are notified by messenger
: otherwise deemed necessary by the Principal

OFFICE STAFF CHECKLIST

If notified of fire

1. Ring bell continuously after fire wardens are in place
2. Check Staff Toilets, Sick Room & Toilet, Admin Offices.
3. Take Class Lists Folder, Backup Discs, First Aid Kit and the attached list of Specific areas that are to be checked to Assembly point in Yard A.
4. The signal for an evacuation is a continuous blast of the siren.

TEACHER CHECKLIST

When a fire starts...

1. Assess which exit (fire or normal classroom door) to use, take smoke and fumes into account.
2. In the case of minor fires (e.g. rubbish bin) try containment measures after the children have left the room.
3. Notify office using intercom. [if possible]
4. If a fire takes hold or fire bell rings line up class outside the room and count students.
5. Move to assembly point with teacher at rear of class closing door and checking your second area as per list that follows.
6. Collect roll sheet if time/circumstances permit.
7. Close doors and windows if time/circumstances permit.
8. Check roll and/or conduct head count at assembly point - class sits, if possible.
9. Report class arrival to Primary Deputy.
10. Report missing students to Primary Deputy.
11. Keep students grouped together and seated, await further instructions. Ensure no child returns to the building until authorised to do so.
12. Remain with your class unless otherwise directed by the designated authority.

Specific tasks per Class Room number if possible and if not notify the Primary Deputy:
Room 3 - checks LAP Room
Room 4 - checks store rooms opposite.
Room 6 – checks IT Room 7.
Room 5 - checks wet area & Room 8.
Room 10 - checks upstairs girls’ toilet & Room 29
Room 13 - checks Ab Ed (Room 12a)
Room 14 - checks Room 15
Room 17 - checks Student Support Room opposite.
Room 20 - checks Room 18
Room 22 - checks Room 21 (Special Ed Room)

Special Ed Teacher - checks Room 29 & Girls’ Toilets

Room 26 – checks Room 28 & Boys’ Toilets & Staff Planning Area

**Resource Centre**
- locates & arranges collection of Mobile Phone
- collects Backup discs of library data
- checks downstairs toilets, boys & girls
- checks Counselling Room & LAP room if possible.

**GENERAL REMINDERS**
* Students need to know and have practised -
  - fire drill procedures
  - “planned” escape routes from rooms frequently used
  - alternative routes in case planned ones are not useable.
  - what to do if they are not with their class when the fire drill is sounded
  - where their class is required to assemble
* Be familiar with the location and operation of your nearest extinguishers. If you have a choice use a C02 extinguisher on gas or appliance fires.
* Expect that the first fire extinguisher you try will fail to work and know the location of an alternative. Immediately report any suspected faulty electrical equipment, particularly switches that buzz or flash.
* Get to know where the main power switch for your room is, so that power can be switched off quickly, if necessary.
* Where the use of a naked flame is involved in any lesson, close teacher supervision is necessary. Children should never be left alone in this situation. In planning such a lesson, accidents should be expected and precautions taken.
* Storage of flammable items on or near stoves or radiators is extremely dangerous.
* Teachers should be at the back of the class on their way to the Assembly area.
* Teachers need to walk the class through the emergency route at the beginning of the year/term, so students are aware of the route. Student leaders need to be aware of the route, so the teachers can stay at the back. Eg. Receptions. You also need to discuss an alternative route in the event that the regular emergency route is inaccessible.

K:policies:fire:firedril.doc
EMERGENCY LOCK IN PROCEDURE

In light of some of the activities that have been happening around the state/nation and around the world, to keep everyone safe the following has been decided by the OHS&W Committee:

- The signal for a "Lock In" is **3 blasts** on the siren. Explain to your students that they need to hurry inside if they hear 3 blasts on the siren.
- If you are outside and you hear **3 blasts** on the siren **go inside immediately**. Leave any equipment you have been using.
- If you are inside **close all** your windows, blinds and **lock** doors.
- **Do not** go out to check anything.
- Room 16 to lock Hallway door on eastern end.
- Room 20 to lock Hallway door on western end.
- Senior staff to lock all external doors.
- Call the roll to check the whereabouts of your students.
- Office staff will contact you area by area to check you and your students’ welfare and to let you know the reason for the emergency. **Please ensure the teacher answers the phone.**
- Turn on your mobile phone, but do not use it to ring in or out. If lines are down we may need to contact you via your mobile phone.
- SSO staff and visitors will remain in the rooms they are in. The office staff will check their whereabouts when contact is made to each class.
- Canteen staff and anyone in the Hall to lock doors and stay inside.
- **Stay inside your room until you have been given a verbal message that all is clear.**
- If you are at the oval **DO NOT** return to school, assemble students in trough shed area and await instructions. (Ensure mobile phone is switched on.)

Please ensure that Front Office has a record or your mobile phone number.

Date revised 4/7/08
Appendix 6

**OVAL - YARD DUTY**

**Duty Roles and Responsibilities – At the Oval.**

1. Two people are on duty at the oval. An additional teacher walks with students to the oval and collects them from the oval.
2. Collect Mobile Phone from the front office and First Aid Kit from the staffroom (under the pigeon holes) which has a toilet key in it.
3. Ensure crossing monitors are there and that the Crossing Lights are flashing.
4. Ensure that the students line up at the front of the school in an orderly fashion – (mixed lines, leaders on spots indicated). All students must have hats.
5. As soon as one group of students are ready duty teacher takes a group over. Second duty teacher goes at the back of the line.
6. Take students across Fletcher Road crossing and down Mooltan Avenue to the Oval.
7. Ensure students keep to footpath and do not interfere with households, etc.

**General Supervision at the Oval**

1. Unlock toilets and regularly check that they are safe.
2. Both staff patrol area separately in “figure of 8” – if needed, raise hand to attract other staff member’s assistance.
3. Blow whistle at approximately 1.55 p.m. for lining up at gate.
4. 1 staff member checks toilets for stragglers and locks toilets whilst other supervises line.
5. Monitors supervise collection of portable play equipment and return to shed.
6. Line waits at corner of Mooltan Avenue for instructions before approaching school crossing.
7. One teacher at head of line and one at end.

**OUT OF BOUNDS AREAS AT THE OVAL**

- Behind the toilets/building
- Behind the courts
- Trees to be used for shade purposes only

**TROUBLE SPOTS**

**At the Oval**

- Time out area under the tree
- The fence of neighbours’ houses.
- Students’ banging fences
- Students eager to claim ‘space’ running through line
- Need to be stood out to wait.
**HOW TO PRIORITISE YOUR HAZARDS**

**LARGS BAY SCHOOLS**

**HAZARD IDENTIFICATION**

Use the matrix on the following page to prioritise each hazard you have identified. Record the priority next to each hazard on your 'Hazard Summary Sheet'. You may choose to record hazards directly onto the OHS&W Action Plan proforma.

The rating allocated will show how important it is to do something:

- **H** - it is important to do something about this hazard immediately to **L** - this hazard does not need your immediate attention.

**Plan your actions**

Determining the priority rating for each hazard will help you to plan your actions so that over time you can gradually make your workplace safer.

Of course, if you can cheaply and easily fix a low-priority hazard you might as well do so. You don’t have to wait until all the big complex problems are fixed before you deal with the simple ones.

**Hazard:** A hole has worn in the carpet to at the top of the steps (3 steps).

If someone tripped and fell down the steps they could:

- fracture a bone
- sustain soft tissue damage (sprain/strain)
- sustain skin laceration/grazing
- sustain bruising.

**Judge severity:** An incident may result in first aid, several days off work or no injury. [Look at the second and third column of the matrix over page]

**Judge likelihood:** Ask the following questions:

- are the steps used frequently/infrequently?
- have there been any previous accidents/near misses?
- are there other circumstances which may influence the - situation?

**Summary of example:**

If the steps are used frequently, the hole has been there for some time, but there have been no injuries or near miss accidents reported, an accident is unlikely (at this point in time), but could happen. You could assume that the risk of injury is Low, or Medium-Low and you should monitor and program repair. [Look at the third row of the matrix]

**WHAT PRIORITY SHOULD EACH HAZARD HAVE IN THE ACTION PLAN?**

**HOW SEVERELY COULD IT HURT SOMEONE?**

<table>
<thead>
<tr>
<th>How likely is it to hurt someone?</th>
<th>Kill or disable</th>
<th>Several days off work</th>
<th>First aid</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Very likely</strong> could happen frequently</td>
<td><strong>H</strong></td>
<td><strong>H-M</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td><strong>Likely</strong> could happen occasionally</td>
<td><strong>H</strong></td>
<td><strong>M</strong></td>
<td><strong>M-L</strong></td>
</tr>
<tr>
<td><strong>Unlikely</strong> could happen, but only rarely</td>
<td><strong>H-M</strong></td>
<td><strong>M-L</strong></td>
<td><strong>L</strong></td>
</tr>
<tr>
<td><strong>Very unlikely</strong> could happen, but probably never will</td>
<td><strong>M</strong></td>
<td><strong>L</strong></td>
<td><strong>L</strong></td>
</tr>
</tbody>
</table>

H = High risk  H-M = High to medium  M = medium  M-L= medium to low  L = low
**Conflict Situation**

- **Conflict**
- Are you able to arrange time for a meeting to discuss issue
  - **No**
    - Terminate discussion
      - Walk away
      - Notify Principal
    - Principal to speak with person/s
    - Police called if feel threatened
  - **Yes**
    - Problem addressed

Date 28/06/04       Review Term 3 2005
CONSULTATIVE PROCESS FOR RESOLUTION OF HEALTH AND SAFETY ISSUES

IF A STAFF MEMBER IS CONCERNED ABOUT A HEALTH AND SAFETY ISSUE WHAT SHOULD BE DONE?
WHAT ARE THE CORRECT CONSULTATIVE PROCEDURES TO FOLLOW?

If you wish to raise a health and safety issue you should first discuss the matter with your immediate supervisor to give him/her the opportunity to rectify the problem.

If the matter remains unresolved after a reasonable time, given the nature of the issue, you should then refer the issue to your elected health and safety representative.

Your health and safety representative should then take the issue up with your supervisor.

If the issue is still unresolved after two working days the health and safety representative should then take the issue to the Health and Safety Committee (H&SC) for resolution. Most issues that are not resolved before reaching the H&SC should be resolved at this level.

This consultative process summarises Section 35 of the H&S Act and should be read taking Division IV of the Act into consideration.
Evacuation Procedure

Report problem immediately to the front office.

Continuous blast of the siren.

Evacuate to designated assembly area.

[Close windows in cases of fire, if possible]

Designated staff ensure buildings evacuated.

Staff members to report to Fire Warden.

[Clearance to re-enter building from Fire Warden]

The first responsibility of staff is the safety of children—use fire extinguisher only if safe to do so.