

Staff Handbook



2009

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1. INTRODUCTION

Lara Secondary College enters its seventh year well placed to meet its commitment to provide quality teaching, programs and services for students that are geared to their learning needs and styles and will prepare them well for their life in the new millennium. We have an innovative Curriculum Plan, a commitment to the development of every individual in our care and a community that is behind the development of the new College from the beginning.

Our College Council has given us very clear directions and priorities: every student is to be Safe, Secure, Known and Noticed. We will form effective partnerships with the local community in a range of areas and we have a well established Learning Community Cluster in conjunction with our neighbouring Primary Schools.

We are a College of the 21st millennium, and will pioneer programs and pedagogy that will make Lara SC a leader in the local and national community.

2. GOALS FOR 2009

2.1 Our key goal is to continue the establishment of quality teaching, programs and services that meet the needs and learning styles of all students. In achieving this goal we aim to:

- Continue the development of increasingly effective Senior School program based on the successes of our Middle Years curriculum and Teaching and Learning practices.
- Complete a full review of the Middle Years program for implementation of a new structure in 2009 / 2010
- Maintain high staff morale as measured in the annual Organisational Health survey.
- Improve student engagement, motivation and well being as measured in the Attitudes to School Survey.
- Improve classroom behaviour as measured in the Attitudes to School, Staff Opinion Survey and Parent Opinion Survey.
- Improve literacy and numeracy development through research and implementation of a whole school approach to reading / writing.

3. COLLEGE STRATEGIC PLAN

3.1 The College Strategic Plan was developed in 2007 after completion of a negotiated review based on determining the effectiveness of programs developed and established from 2003. The Strategic Plan states the Lara Secondary College Vision:

“To provide a community of care and from this, a dynamic learning environment, which enables all students to develop social and work place skills, and which challenges staff and students to meet their full potential with the support of all members of the College Community.”

4. ADMINISTRATION AND DECISION MAKING STRUCTURE

4.1 College Council

The College Council is elected to lead the school's development. The Council's responsibility is to develop and monitor policy and to oversee the finances and facilities of the school. It comprises 15 members – 8 elected from the parent (but non-DEET employees) categories, 5 elected from DEET employees and 2 community co-opted members.

4.2 Council's Committees

These will be responsible directly to Council and may include representatives of all sectors of the College community. Council will decide committees early in its term of office, and these will be reviewed annually. Current sub-committees are Finance and Parents & Friends.

4.3 Principal Team

The Principal team leads the community in the development of the College's vision, and manages all aspects of its implementation. The Principal Team is comprised of:

Lyn Boyle - Principal

Glenda Ward - Assistant Principal

Faye Smith - Assistant Principal

4.4 College Advisory Team

The College Advisory Team (CAT) will be made up of members of the Principal Class Team, elected representatives from the general staff and staff elected from the industrial organizations that represent staff within the College.

The purpose of the CAT will be to advise the Principal Team on daily matters concerning staff working conditions, excursions, allotment considerations and Professional Development allocation.

4.5 Curriculum Team

The Curriculum Team will be made up of members of the Principal Team and all teaching staff. The purpose of the Curriculum Team will be to advise the Principal Team and College Council on all matters that affect the provision of educational experience within the College, including project development, curriculum balance and development and assessment and reporting.

4.6 School Support Team

The School Support Team will be made up of members of the Principal Team, the Business Manager and members of the SSO staff. The purpose of the School Support Team will be to advise the Principal Team on all matters concerning the working conditions, professional development and organization of the School Support staff within the College.

4.7 Staff Meetings

A forum for briefings, reports on Professional Development or discussion of relevant issues. Staff Meetings will involve the Principal Team, all staff and invited guests. **Staff Meetings are not to be decision-making forums.** Recommendations from College Meetings will be taken to Leadership, CAT or the Curriculum Team for debate and referral.

4.8 Consultation and Collaboration

The College is committed to both a consultative and collaborative mode of decision-making. Staff are encouraged to join or to stand for election on as many teams, working parties or committees as they feel they can manage. The teams will operate as far as is possible on a consensus model, and will consult staff and community opinions as appropriate.

5. CURRICULUM PLAN

The College Council approves the Curriculum Plan on an annual and ongoing basis. All applicants to teaching positions are supplied with a copy of the plan, which is also included as an Appendix to this handbook.

The key features of the Curriculum Plan are a commitment to integrating the learning and not establishing any KLA structures within the College. Learning will be undertaken in large blocks of time and a significant focus of the program will be dedicated to an extensive Pastoral Care program which has a focus on Tribes, Thinking Skills and social competencies.

6. STUDENT WELLBEING AND MANAGEMENT

Student wellbeing and management is the responsibility of all classroom teachers led by Thinking & Living Class (TLC) Teachers in the Middle Years and Pathways Teachers in the Senior Years, in consultation with the Leadership Team. The "Big Four" will be the basis of framing student expectations and these have been printed and distributed to both students and parents. Details of the "Big Four" can be found in the College Student & Parent Handbook.

The welfare of students is a prime function and responsibility of all members of the College Community, and the provisions of Duty of Care mean that staff must see the welfare of students as their main focus in all activities. If staff have any concerns about the physical or emotional wellbeing of any student within their care it is their responsibility to immediately report that concern to the Principal Class Team.

Staff MUST, on any occasion where the wellbeing of students is endangered, where the possibility of self-harm is evident or where there is any evidence of emotional or physical harm, report the matter IMMEDIATELY. Staff should also be aware of the fact that the provisions of Mandatory Reporting legislation are applicable to them.

7. HUMAN RESOURCE MANAGEMENT

7.1 Staffing

The Principal Class Team are responsible for managing the selection and deployment of staff. In doing so, they will consult widely prior to making decisions and will use the committee and meeting structure to provide information to staff, or to seek feedback in resourcing issues.

8. POSITIONS OF RESPONSIBILITY

8.1 Principal Class Team

The Principal Class Team will share responsibility for Staffing, the daily running of the College, Student Management & Wellbeing Support, Resourcing and Buildings.

9.2 Leading Teachers

In 2009 we have seven Leading Teachers.

Kacey Bowman	- Curriculum / Teaching & Learning - Middle Years
Vicki Karamatic	- Curriculum / Teaching & Learning - Senior Years
Ms Anne Harvey	- ELearning Leader
Ms Linda Lee	- Senior Program Leader
Mr Scott Thompson	- Individual Program Leader
Ms Norma Ellis	- Staff Coach (Student Management)
Ms Sam Nagorcka	- VCAL & VET

In addition to the duties outlined in their position descriptions, Leading Teachers will also be expected to deputise for the Principal Class Team when required. An outline of the roles of Leading Teachers can be found on Staff Public: Leadership / Roles / Leading Teachers

9.3 Program Leaders

In 2009 leadership positions include:

Program Leader : Year 7 - Bree Porter, Year 8 - Sarah Foley, Year 9 - Kate Ivermee

Sport: Lana Ryder

Connections: Brent Hodges

Project / Enrichment & Extension program: Jodie Nash

Daily Organisation: Daniel Tomkin

9. PROFESSIONAL DEVELOPMENT

The Curriculum Team has the responsibility for planning whole College PD strategy, including the framework for individual PD plans and College PD days.

Through their Annual Reviews, each teacher negotiates their individual PD plans. The Principal Class manages the coordination of these.

- Applications for attendance at professional development activities should be submitted to and approved by the CAT. Relevant Application Forms are included with this document.

- Information or skills gained should be reported via the College Distribution List using the relevant proforma within a week of completing the PD
- The College has pupil free days for school based inservice activities, ie professional development, curriculum planning and reporting as determined by DEECD.
- Staff PD plans are integrally linked to the staff review process and the College Strategic Plan.
- In 2009 an International Scholarship will be offered to allow staff to access conferences or activities of an international standard. A panel made up of elected staff will decide the recipient of the scholarship based on the applications received. Applications will need to address criteria centred around the applicability of the activity and its potential impact on our College. This panel will be called for in late term one each year and will award up to \$3,000 to cover travel, accommodation and activity costs.

SSO staff will also have a similarly framed scholarship to access up to the amount of \$1,000 for an activity of national significance.

These scholarships will be available and are dependant on the College staffing budget maintaining a surplus.

10. STAFF WELLBEING

Lara Secondary College recognises the importance of staff wellbeing and the need to be responsive to the variety of questions, issues and problems that arise.

The Principal Class Team and the Staff Coach will in the first instance, handle staff welfare issues. Staff who require further support will be referred to relevant support services and bodies. In any instance of staff conflict, or where staff feel that their welfare is suffering as a result of College operations or decisions, then a panel of staff will be formed to act as a support team to find a resolution. The relevant Teaching Service orders and Industrial Agreements will be adhered to as a part of this process.

11. STAFF PERFORMANCE DEVELOPMENT AND REVIEW

All teachers are expected to undertake reviews with a Principal Class Team member. SSO staff are expected to undertake reviews with allocated leading teachers. The reviews are a proactive means of assisting teachers to reflect on their teaching practices, and to assist them in career development. PD plans are integrally linked to the review process.

Review processes for all staff will begin in February, a mid year review will be held in June and an end of year review in December. The review data will include evidence of classroom learning observations, student surveys and self evaluation in line with the College's Performance & Development Culture accreditation.

This cycle will occur regardless of the increment date of staff.

12. SOME COMMON QUESTIONS

- Have you recently completed additional qualifications? The College should be informed through the Principal or Business Manager.
- Have you recently changed your name or address? The College should be informed through the Principal or Business Manager.
- Are you concerned about your pay? Check through the Principal or Business Manager.
- Are you concerned about sick leave, long service leave, emergency leave? See the Principal or Business Manager.

13. HEALTH AND SAFETY

The occupational health and safety of all employees is of prime concern to this College. There will be an elected staff Occupational Health and Safety Representative on an annual basis.

The College Advisory Team has the responsibility for ensuring that all matters relating to organisational health (morale, commitment, professional esteem, professional development, staff health and welfare) are addressed through a range of strategies.

All staff members have a role to play in alerting the OH&S Representatives, a Principal Team Member or the Business Manager, of any facility requiring repair or maintenance.

A Return to Work program will be developed for colleagues injured at work. A staff member will be appointed to oversee that program on an annual basis.

The creation of a healthy and safe working environment at Lara Secondary College, is achieved through a "team" approach that brings together employees to monitor and work through health and safety issues. It is in the interests of everyone to be aware of health and safety issues and to work towards an understanding of employee needs and responsibilities in this area.

The following documentation is available to support Occupational Health and Safety:

- Dangerous goods – implementation kit
- Manual handling
- QUIT
- Occupational Health and Safety policy
- Return to Work and Rehabilitation policy

Part of the responsibility of staff for health and safety is to report potential or real hazards and "near misses" to the administration. This can be done directly to the Business Manager or any member of the Principal Class Team.

14. WHAT DO I DO IF I RECEIVE A WORK RELATED INJURY OR ILLNESS?

If you injure yourself:

- Immediately complete an injury report form available at the office and hand it to the Principal.
- Register the injury in the school's injury and accident register.

If the accident or injury incurs medical expenses and/or time off work:

- Complete a work claim for compensation form.
- Hand this form to the Principal or Business Manager together with medical accounts and/or a workcover initial medical certificate.
- Complete a further medical certificate of continuing incapacity if the injury is ongoing and further time off work is required.

15. CARE OF BUILDINGS/ROOMS

Please ensure that College property is kept in good order. Preventative classroom management practices will minimise damage. Repairs required will be effected as soon as possible. Students will be required to pay for deliberate acts of vandalism/damage.

16. DISPLAN – EMERGENCY EVACUATION PROCEDURE

A formal Displan document will be published and revised annually. It will contain details of all policies and procedures as well as a list of emergency contacts. The document will be maintained in the general office and with all members of the Principal Class Team

During class time, continuous ringing of the bell indicates an emergency that requires evacuation. Teachers in class should ask students to leave their equipment and walk by the nearest route to the oval immediately adjacent to the east of the school. Staff not on teaching duties will report to the oval and locate their teaching buddies to ensure their safety. All rooms should then be locked. Teachers should assemble their groups in a single line, as per the plan, and await further instructions. Rolls to be marked by classroom teachers

If the continuous ringing of the bell occurs during a break, all staff will immediately make their way into the yard and move students into their homerooms. Thinking & Living Class (TLC) teachers will go to homerooms and mark rolls, which will be distributed. Rolls will be collected. Staff who are not TLC teachers will report to the General Office.

It is the responsibility of all staff to ensure their familiarity with their role in any emergency.

17. FINANCES

The Council's Finance Committee is responsible for overseeing the management of the school's finances. Accordingly, it must monitor and approve:

- Monthly financial statements outlining all receipts and expenditure for that period of time.
- Payment of all accounts, in accordance with regulated processes and procedures.
- Annual financial statements, outlining all receipts and expenditure for the year, investment accounts and strategies.
- The annual program budgets and each program's performance in respect to its budget.
- The College's asset register and the processes for its maintenance.

Teams are charged with the responsibility of managing the budgets that provide classroom resources for teachers in their areas. They submit spending plans in line with program budgets each year.

18. TEACHING RESOURCES

Learning Teams will decide upon the allocation of funds within their budget allocation at the end of each year. This will be lodged with the Business Manager and used as a guide to direct spending approval.

Teams will determine whether a resource can be purchased out of current budgetary allocation, or whether it must wait for next year's program budget submission. Resources should generally be committed to the Strategic Plan Priorities.

19. BUILDINGS & RESOURCES

Council is responsible for the provision and maintenance of facilities and amenities. The Leadership Team is responsible for recommending to Council the details of the furnishing and building program.

Staff may contact the Principal should they wish to discuss any matter relating to the provision or maintenance of any facility.

20. POLICIES AND PLANNING

The Curriculum and Leadership Teams will manage the Review process and the development of processes and structures to implement our Strategic Plan, the College vision and its sense of direction. The teams will also manage processes for the writing and monitoring of policy.

21. COMMUNICATIONS

1. Morning briefings 8.40am on Monday & Thursday in the staff room.
2. Daily communication is made via email
3. Staff Meetings
4. Teaching and Learning meetings
5. Staff and student bulletins.
6. Term calendar on Staff Public
7. Principal Team Members can be contacted by College intercom or by contacting the office staff who can access mobile phones.

22. MEETING CYCLE

The meeting cycle is developed in consultation with staff and endorsed by the College Advisory Team. Meetings for each week will be advertised in the Staff Informer, published each Monday. The cycle of meetings for each term is published at the beginning of each term.

College Council meets on the second Thursday of each month.

23. EQUIPMENT LOAN BY STAFF

Teachers should note the policies regarding staff using College equipment off-campus. Key features of the policy include:

- The College owns resources.
- Resources can only be used for personal purposes or off-campus if endorsed by the Business Manager.
- The staff member must pay for resources, which are damaged or lost while in the possession of staff for personal use outside of school hours.

24. MANDATORY REPORTING

Teachers must ensure that a report is made to Human Services when they form a belief, on reasonable grounds, that a child is in need of protection:

- From sexual abuse or physical injury, which results from abuse and neglect.
- And the child's parent or caregiver has failed to protect the child from significant harm or physical or sexual abuse.

Teachers are "legally required to make a notification when they are carrying out the duties of their office or profession".

It is recommended that teachers seek help from colleagues when developing their belief that there is abuse.

The report should be made promptly, preferably to a Principal Team member. Staff should consult a "Teachers Guide to Mandatory Reporting".

25. CLASS TIMES YEARS 7-9

8:55	Warning Music
9:00	Thinking & Living Class (TLC)
9:30	Session 1
11:00	RECESS
11:25	Warning Music
11:30	Session 2
1:00	LUNCH
1:45	Warning Music
1:50	Session 3
3:20	FINISH

CLASS TIMES YEARS 10-12

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00	Session 1A	Session 1A	Session 1A	Session 1A	Session 1A
9:30		Session 1B		Session 1B	
10:30	Session 1B		Session 1B		Session 1B
11:00	Recess				
11:30	Session 2	Session 2	Session 2	Session 2	Session 2
1:00	Lunch				
1:50	Session 3	Session 3	Session 3	Session 3	Session 3
3:20					

26. ATTENDANCE

Staff are required to be on duty at the College between 8.50am and 3:30pm with the exception of Mondays & Thursdays for briefing at 8:40. This does not include the lunch break. Staff who need to leave the College should notify the Principal or office.

In the event of absence from duty, notification to the appropriate Principal Team member or designated leadership team member is required as soon as possible.

If staff know that they are going to be absent or have a commitment during their preparation time, such as a meeting or medical appointment, email both the principal and the daily organiser.

Please leave an extras sheet or equivalent that tells the teacher taking your classes the work they are to do as well as a class roll for the teacher to mark. Please leave meaningful work for the classes to be covered. All work and details are to be left in the filing cabinet in the main staff room.

If you find you have an unforeseen absence, call the College Organiser's mobile phone and leave a message.

27. REPORTING AND ASSESSMENT

- a) Interim reports will be issued during Terms 1 and 3. Parent Teacher Interviews will accompany these. The second year 12 interviews are held early term three.
- b) Semester reports are issued at the end of Terms 2 and 4 at all year levels.
- c) To inform parents of satisfactory/unsatisfactory progress teachers should use the College diary regularly.

Unsatisfactory Results

Parents will be advised of unsatisfactory performance:

- by teachers through the student diary;
- by the Principal Class Team;
- by direct contact from staff (notify the Principal Class Team prior to direct contact).

Follow up action may include:

- regular check sheets;
- regular college-home contact;
- the establishment of a support group.

Student progression from one year to the next will take account of achievement, attendance, well being and readiness to take on increased responsibility.

28. SPORT ORGANISATION

All teachers are encouraged to be involved in the sports program. The Sport Coordinator will require assistance with team coaching, team organisation, carnival organisation and conducting round robin competitions. All staff are welcome to become involved.

Students participating in the name of the College are to wear College uniform to and from events and are to wear College colours in competition.

Refer to the Sports Co-ordinator for details on expectations of sporting teams

29. EXCURSIONS

a. Introduction

The Principal Team, who is ultimately responsible for the conduct of all excursions, is required to ensure that full records are maintained and that adequate pre-excursion preparation takes place.

For the conduct of excursions at Lara Secondary College a Principal Team member must be consulted at all stages of the planning for any excursion.

The Principal, teachers, school councillors and others involved in school excursions, camps and adventure activities must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of all their actions, their planning and the curriculum role of the particular activity.

Students must be under direct supervision for the entire activity. Wherever practical the College mobile or Satellite phone should accompany the group.

CAT (and school council if necessary) requires notification of such excursions approximately 5 weeks in advance. For practical purposes this means that a program of excursions should be presented at the start of each semester.

Excursions which require special precautions also require College Council approval and notification to the Department's Office of Emergency Management. The Principal Team will arrange this. Sufficient time must be allowed for this process. These excursions include:

- Overnight excursions
- Excursions involving students from other schools
- Bushwalking / camping / adventure activities
- Sea or air travel
- Weekend or holiday travel
- Interstate travel

The College Council meets on the second Thursday of each month.

b. Procedures for Excursion

- a) Prior to proposed excursion get all details assembled – projected time(s), itinerary, bus company or train quotes, purpose of excursion, students to be involved, accommodation (place and cost and type – if relevant), information letters to parents, the total cost of the excursion per student and the number of extras created. Complete the appropriate form. All required forms can be found in the proforma folder on Staff Public including the risk assessment form when required. Check the calendar and add the proposed date for the excursion in red.
- b) These details should then be submitted for approval to CAT. When approved, change the information on the calendar to black
- c) The final allocation of teachers to conduct the excursion shall be made by the College Advisory Team in consultation with the organiser.
- d) All excursions must be self-sufficient financially including allowance for a replacement teacher. It is wise to quote a charge in excess of the expected cost, so that unexpected last minute withdrawals do not cause the venture to run at a loss.
- e) Any costs must be recouped prior to the commencement of the activity. If sufficient funds are not collected the activity should be cancelled.
- f) All money must be paid directly to the office 2 weeks before the date of the excursion.
- g) Permission forms must be completed by parents and handed in to the office one week before the excursion takes place.
- h) Prior to the excursion the organiser must leave a list of students involved, departure and arrival details, consent forms and any other relevant material with the Office. Take a copy of consent forms with you.
- i) Just prior to the excursion, the teacher-in-charge should put a list of names of the students involved on the distribution list using the appropriate proforma
- j) The organiser must also assume responsibility for any assemblies, boarding of buses, and allocation of staff to buses. The expectations of the college in respect to student behaviour on buses and at the destination should be emphasised.
- k) Should any emergency situation develop during the course of the excursion the college should be notified as soon as possible and kept fully informed during the emergency.
- l) The organising teacher, together with the Principal Team will determine whether school uniform is to be worn or not.

c. Forms Required for Excursions

For day excursions not involving overnight stays or special precautions, the day excursion form must be together with the parent permission form.

The Office must receive a copy of this form before it is distributed to students.

For overnight excursions and excursions requiring special precautions the Overnight Excursions and Excursions Requiring Special Precautions application form must be completed together with electronic notice of the activity to the Department's Emergency Management section (see Principal class member) "School Activity" and the Confidential Student Medical Report form. A letter to parents containing full details of the excursion is also required. A Principal Team member should view and sign a copy of the letter to parents before it is issued.

d. Role of the Regional Office in Approvals

School Councils carry the important responsibility of approving all overnight activities, school camps, interstate visits, excursions requiring sea or air travel and all adventure activities (section 3.2.3 School Information Manual, School Operations). In approving these activities, School Councils need to assess the safety provisions for students.

Principals are required to submit to the Office of Emergency Management, a proposal for each of these activities that included full details of planning and safety procedures.

Schools are required routinely to report information necessary for emergency management. This will involve the provision, three weeks in advance, of the following:

- Name of school.
- Details about venue – name, location, telephone number and transport available.
- Dates of activity.
- Total number of adults and students and the year levels involved.

Where schools require additional information to complete the planning for these activities, they may continue to seek safety advice through the Regional Office. Each region has nominated an officer to assist schools to access expert advice where this is needed.

e. Guidelines for Supervision

a) Total Staff Requirements

Sufficient excursion staff to ensure proper supervision must be provided. In deciding what constitutes sufficient excursion staff, the Principal and School Council should take into account not only the provisos above, and those contained in the publication "Safety in Outdoor Adventure Activities", but also the previous experience of the excursion staff, the age and sex of the students, the size of the group, the nature and location of the excursion, the activities to be undertaken and any other factors of which they are aware. For all excursions involving overnight stays for mixed parties the excursion staff shall include at least one person of each sex.

b) Additional Assistance

Voluntary workers, parents, ancillary staff, external specialists and other adult members of the community can be used as excursion staff members and included in the staff/student ratio on College excursions provided that:

- for activities requiring special precautions the Council is satisfied that each worker is able to provide effective supervision of the activities involved;
- sufficient teachers are present to maintain adequate control of the whole excursion to control each activity. In general, teachers shall comprise at least half the excursion staff;
- for activities requiring special precautions all excursion staff are approved by the College Council prior to the excursion. It is suggested that the Principal may obtain blanket approval for named non-teaching staff.

f. Adventure Activities/Activities Requiring Special Precautions

Adventure activities are those which involve greater than normal risks such as:

- travel by a group into a relatively undeveloped area of country in which vehicular contact is difficult and/or uncertain;
- less than the normal contact, by person or by telephone, with medical and other public services available in normal day-to-day life;
- exposure of the group to the natural elements with less than the normal physical protection provided in day-to-day life;
- confrontation of the group to the natural environmental challenges requiring greater reliance upon personal resources than would normally be required in day-to-day life;
- base camping, bush walking, canoeing, snow activities, orienteering, cycling, horse riding, rock climbing and abseiling, swimming (other than school swimming programs), surf activities, water skiing, snorkelling, scuba diving, shooting, sailing and board sailing.

These activities require special precautions to be taken in their planning and in their conduct. The publication "Safety in Outdoor Adventure Activities: must be consulted for guidelines concerning each activity and require Council approval.

Before seeking College Council permission to conduct such activities, the Principal must be confident that the planning and conduct of activities are in the hands of competent and experienced staff, that there has been an adequate assessment by the staff of the students' needs, capacities and interest in the activities to be undertaken, that the students will have been adequately prepared for the expedition or activities and that the proposed activities are justified by their educational benefits.

30. COLLEGE LETTERHEAD

College letterhead is used only for official or formal communications and is countersigned by one of the Principal Class Team.

31. ADMINISTRATIVE SUPPORT FOR STAFF

We attempt to provide as much quality administrative support for teaching staff, as resources allow. In particular:

31.1 Clerical Support

- Typing required by teachers holding administrative positions should be submitted directly to the office.
- Typing required by teachers for classroom use can also be submitted but will receive a lower priority in comparison and there can be no guarantee of deadlines being met.
- Teachers word processing their own material who wish this to be placed under school letterhead should submit this to the office for clearance. All work which goes out under our letterhead requires quality control measures.

31.2 Photocopying

- Please contact the office immediately if any faults develop with any photocopiers.

31.3 Telephone and Fax

- Local telephone calls can be made from any office.
- Faxes can be sent from the photocopier in the General Office. Incoming fax messages will be forwarded by email.
- STD calls are to be for College business only.
- When expecting a telephone call could staff please advise office staff of time and whereabouts.

31.4 Ordering of Supplies, Services

- All orders must be through an official order form. The College has no obligation to honour purchases made by other means. All orders require countersigning by the office. Order forms are located in the General Office.
- All invoices must be signed to authorise payment and passed directly to the office to enhance the efficiency of the processing of these orders.

31. ROLL MARKING

- It is a legal requirement to mark rolls
- Rolls are to be marked each session using the electronic roll marking system
- Late roll marking must be completed by 4.00pm on any given day
- All teachers are required to maintain their own individual class rolls.
- Attendance records are included on student reports

Teachers should be aware that student attendance records may be required in police investigations or court proceedings.

33. DRESS CODE

All staff are required to dress in a professional manner to match the high expectations of students in wearing College uniform. For example, males should wear collared shirts and no track suits should be worn unless teaching SEPEP. Safety should also be considered in accordance with OH&S regulations. For example, staff working in practical subject areas should wear solid shoes.

34. FIRST AID PROCEDURES

There are first aid supplies in the General Office.

When a student requires first aid, he or she should be sent to the first aid station accompanied by another student or with a note. Trained personnel responsible for first aid will then assume responsibility for the sick/injured students including contact with parents.

Parents will normally collect sick or injured students or if seriously ill or injured an ambulance will be called.

The office and Principal Team should be notified in case of emergency.

35. YARD DUTY SUPERVISION AND YARD MANAGEMENT PLAN

Teachers are required to undertake yard duty as part of their responsibilities. The principle function of yard duty is to care for students during lunchtime, recess and before and after school. Staff have a legal responsibility and duty of care to be on duty at the rostered time and to be active in their supervision.

- A yard duty roster will be prepared by the Principal Team and published in the staff bulletin. Staff should be consulted before any alterations are made. Every effort will be made to ensure that staff have a free period either before or after a duty session.
- Staff on yard duty should collect the Yard Duty clipboard for their area from the Staff Common Room. Yard Duty staff should be punctual, visible and mobile.
- Staff who know that they will be unavailable for an allotted session of yard duty should arrange a swap with a colleague and/or inform the Daily Organiser.
- Although students may be engaged in different activities teachers should expect the same standards of behaviour as they would reasonably expect in the classroom.
- Strangers in the school grounds should be politely asked to leave. If they refuse or become abusive a student should be despatched with a message to the Principal. Where possible the name of the trespasser should be sought and reported to the Principal.
- Yard duty need not be a chore; it can be a time for positive and productive interaction with students.