Daylesford Secondary College Staff Handbook 2015

Current 14 January 2015
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SCHOOL MAP  
School Structure Sem 1, 2015
School Contact Information

<table>
<thead>
<tr>
<th><strong>Principal</strong></th>
<th>Graeme Holmes</th>
</tr>
</thead>
</table>
| **Assistant Principal** | Phil White (on leave)  
Roger Dunn (acting) |
| **Address** | 39 Smith Street Daylesford VIC 3460  
PO Box 349 Daylesford VIC 3460 |
| **School Number** | 01 – 7115 |
| **DEECD Region** | South-Western Victoria  
Regional Offices- Ballarat, Geelong, West Footscray |
| **Web** | web.daylesfordsc.vic.edu.au |
| **Email** | daylesford.sc@edumail.vic.gov.au |
| **Phone & Fax** | p: 03 5348 2367  
f: 03 5348 2449 |

Introduction

Daylesford Secondary College is a 7–12 school that services approximately 475 students from a geographically wide intake area, and with diverse aspirations and ambitions. The school is committed to supporting all its students and has a dedicated and talented staff. We take pride in both our VCE results and the placement of students into Apprenticeships/Traineeships and employment. Many of our students, both VCE & VCAL, undertake School Based New Apprenticeships and a variety of other individualised learning options across all year levels, and we rely on staff supporting all students in their learning programs across the college.

✓ **OUR VISION** is to AIM HIGH, united as one school that provides endless opportunities for learning, personal growth, and achievement to one’s greatest potential.

✓ **OUR MORAL PURPOSE** is to foster a school community of curious, knowledgeable, skillful and responsible citizens. We must nurture and develop individual talents, capacity, and motivation, to enhance learning, achievement and contribution both globally and within our local community.

✓ At Daylesford Secondary College we value and embrace all learning opportunities and possibilities. We will continue to be curious individuals who work as a team to improve ourselves and others in their learning. We value individuality and diversity within a safe and caring environment, and we value excellence in teaching and learning with an overall emphasis on achievement to one’s greatest potential.

**Respect** - We care for and take pride in ourselves, each other, our relationships, our community, and our environment.

**Cooperation** - We work together as one team to support each other and to reach our goals.

**Endeavour** - We are enthusiastic, resilient and persistent, and we give our very best in everything we do.

**Honesty** - We are truthful and trustworthy in all our behaviours and actions. We are responsible for our own choices and conduct.
** Courtesy - We willingly show regard for others and are polite and helpful in all our gestures. 

- In 2011 the college underwent a full self-evaluation and we established our new college Strategic Plan for 2012-2015. This plan acts as our overall guideline for continuous school improvement.
- More information on our whole school vision, purpose, values, expectations, and staff protocols can be found on our college web site through ‘Staff Quick Links’ and will also be provided to you as part of your Annual Performance and Development Package.

**About our school (briefly)**

- As a relatively small rural school we take pride in our achievements in meeting the challenge of utilising our physical and staffing resources to best cater for the wide diversity of student needs and aspirations.
- A significant number of students have parents who also attended the school.
- While we have a high number of students who are eligible for government financial assistance this proportion is dropping and both factors pose additional challenges in matching our needs and resources.
- We are the only secondary college in the Shire of Hepburn. Hepburn Shire has the highest unemployment rate in Victoria.
- Very few families speak a language other than English at home.
- We have a high number of students who come by bus from outlying areas.
- Our staffing is reasonably stable and highly committed to the students, school and community.
- The school is continuing to build links with the vibrant, wider Daylesford community especially in the areas of Art, Performing Arts, Physical Recreation, Horticulture and Organic Farming.
- We run a VCAL course at Year 11 & 12.
- We take pride in our successful VCE results.
- Our students are generally co-operative and well behaved.
- We have an active Student Representative Council.
- We have an active student participation in the College Council and associated sub-committees.
- We have regular student productions in which high numbers of students participate in a variety of ways - from writing to performing.
- Students participate in a wide variety of sports and sporting competitions at local, regional and state levels.
- There is a dynamic and creative music program with a focus on performance of original student material. This department conducts an annual practice camp and a performing tour.
- Camps and excursions are an important part of the program and there has been a history of overseas trips.
- Each December the school holds a well-attended Presentation evening.
- The school supports a Careers teacher position. Within the careers program, most Year 10 students take part in Work Experience.
Absences

Teaching Staff Absences

Daily Organiser: Assistant Principal – Roger Dunn

- *Personal mobile-0490039016*

Notification of absence/provision of extras

*Email is no longer to be used for notification of absences or sending extras instructions.*

**Planned Absence**

Prior to your day of absence

Use the online Daily Organiser’s calendar (access through the DSC homepage)

*NB : the ‘DO’ calendar has 2 places where the teachers should enter information*

a) Enter the absence on the calendar page itself i.e. Bill Smith Carer’s leave all day
b) Upload your extras instructions/document to the calendar by clicking on “edit event” and adding attachment. Ensure the extra has the appropriate name; i.e Period 3, 8.2 Art

**Un-planned Absence**

On the day of your absence

- If prior to 7.00 AM - Just enter your details onto the calendar as above
- If after 7.00AM - Ring 0490039016 (the earlier the better) then upload your extra instructions/document to the calendar by clicking on “edit event” and adding attachment.
- If after 8:00AM - Ring the school on 53482367 then upload your extra instructions/document to the calendar by clicking on “edit event” and adding attachment.

Ensure the extra has the appropriate name i.e. Period 3 8.2 Art

*Collection of work set by replacement teachers*

Use the online Daily Organizer’s calendar and click on the name of the teacher you are replacing.
Then open the appropriate attachment

Or

Collect any hard copies provided from the extras file in the staff room

The daily organisation bulletin, which lists staff extras and replacements is posted on the electronic screens in the staff room and corridors.

*If you find yourself unable to contact the daily organiser please ring the school (5348 2367) and speak with an appropriate person - Please Note: An answering machine is connected prior to 7:30am. Please DO NOT Leave a message on this machine OR email an absence. You MUST speak with either the Daily Org or a General Office member on the morning of an un-planned absence.*

**Non-Teaching Staff Absences**

Please advise the Daily Organiser via the school calendar as soon as possible who will arrange for relief staff to be engaged if necessary.
Student Teacher Absences

Contact your supervising teacher.

Temporary absence during school hours

If you wish to leave the school during non-teaching periods (other than lunchtime) you must notify the General Office of your departure and expected time of return.

You must also write this information and contact phone number on the whiteboard in the general office and when you return advise Office Staff and remove information from the board.

ARC (Arts, Recreation and Community)

The ARC facilities (two large multi-purpose courts and some small spaces) are available for use by the school during school hours. A schedule of use for each semester is developed and provided to the ARC managers whereupon they can hire out the facilities during school hours if we have not booked the facility through our schedule of use.

If you require additional use you must liaise with the Physical Education Faculty and ARC managers to access the ARC.

The ARC, including the gym and squash courts are managed by the Community Centre and are used extensively out of school hours.

The Lounge/Adolescent Health Services

An agreement between Daylesford Secondary College Council, Hepburn Health and Springs Medical, an adolescent health service operates in the ARC every Monday afternoon. Details are available from our Wellbeing Staff.

Assessment Schedule

There is an approved assessment schedule which applies across the College. KLAs and teachers may use their own judgment as to additional assessment tools and scheduling however the following assessment schedule must be adhered to, to ensure consistency of school-wide data.

<table>
<thead>
<tr>
<th>DSC School Assessment Schedule 2015</th>
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<tbody>
<tr>
<td>Feb</td>
</tr>
<tr>
<td>Feb</td>
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<tr>
<td>May</td>
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<td>Jun</td>
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<td>Oct</td>
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<tr>
<td>Nov</td>
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<tr>
<td>Dec</td>
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B

Banking

Access to the school office will be limited during 2-3pm each day when staff are preparing the daily banking. Please be aware of this and try to avoid sending students to the office during these times.

Bell Times

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Forums</td>
<td>Homegroup</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>WEDNESDAY</td>
</tr>
<tr>
<td>Silent Reading</td>
<td>FRIDAY</td>
</tr>
<tr>
<td>Mondays</td>
<td>9.00</td>
</tr>
<tr>
<td>STUDENT FORUMS</td>
<td>(15 min)</td>
</tr>
<tr>
<td>Thursdays</td>
<td></td>
</tr>
<tr>
<td>Silent Reading</td>
<td></td>
</tr>
<tr>
<td>Period 1</td>
<td>9.15</td>
</tr>
<tr>
<td>Period 2</td>
<td>10.03</td>
</tr>
<tr>
<td>RECESS</td>
<td>10.51</td>
</tr>
<tr>
<td></td>
<td>(30 min)</td>
</tr>
<tr>
<td>Period 3</td>
<td>11.21</td>
</tr>
<tr>
<td>Period 4</td>
<td>12.09</td>
</tr>
<tr>
<td>LUNCH</td>
<td>12.57</td>
</tr>
<tr>
<td></td>
<td>(50 min)</td>
</tr>
<tr>
<td>Period 5</td>
<td>1.47</td>
</tr>
<tr>
<td>Period 6</td>
<td>2.35</td>
</tr>
</tbody>
</table>

End of Day 3.23pm

Booking the Theatre or Gym

There are many drama classes timetabled in the theatre (T on the timetable) and physical education classes in the gym (G on timetable). Check with all staff who use these facilities before booking them for other purposes.

Budgets

KLA leaders and other staff are responsible for a range of budgets. The Finance Committee and School Council has, after approval of budgets, a monitoring role. Any queries regarding budgets need to be directed in the first instance to the Business Manager.
BULLETINS

**DAILY ORGANISATION BULLETIN** - is the major document for each day’s organisation.

**E-MAIL** - The Principal uses e-mail also to forward departmental information and advice. You are reminded to read it regularly.

**STUDENT BULLETIN** - Posted in staffroom daily and on major noticeboards around the school. You can have an item included on these bulletins by entering your notice in a diary held by Irene in the Office.

BUSES

See also School Bus or Community Bus below.

For issues regarding student travel on the school buses see Peter Geddes.

BUS LICENCES

In order to drive the school bus, you must be the holder of a Rigid Licence together with a Victorian Taxi Directorate Certificate.

C

CAMPS, EXCURSIONS & INCURSION ACTIVITIES

In order to plan and run a camp, excursion or incursion

1. Complete the **Application to conduct an excursion or incursion & Excursion checklist**.
2. **Please ensure all steps on this form are completed**.

There is a strict procedure, which MUST be followed for ALL activities, whether held on campus or off – and it is a DEECD directive that these be followed in order to comply with student safety/management/internal control regulations. For all camps and adventure activities staff organiser is to consult with Principal re. any additional risk management guidelines.

Camping Program

There will be a Year 7 camp held during term 1 to orientate and integrate new students into the college as well as to build relationships between students and staff.

Other camps will be organised to meet curriculum and social wellbeing requirements e.g. ski camp.

CANTEEN

The College Canteen operates at Recess and Lunchtime, and supplies a range of food suitable for lunches.

CAR PARKING
Staff cars may be parked in the following areas:

- Bus interchange area contains a dedicated staff car park (cars must **not** exit this area during the period at the end of the school day that buses are on site).
- Some street parking — although this is the only area available to student drivers. **PLEASE BE AWARE OF PARKING RESTRICTION SIGNS ON SMITH STREET.**
- Car parks in the school. Drivers are warned to take extra care when leaving the school when school buses and students are present. Please do not park on the grassed areas in the shade as our students need the shade during recess and lunchtimes.

**CATERING** Should you require something to be catered please see the Business Manager.

**CLASS LISTS** Homegroup lists are accessible online through the electronic roll marking program.

**CODE OF CONDUCT – STUDENTS**

As per our “Whole School Behaviour Guidelines” and “Student Engagement and Wellbeing Policy” available on our college Intranet.

See also – Student management policy and procedures in this document.

**NOTE** — the student management policy and practices procedures are being updated in 2015.

**CODE OF PRACTICE - STAFF**

Daylesford Secondary College staff members acknowledge that they operate within the framework of the following documents:

- Education and Training Reform Act 2006
- Ministerial orders 2009 order no.199 part 11 conduct and duties.
- Victorian Institute of Teaching Code of Conduct Regulations and Requirements
- DSC- Our Staff Protocols: Our Professional Code of Practice & Conduct
- AITSL- Performance & Development Requirements

The Daylesford Secondary College **Code of Practice - Staff** provides a summary of the various Frameworks mentioned above and is our major source of reference for our agreed code of practice.

**College calendar**

An annual calendar is developed for all of the major events. Meetings are listed one term in advance and other events and activities are added as required.

The main calendar for parents is on our school website and is uploaded and updated by Shannon in the school office. Events and activities relevant to teachers and students are added to internal calendars.

No events can be added to calendars until approval for the event is granted by the Operations Committee. The approved events will then be added by Shannon, the Daily Organiser, the PD coordinator or the Principal.

**Committee Structure 2015**

The following teams and committees operate across the College.

**Whole staff** – all teachers meet as a group with the principal planning and leading the proceedings. The designated staff meeting day for 2015 is Wednesday. See the section on Staff Meetings for more detail on designated meeting days.
KLA Teams – one for each of the eight KLAs, led by the designated KLA Leader. Meets 2-3 times per term.

Curriculum Committee – comprised of the 8 KLA leaders and chaired by the Leading Teacher (Teaching and Learning). Meets 3-4 times per term.

Learning Community Managers (LCMs) – comprised of the 6 LCMs, the Wellbeing team and chaired by the Assistant Principal. Meets 3-4 times per term.

Wellbeing Team – comprised of student wellbeing, Chaplain, school nurse and a teacher representative and chaired by the Student Wellbeing Manager (currently Assistant Principal). Meets fortnightly.

OH&S Committee – comprised of the elected representative, appointed representative and chaired by the Principal. Meets at least twice per term.

LAC (Local Administrative Committee) – comprised of, Principal, 2 Principal Nominees, 2 AEU Representatives, 1 Elected Staff Representative, 1 Elected ES Staff Representative. Chaired by principal and meets at least three times per term to monitor implementation of the current Agreement.

Learning Communities – Junior, Middle and Senior – meet as required and chaired by the LCMs.

COMPUTER ROOMS AND COMPUTER AVAILABILITY

1. Most classrooms now have data projectors for connection to computers. Some data projectors can be connected to DVD players directly.
2. There are several computers available in the library as well as in designated locations around the college:
   - Two computer rooms:
     - Windows computer lab in A3
     - Mac Pod located between D2 and D3.
   - Each room caters for 25+ students. Mac Pod computers are all mac computers and require a different system to access for saving files to home folders. Make sure you and your students know how to do this.
   - Three computer pods:
     - B Pod has 6 computers
     - Science pod has 10 computers
     - Technology pod.
   - Computers on Wheels (CoWS) equipped with laptops are available for use around the school. The CoWS will be distributed at the start of the school year. Staff will be informed as to the location and number available for use.
3. Computer rooms, laptops on trolleys and pods may be booked through the online resource booking system on STRIMS. See ICT staff or Roger Dunn for more details.
4. Students and staff have an individual code to allow access to the networked school system. Your code can be obtained from Roger Dunn. Under no circumstances should staff give their code to students.
5. Students’ access to the system may be disabled if they behave inappropriately.
7. The rules for student behaviour in the computer room are posted in the rooms.
8. Students sent to a computer room for work or research must have a pass from their class teacher that identifies the nature of the task that the student is expected to be engaged during that time and must clearly state whether the student is required to be dismissed from the computer room or from their classroom. Under no circumstances should a student be in A3 or macpod in D wing unsupervised.
9. IT technicians and support staff are now located in the old staffroom area, near the year 9 lockers. All requests for support should be logged via JMS.

**D**

**Daily Staff Briefings**

Daily staff briefings are held from 8.50-8.55am. These briefing times are part of the weekly meeting requirements for all teaching staff as per the 2015 Agreement. All teachers not assigned to other duties and in attendance for the day are expected to attend these briefings in the staffroom each morning.

**DAILY ORGANISER**

See ‘**ABSENCES**’ section for more details on these processes.

**DUTY OF CARE**

See ‘**CODE OF PRACTICE**’ section

**E**

**EMERGENCY MANAGEMENT PLAN**

Staff should familiarise themselves with the Emergency Management Plan. A copy of the Emergency Management Plan will be made available to all staff on Day 1 each year and posted in various locations across the college.

**EQUIPMENT BORROWING**

Staff and students are able to borrow school equipment from school for work related purposes including digital cameras, both still and video. The equipment must be signed out and in and student use has precedent over staff borrowing out of school hours.

The school also has a hiring schedule for other items. See Library for information.

**THE ON-LINE BOOKING SYSTEM FOR “IN HOUSE” DURING SCHOOL HOURS ONLY - MUST BE USED BY ALL STAFF – SEE ROGER DUNN FOR INSTRUCTIONS.**

The following guidelines are to be observed:

- Permission must be sought from and granted by the Head of Department responsible for the equipment, prior to the (and every) period of borrowing.
- Equipment should be out of the school for the minimum time (See Library Staff to book).
- You must uniquely identify any expensive articles on the form available from the Business Manager when taking equipment out of the school, by recording the type of equipment, serial number and make.
- Articles of lesser value must be described appropriately (the whiteboard from A4).
- If equipment in your care is damaged, lost or stolen you must report the damage to the appropriate Head of Department as soon as possible. In some circumstances you may be responsible for the costs of repair/replacement.
E-TAG

The School Bus has an E-Tag. Please ensure that it “Beeps” – otherwise it may be faulty. If it doesn’t “beep” or you are unsure, please see the Business Manager to have it checked to avoid an excessive fee/fine.

EXCURSIONS

See **CAMPS, EXCURSIONS & SCHOOL BASED ACTIVITIES**

Extra-Curricula Activities

Debating
Each year DSC competes in the Royal South Street debating challenge at the start of term 3. We debate mostly against the Ballarat schools. Students volunteer, are given a topic in later term 2, and have to come up with a debate. It is intense and enjoyable, but can result is some disruption to your class, especially if you have debaters who get through to the finals.

School Production
Each year, the college stages on a large-scale musical production, which is open to all students from Years 7-12. The performance season runs for four nights over two weeks, late in Term 3, in the College Theatre. Rehearsals take place at lunchtimes, with some after-hours work required as the season approaches. Approximately one hundred students are involved in a variety of ways, including on-stage acting/singing/dancing, production band, set design, backstage assistance, choreography, lighting, sound and make-up.

All staff are welcome to contribute to the process and become involved in any way they feel comfortable. Any contribution is valuable and appreciated. The many ways to get involved include, supervision at rehearsals, choreography, costume/make-up/backstage assistance, front of house, set painting & designing, publicity & promotion, sound & light operation/design, theatre bump in and bump out, production band, photos, catering, prop collecting and general moral support.

Music

Sport

‘EXTRAS’ LIST

See ‘**Absences**’ for more details- ALSO note:

Extras can be allocated for duties other than classes – Yard Duty, Silent Reading and Homegroup Meetings.

Work left for classes is placed in the ‘**boxes**’ near the pigeonholes in the staff room or, as attachments in the ‘**college calendar**’.

F

FAX MACHINE Located in the General Office. Please ask Office Staff for assistance if unsure how to use this machine. The Daylesford Secondary College Fax number is 5348 2449.

FUNDING

Applications for Funding/Grants

If you apply for funding from any source (eg Federal, State, SFYS, Shire, etc) you must first check with the Principal to ensure the application meets school priorities and guidelines. The Principal will advise you as to whether School Council approval is required.
Secondly, write the application then have it endorsed by the Principal prior to submission. Copies of the application must be provided to the Business Manager.

FUNDRAISING

ALL fundraising **MUST** be approved by School Council.

Discuss your fundraising event with the Principal and/or Business Manager allowing ample time for School Council approval and for suitable scheduling of the fundraising event through Operations.

Fundraising has GST implications which must be adhered to.

In some cases it is courteous to advise the Canteen staff (eg sausage sizzle at lunchtime).

H

HOMEGROUPS

A vertical Homegroup structure with students from Years 7 to 12 allocated to 24 homegroups is used to provide administration and support for students.

Homegroups meet for 15 minutes on Mondays, 5 minutes on Tuesdays, Wednesdays and Fridays, and 15 minutes on Thursdays which is designated for silent reading.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
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<tbody>
<tr>
<td>15 Minutes</td>
<td>5 Minutes</td>
<td>5 Minutes</td>
<td>15 Minutes</td>
<td>5 Minutes</td>
</tr>
<tr>
<td>Extended time or assemblies</td>
<td></td>
<td></td>
<td>Silent Reading</td>
<td></td>
</tr>
</tbody>
</table>

**HOMEGROUP TEACHERS’ RESPONSIBILITIES INCLUDE**

**Wellbeing**
- Develop strong relationships with all members of the homegroup.
- Refer significant welfare/wellbeing issues to the Learning Community Manager.

**Communication**
- Via the Student Planner with parents on all kinds of matters
- Assisting the class to identify leadership qualities in potential SRC representatives prior to the election.
- Support for elected SRC representatives in communicating with students.

**Administration**
- Roll marking
- Ensure that student are accurate and updated if necessary in liaison with the office staff.
- Distribution of fortnightly Newsletter and other official DSC letters etc
- Support to Learning Communities Managers re uniform and attendance

**Student Absences**
- Casual verbal inquiry regarding extended or unusual absences.

**Organisational details**
- Support of administrative requests by Learning Communities Managers.

Homegroup teachers are required to attend year level/learning community assemblies and assist with general supervision, ensuring their roll is marked.
ICT

Also see Computers.

Student work - stress to students that they need to constantly save their work onto the network folder.

Computers - Staff should check all computers and keyboards before students use them and at the end of the lesson. Damaged computers should be removed from use and reported to the ICT manager.

ICT Support - is provided by Andrew Mitchell and Lachlan Coulthard, our technician. ICT Support staff can be located in the ICT Office adjacent to B wing and year 9 locker area.

For assistance you need to log a job through the school’s web site, staff quick links, JMS (Only available in school).

ICT problems arising in class take priority over logged jobs. You may contact Andrew or Lachlan directly for assistance (see phone contact list).

General ICT - Before buying ICT equipment, check with Roger, Andrew or Lachlan to avoid unnecessary purchases and to ensure compatibility.

INCURSIONS

Same process as for excursions.

INTERNET ACCESS

- Students should be made aware that accessing inappropriate sites will result in loss of privileges.
- Teachers and students should also be warned about not giving their passwords to other students in case of misuse.
- Please refer to the DEECD- Acceptable Use Policy at http://www.sofweb.vic.edu.au/intyernet/acceptable_use.htm for a more detailed outline of rules regarding teacher use of computers and accessing the Internet. This is also detail in our DSC Staff Protocols document.

Jobs of Responsibility

All teaching and non-teaching staff may be assigned additional responsibilities consistent with their classification level and effective full-time (EFT) status. All jobs holding a time allocation and/or special payment are advertised internally during Term 3.

All staff within the College are required to hold a minimum of one Job of Responsibility except Classroom Teachers at RANGE 1-1 (this equates to a first year teacher, formally known as a Graduate). Teachers at this level are however, encouraged to do so. Jobs with no time allocation or special payment will be tagged with a recommendation only of appropriate teacher classification level. Staff have the opportunity to nominate themselves for specific positions. The Leadership Team in consultation with the LAC allocates all Jobs of Responsibility positions to staff after the nominations process.

See separate booklet detailing the list of jobs of responsibility and the associated duty statements.
KEYS

SECURITY
- Keep your keys to the school's rooms and resources secure, ensuring students do not have access to them.
- Likewise, keep your personal items such as keys, wallets and your laptop secure. These items are not covered by the DEECD or the school's insurance.

AUDIT
- Your school keys need to be audited 4 times a year. Please see Irene in the General Office at the start of each term.
- If you are on any extended leave please leave your school keys with Irene.

L

LAC (Local Agreement Committee)

LAC (Local Administrative Committee) – comprised of, Principal, 2 Principal Nominees, 2 AEU Representatives, 1 Elected Staff Representative, 1 Elected ES Staff Representative. Chaired by principal and meets at least three times per term.

The role of the LAC is:
The LAC will provide final advice/recommendations to the Principal prior to the Principal making a decision regarding matters related to the college as per the Victorian Government Schools Agreement (2013) clause (5) which long-term planning involving:

- Development of workforce plans
- The planning and organisation of the program of instruction in the school across 7-12
- Organisation of teacher work including the face to face teaching requirements.
- Organisation of education support class work, including time in lieu.
- Organisation of graduate teachers in their first 12 months of teaching
- Organisation of classes including class sizes.
- The structure of selection and other panels for the purpose of making recommendations to the principal.

LEADERSHIP TEAM

The Leadership Team is currently comprised of the Principal, Assistant principal and Leading Teacher. Other staff may be invited to join as required by the Leadership Team. The Leadership Team meets weekly.

The role of the Leadership Team includes;

- Build and implement whole school improvement strategies.
- Build the capacity of staff.
- Provide the conduit between the DET and Daylesford Secondary College.
- Drive professional learning and teacher performance and development.
• Support teachers to achieve desired outcomes through quality teaching and learning practices, opportunities and experiences.
• Ensuring alignment across the College in all aspects of curriculum, teaching and learning, student management, accountability and management operations.

**LEAVE**

There is a range of leave entitlements available to staff. Refer to the current Victorian Government Schools Agreement (2013) for information as well as the DET website. Details regarding our school’s Leave policy, including applying for leave and leave entitlements, are available from the Principal or the Business Manager.

You can also refer to the DET website for details about your personal leave balances, requests and pay slips at: [https://edupay.edu.vic.gov.au](https://edupay.edu.vic.gov.au)

When you wish to apply for leave other than sick leave you can get an application form from the Principal or Business Manager.

**LIBRARY**

The library is open from 8.30 to 3.50. It is closed for the first half of lunchtimes.

**Student use:** teachers can book their whole class into the library through the online booking system. Go to the school webpage, staff quick links, resources.

Students may also be sent individually or in groups, maximum of 4, without a booking. However, they must have a teacher pass from you in their diary, outlining details of the work the students are to do, date, time sent and time to return to class.

**MANDATORY REPORTING**

If a staff member believes a student has suffered or is likely to suffer harm through abuse or neglect you must seek immediate advice from the Principal or the College Wellbeing Team.

Teachers are mandated to report any concerns regarding a child’s safety.

**Maintenance**

If you see any matter requiring maintenance, enter it on the school online maintenance register. If it is a serious OH&S issue, see the principal, assistant principal or staff OH&S representative immediately.

**MESSAGES** - Office staff will place messages on the outside of your pigeonhole and send you an email.

**Morning Registration Desk**

Students are required to **register** at the “**Morning Registration Desk**” when out of uniform, whether or not they have a permission note from home. They should also register here if they need to sign-out early during the school day. Any visit to the Registration Desk is recorded in the student’s diary.
NEWSLETTERS

Students receive a newsletter every second Thursday at home group meetings. It is also emailed to parents, or found on our college web site at www.daylesfordsc.vic.edu.au

DEADLINE for Newsletter items is generally 3.00 pm Tuesday, publication week. A reminder email will be sent to all staff.

Office  The office takes payments for excursions etc only before school, at recess and at lunchtimes. The office staff can assist teachers using equipment or locating other information.

Orders

Orders for purchases must be made via the Business Manager.

Ensure the order is approved by the appropriate faculty/budget leader before returning it to the Business Manager.

The Business Manager will check that it has been filled out properly.

The Business Manager and, in some cases, the Principal, approve and sign all orders.

Petty Cash – at times, small items need to be purchased with cash. Staff can be reimbursed for these purchases from petty cash.

OH&S

The OH&S Committee comprises the Principal, Assistant Principal (nominated representative) and the elected OH&S representative. The committee is chaired by the Principal and meets at least twice per term.

Occupational Health and Safety issues can be directed to the Principal, the Assistant Principal or the elected OH&S Representative. Issues involving maintenance matters should be entered on the school online system so that they receive immediate attention.

Issues relating to health and safety can also be raised at staff meetings.

There is also an online maintenance reporting register which can be used to note items of concern relating to building/grounds maintenance and which need immediate attention for repair.

It is recommended that staff should not carry hot beverages in areas where students move (e.g. corridors, classrooms) due to the risk of spillage causing burns.

It is recommended that staff should not wear open-toed sandals and slip-ons due to the risk of objects falling on unprotected feet/toes. Also see Staff Code of Practice – closed in shoes must be worn by staff in practical areas (e.g. Science, PE, Technology) (p.2).

Staffroom and office floors must be kept clear of boxes, books and other tripping hazards.

Operations Team
The Operations Team comprises the leadership group plus the daily organiser. Other staff may be invited to join/attend as required to support the work of the operations team.

The role of the Operations Team includes:

- Planning the day-to-day operations of the College.
- Considering applications for attendance at professional development.
- Considering applications for camps, incursions and excursions and ensuring that if school council approval is required, then the application is lodged with the appropriate documentation.
- Ensuring the daily/weekly/term calendar is coordinated and balanced, avoiding clashes and excessive time-out of classes.
- Monitoring the management of the school.

Out of Hours Access

You are welcome to access the school out of hours should you wish to do so. However, check with the office staff to organise keys and to learn how to turn off the security system. The school is heavily fined for false alarms and security breaches.

PASSES

Late arrival passes are issued from the General Office when students sign in late to school. Students must visit the morning registration desk in order to receive a Uniform or early departure pass. The appropriate Learning Community Manager may also attend to these matters. All early leavers MUST sign out via the book located in the General Office.

PERFORMANCE & DEVELOPMENT

All staff are required to undertake an annual cycle of performance and development review. The DET guidelines are used as the basis for the reviews.

Daylesford Secondary College has agreed that the cycle will be held during a calendar year. All staff will be matched with a reviewer who will assist and support staff through the review process. In general, plans will be drafted in term 1, mid-cycle reviews will be held at the end of term 2/early term 3 and final reviews will be held in November/December.

PETROL/DIESEL

The school bus has a Motor pass card attached to the keys, which may only be used at any service station for fuel, repairs and tyres. You will be required to give the attendant the Odometer reading and sign their docket and you will be given a copy for our records. Please sign the copy and pass onto Shannon.

PIGEON HOLES

All teachers and some ES Staff have pigeonholes in the main staffroom. Please check them regularly and remove any excess material.

PHOTOCOPIERS

Please fan paper before inserting it into the tray as this reduces paper jams. The photocopiers are multi-functional, ask someone from the office staff to help you if you are not sure how to operate the photocopier or if you are unable to fix a jam.

PHOTOCOPYING CODES & CHARGES
To obtain your photocopy codes ask Lisa, in the office or your KLA leaders.
Student teachers can obtain their codes from their supervisors.
CRT Staff can obtain their codes from the relevant KLA leaders.
There is also a coin-operated photocopier in the library for student use.
Readings are taken each term and charged to appropriate budgets.
Office staff can also assist staff and students to complete personal photocopying.
Colour printing requests can be emailed to Lisa Brewer at: brewer.lisa.r@edumail.vic.gov.au

PROFESSIONAL DEVELOPMENT

All teaching staff are required to complete a Professional Development as part of their Performance and Development program and VIT registration and re-registration requirements. ES staff should also be involved in relevant professional development.

All requests for PD should go to Shayna Williams via the online request form. Applications are then considered by the Operations Team. You will be notified as soon as possible as to whether approval has been granted.

The school has a limited Professional Development budget which is used to support staff to attend school priorities as well as ensure staff remain current with curriculum initiatives and changed course requirements.

Part of the Professional Development budget is also allocated to internal professional learning and for engaging external providers for curriculum days and approved professional learning.

The following criteria is used to determine whether a PD request will be approved or not:
- Relevance to school priorities and/or teacher learning improvement goals as per strategic plan, school priorities and PDPs.
- Registration fees and CRT replacement costs.
- Willingness of the applicant to run a PD Party related to what they learnt during the PD session.

Recycling

Daylesford Secondary College has a strong belief in recycling as a contribution towards a sustainable culture. Large wheelie bins are provided for recycling paper. These are emptied weekly and provide income for developing other sustainable projects.

Staff are encouraged to place food scraps in the containers provided in the staffroom.

REPORTS

- Students in Years 7-11 receive four reports during the year. Year 12 students receive three reports.
- The Interim Report (Term 1 and 3) is a short summary of progress and is followed by the opportunity for formal parent-teacher interviews days.
- At the end of each semester (Terms 2 and 4), a formal written report for each subject is issued. Follow-up interviews are available if parents request them.
- Reporting time lines/deadlines will be made available to staff early in the year.
- The school uses a computer reporting package and staff new to the school will be supported in using the software.
- For further information, see Susan Verbyla. Out of hours access can be arranged if you require time to complete these reports.

ROLL MARKING
Teachers mark their rolls electronically for every lesson and for Homegroups.

This information is crucial in a number of ways, e.g. duty of care and ensuring that all students are meeting college attendance requirements.

Teachers should not remove any students’ names from their own roll or the master rolls.

**SCHOOL BUS**

The school owns a 23 seater bus, including driver’s seat. The bus is comprehensively insured and is NOT available for public charter.

- Bookings are made via the book with the Business Manager.
- Collect the Keys and the Petrol Card from office.
- Check the condition inside the vehicle - if damaged, not clean, or rubbish left, advise Dean Jones prior to using.
- **You** are responsible for filling the tank at the end of your journey if you’ve been outside Daylesford, or the tank is ¾ or less full please top up before returning to College.
- Ensure the vehicle is clean inside and all rubbish removed, ready for the next user.

Make sure the driver is a holder of a Victorian Taxi Directorate Certificate and Heavy Vehicle Licence.

- Check that the bus is available. See booking diary in Business Manager’s office.
- If the excursion is not local then you must follow procedures for an excursion (see ‘Excursions’ section of this book).
- The driver needs to fill out the log sheet (kept in the bus). If the log sheet is full, it should be given to the Business Manager.
- Driver must ensure that a reasonable volume of diesel is left in the vehicle for the next user.
- The bus must be left clean and tidy. This is the responsibility of the user.
- There is a **per kilometre** charge for the mini-bus and this needs to be included in your costing of the excursion. Current rate is available from the Business Manager.

**BUS DRIVERS** - There are a number of staff members who hold an endorsed license and a certificate. Staff members who anticipate that they will be using the bus constantly are encouraged to obtain their own endorsed license. Enquires can be made as to who holds a license and is prepared to drive for your excursion. A logbook is needed for the D.S.C. mini-bus for trips longer than 100 km. These can be purchased from Vic Roads.

**School Council**

The membership of the Daylesford Secondary College Council according to its Constituting Order is 15 members:

- 6 parents,
- 4 Department employees,
- College Principal,
- 4 coopted members, one of whom will be the SRC representative.

School Council meets at 6pm on the third Wednesday of the month.

The Daylesford Secondary College Council has the following sub-committees;

- Finance Committee – meets at 4.30pm on the second Wednesday of the month.
- Facilities Committee – meets at 4.30pm on the first Tuesday of the month.
- Policy Committee – meets at 4.30pm on the first Wednesday of the month.
Family School Partnership Committee (FSPC)

Sign-in Book (Non-teaching staff, visitors and volunteers)

As an OH&S Safety management issue, all non-teaching staff are required to sign in and out using the book at the back of the office. In the event of an evacuation, non-teaching staff must report to the business manager.

Visitors, volunteers etc must use the sign-in book at the front reception counter.

SILENT READING

Each Thursday morning from 9-9.15am the entire school participates in a short session of silent reading. The students will be in their Homegroups for the silent reading session and supervised by their Homegroup teacher.

Teachers are encouraged to take spare reading material for any student who has come unprepared but students who persistently fail to bring reading material should be reported to their Learning Community Manager.

Special Needs

Daylesford Secondary College is committed to ensuring that all students, including those with disabilities and additional learning needs, are provided with quality education so that they can fulfil their potential.

A vital component of this commitment is the Program for Students with Disabilities which provides a range of supports and initiatives to assist students with a disability and additional learning needs.

The Integration team at Daylesford Secondary College works closely with parents/carers, teachers and Integration Aides to set out a program for each student, so they have an appropriate, challenging and effective educational program that will encourage participation in classroom activities with other students. We offer opportunities for students to develop knowledge, skills and behaviors in a range of domains and contexts. Educational needs are closely monitored and reviewed, and meaningful goals are set and met. Daylesford Secondary College has a dedicated team of Integration Aides who work closely with our Disability and Additional needs students in the class room to assist the student to become a valued member of the class and assist them to achieve their short and long term goals.

STAFF ASSOCIATION

All staff members contribute a $25 (or pro rata) annual subscription toward social events, gifts for staff leaving the college and special morning teas. This should be paid at the start of the year at the General Office. The staff association organises end of term social events.

STAFF MEETINGS

There are two designated meetings scheduled each week. These are scheduled on Mondays and Wednesdays. In most instances, these meetings are compulsory for all staff member in attendance on that day.

Daily staff briefings are also part of the designated meeting schedule (see Daily Staff Briefings).

Part time staff are required to attend the Wednesday meeting if they are in attendance on that day. Any additional meetings for part time staff will depend on their time fraction. Part time teacher meeting commitments will be determined in consultation with the principal and, where appropriate with KLA leaders early in the school year.
Meeting Times

As per the Daylesford Secondary College staffing agreement, meetings will commence at 3.40pm and conclude at 4.40pm.

Meeting Schedule

A meeting schedule will be published on a term-by-term basis.

The term 1 meeting schedule will be published during the first few weeks of term 1 then in week 8 of the previous term for terms 2, 3 and 4 each year.

Monday meetings will vary according to the meeting schedule and could involve KLA meetings, curriculum meetings, LAC meetings or designated professional development/professional learning sessions.

Wednesday staff meetings are the official teacher meetings and include:

- 10 minutes of time set-aside for teachers to raise issues or concerns as well as to provide information or celebration of achievements.
- Updated management information and any day-to-day operational matters.
- Professional learning led by various members of staff based around the key school priorities, strategic plan, annual implementation plan and accountability.

Agenda for staff meetings will be developed by the principal in consultation with the leadership team and will be distributed by the principal three days prior to the meeting.

STUDENT MANAGEMENT POLICY & PROCEDURES

Yard Duty: In the Corridors and Yard

- All teachers are to collect a ‘bumbag’, containing a walkie talkie, basic first aid items, notebook and pen, from the general office. The walkie talkie is for emergency assistance. At the halfway mark of a yard duty you need to collect the bag off the person you are swapping with. When you return the ‘bumbag’ to the general office, please place the walkie talkie back in the charger.
- You have a responsibility to stop unsafe or inappropriate behaviour (including bullying or harassment) regardless of whether you are on duty or not. Teachers on yard duty or corridor duty should ensure that known trouble spots are patrolled regularly. Out of bounds areas are indicated on the map on the back cover of this document.
- Report incidents or concerns to the appropriate LC Manager, in writing via STRIMS even if you believe no further action is required. All incidents need to be logged/recorded and known by LC Managers to determine whether there are patterns of unacceptable behaviours developing.

Inappropriate Behaviour

- Inappropriate behaviour within the classroom or yard is defined as

“Any behaviour that disrupts the learning of another student and/or the ability of a teacher to teach their class, or behaviour that places the safety or wellbeing of another person at risk”.

In the Classroom

- Teachers are responsible for all students in their classrooms. The College “Whole School Behaviour Guidelines” states our expected student behaviours in terms of our Values and our Inappropriate Behaviour Guidelines indicates all forms of unacceptable behaviours and likely consequences.

- An individual teacher may establish an agreed set of classroom rules with their class. These rules should be developed in line with our values; Respect, Honesty, Endeavour, Cooperation and Courtesy, and in recognition of our Whole Behaviour Expectations. The rules should be as simple and brief as possible and may relate to movement within the classroom, speaking and listening or specific safety requirements for a subject.
• Classroom Level Management Guidelines are available for you if needed. Please see your Learning Community Manager.

• Learning Community Managers (LCMs) and the Student Welfare Coordinator are available to assist classroom teachers to maintain a safe, orderly learning environment in their classrooms.

• In the situation where a student falls into a pattern of uncooperative behaviour, teachers should inform the Homegroup teacher and/or LCM immediately.

• Teachers should record ALL student incidents at the time of their occurrence or as close thereafter on the STRIMS System.

SENDING A STUDENT OUT OF CLASS
• Students may need to be placed outside the classroom for short periods of time. The teacher can negotiate for their return to class as per the Classroom Level Management Guidelines or as per their agreed classroom level rules.

• Should you need to send a student to an LCM or member of the leadership team, please ensure you:
  1. write the reason in their diary, noting class and time of incident
  2. instruct them to return to your class if they cannot find the person they are being sent to
  3. Record the incident immediately onto the STRIMS System
  4. Ensure the student has their diary if removed from class.

• If the student returns to you, try to place them in a suitable senior class nearby, or seat them outside your class until they can be attended to.
• You could organise with another ‘buddy’ teacher to send student/s to them prior to your next lesson with a particular class. You will need to provide work for them to do.
  o If there are no other options when an incident has occurred, ask another student to locate a LCM or member of the leadership team ASAP.

KEEPING PARENTS INFORMED
• LC Managers, the Leading Teacher for Student Management or the Assistant Principal can arrange and post letters of either ‘concern’ or ‘commendation’ to parents at your request. You may also do this yourself if you please, however, any letter that is on a College Letter head must be co-signed by the Principal or AP.
• Please also write comments into the student’s diary frequently as parents and Homegroup Leaders will be viewing and signing student diaries on a weekly/fortnightly basis.
• Please also add comments where relevant to the STRIMS System, as this keeps a running record of all matters related to a student.

LATE arrival to SCHOOL- SIGNING “IN”
Students MUST “Sign In” via the General Office & student’s diary will be stamped.
Student Diary is then also stamped by the classroom teacher when student arrives to class and time is recorded.

LATE arrival to CLASS- during school day
Teacher stamps student diary as arriving late without permission, the A+ roll marking system should be amended and, where necessary, an incident logged on STRIMS.

SIGNING “OUT”- e.g. for an appointment
Students who need to leave class due to an early departure (e.g. an appointment) MUST have this recorded in their diary via the Morning Registration Desk process.

YEAR 12 Students can have Annual Parent Permission to sign-out of school during LUNCH ONLY- there is NO annual permission to sign out during study periods.

**DIARIES**

**ALL STUDENTS WILL BE ISSUED WITH A SCHOOL DIARY AT THE START OF EACH YEAR.**

- ALL Students are required to be responsible for their diaries at all times. The student diary is a means of communication between school and home.
- Student diaries should be taken to every class and taken home every night.
- The diary MUST be signed on a weekly basis by both the parent/guardian and the Homegroup Leader.

The following information should be recorded in student diaries:

- Any incidents of inappropriate behaviour and subsequent consequences
- Out of uniform
- Late sign-in's, late to class or sign-out needs.
- Teacher comments and/or messages for home
- Parent comments and/or messages for teachers/school
- Recording of homework and other important school dates, activities or requirements.

**Student Expectations regarding diaries include-**

- Diaries are NOT to be deliberately defaced or damaged.
- They must NOT contain obscenities

Care must be taken that the diary is NOT lost. Students will be required to replace their diary with a new school diary in such circumstances.

**DIARY AS A TIME MANAGEMENT AID**

Students are expected to note all ‘due dates’ for work and homework in their diaries.

**DIARY AS AN ‘OUT OF CLASS PASS’**

Students needing to leave your classroom must have the appropriate section of their diary signed by their teacher and carry that diary with them. Any student found wandering the corridors without a signed diary will be sent back to class.

The diary entries provide a record of student movement, which is important in identifying potential student problems, for example:

- a student who requires a toilet pass multiple times per day/week may either need referral to a health professional or counselling with regard to motivation.
- Diary entries assist in identifying whether a student is seeking to avoid specific subjects or arranging to meet friends during class-time.
- in the situation where items may have been stolen from lockers, diary entries enable staff to ascertain whether or not students have been in the corridors.

Teachers should ensure that students do not use other students’ diaries for this purpose.

Students sent to a computer room or library for work or research must have a note in the diary that identifies the nature of the task that the student is expected to be engaged in during that time, and must clearly state whether the student is required to be dismissed from that location or from their classroom.

**DIARY AS A MEANS OF COMMUNICATION WITH PARENTS**

- Diaries should be used as a means of communication with parents.
- Brief comments from the teacher on concerns or praise, facilitate smooth communication.
- Parents are to be encouraged to respond by writing diary comments to the teacher.
• Teachers should also check that students enter ‘due dates’ for work/homework in their diaries so that parents are in a position to support their students.

**UNIFORM**

• Students are required to wear correct school uniform daily.
• Correct school uniform is that which is stated in the Uniform Policy and Brochure. This includes correct footwear.
• Students are required to register at the “Morning Registration Desk” when out of uniform- whether or not they have a permission note from home.
• Students who are out of uniform are expected to obtain a STAMP in their diary at the start of the day from the morning registration desk in B corridor.

• Teachers are expected to ask any student who is out of uniform to show their stamp at any time during the day, and especially during a lesson. If a student enters your room out of uniform, **ASK TO SEE THEIR DIARY STAMP.**

• In the event that a student is not in possession of a DIARY STAMP, the teacher is asked to inform the Homegroup Leader and/or LC Manager ASAP by entering the incident on STRIMS, and an email will be automatically sent to these people.

• Students ARE NOT to wear “unapproved” coats or hats in class.
  
  o The only approved jackets that may be worn in class are the college wind-stopper or blazer
  o Jackets/coats are expected to be plain black – without decoration/ name brands etc., students wearing other jackets are expected to remove these inside the building.
• Hats are not to be worn in class or the buildings except in exceptional circumstances such as practical subjects for health/safety.
• Approved school shoes are to be worn at all times.

**SUN SMART** Students are encouraged to wear suitable hats outside for sun protection in the appropriate months. See School Uniform Policy on School Website.

**T**

**TEA/COFFEE**

All staff and student teachers are asked to provide their own cup/mug, wash and put away their dishes promptly. Tea/coffee, sugar and milk is provided by the College. Stocks of tea and coffee and sugar are stored in the cupboards in the staffroom. Notify the office staff when stocks are low.

**Dishwasher and tidying up** – each faculty will be rostered to load, run and unload the dishwasher and general tidying up of the staffroom. A weekly roster will be placed near the sink indicating which faculty is on duty.

**Telephones**

See the internal phone directory for office phone numbers.
Dial ‘0’ for an external line.
Mobile phones are available for excursions and camps – book through the office.

**Timetables**
Timetables are emailed to all teachers and students prior to the start of the semester. All timetables and any updated versions can be accessed by staff at any time electronically through STRIMS or electronic roll marking.

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**VCAL**

The designated work placement day for VCAL students is Thursday. This may be varied for some students depending on work requirements however it is expected that Thursday will be the preferred day.

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**Wellbeing Team**

We have a dedicated wellbeing team comprising a welfare officer, a school chaplain and a school nurse.

Referrals

**WORK DAY ~ FOR NON-TEACHING STAFF**

For starting times and time fractions, check with Business Manager if unsure.

ES staff must sign the attendance register upon arrival and leaving, which is located in the office.

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**YARD DUTY DUTIES**

Although teaching staff are nominated for specific areas and times of duty, it is expected that all staff will be prepared to enforce the guidelines as set out below.

The aim of being on duty should be to “be seen” and thus discourage unacceptable behaviour rather than attempt to catch wrong doers. Being seen is best achieved by your constant movement through the designated areas.

On wet and/or cold days lunch arrangements may be made for students (these will be announced on the day).

- Encourage students to use the litter bins.
- Smoking is not permitted in any area and students caught smoking must be referred to the Learning Community Manager who will refer the student to the School Nurse and the Student Welfare Coordinator.
- Staff should note that the duty extends until the period bell, not the warning bell or the Briefing bell.
- Toilet areas need to be checked regularly

*Out of bounds areas include the areas under the canopy of trees beyond the school boundary, the teachers’ carpark, the areas behind the theatre, canteen and ARC, as well as the areas behind A and D wings.*

You are encouraged to take a litter bag (from AP’s office) with you when on duty.

You are also expected to take a ‘bumbag and walkie talkie’. (See yard duty in the corridors and yard).

Yard Duty – times and areas – see next page.
### Before School

<table>
<thead>
<tr>
<th>Times</th>
<th>Areas</th>
<th># of Staff</th>
<th>Days of Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45 – 9.00</td>
<td>Busses</td>
<td>1</td>
<td>EVERY DAY</td>
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<tr>
<td>8.50 – 9.00</td>
<td>ALL Areas - Roaming</td>
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<td>EVERY DAY</td>
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### Recess 1

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<tr>
<td>10.36 - 10.51</td>
<td>A B C</td>
<td>3</td>
<td>MON – WED – FRI</td>
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<tr>
<td>10.34 – 10.49</td>
<td>A B C</td>
<td>3</td>
<td>TUES – THURS</td>
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### Recess 2

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<th>Days of Week</th>
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<tbody>
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<td>10.51 - 11.06</td>
<td>A B C</td>
<td>3</td>
<td>MON – WED – FRI</td>
</tr>
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<td>10.49 – 11.04</td>
<td>A B C</td>
<td>3</td>
<td>TUES – THURS</td>
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### Lunch 1

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</tr>
</thead>
<tbody>
<tr>
<td>12.42 - 1.12</td>
<td>A B C</td>
<td>3</td>
<td>MON – WED – FRI</td>
</tr>
<tr>
<td>12.52 - 1.22</td>
<td>A B C</td>
<td>3</td>
<td>TUES – THURS</td>
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### Lunch 2

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<th>Days of Week</th>
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<tbody>
<tr>
<td>1.12 - 1.42</td>
<td>A B C D</td>
<td>4</td>
<td>MON – WED – FRI</td>
</tr>
<tr>
<td>1.22 - 1.42</td>
<td>A B C D</td>
<td>4</td>
<td>TUES – THURS</td>
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### After School

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<th>Days of Week</th>
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</thead>
<tbody>
<tr>
<td>3.18-3.28</td>
<td>Busses</td>
<td>2 (2 x 15mins)</td>
<td>EVERY DAY</td>
</tr>
<tr>
<td>3.18-3.28</td>
<td>B</td>
<td>1 (1 x 10mins)</td>
<td>EVERY DAY</td>
</tr>
</tbody>
</table>

**Yard Duty Areas**

- **AREA – A – BLUE**: Blocks A, B, C Internal and External.
- **AREA – B – ORANGE**: Canteen, Front of School, Top Half Oval and behind Arc.
- **AREA – C – GREEN**: Bottom Half Oval, Tennis Courts, Outdoor Classroom, Blocks, D &E External inc Toilets, Snr Centre.
- **AREA – D – RED**: Second Half of Lunch ONLY Library and Corridor Area to Library (Lunch 2 Only)

**BUSSSES**: BUS Drop of and Collection
YEAR 10 WORK EXPERIENCE

All year 10 students are expected to participate in Work Experience – this will happen in the last week of term 2.

During this week there will be no year 10 classes. Teachers who take year 10 core subjects are encouraged to assist with visits to students doing work experience, and may be allocated replacement classes.

YOUR CAR

You must not transport students in any vehicle that is not comprehensively insured with the wording "Indemnity under the Crown" in its policy. Approval to transport students by teachers must be gained from the principal. There is an application form available in the office.

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NOTE: This map is an old version, however, some changes have been added.
The 12 Areas of School Operations

1. Accountability e.g. school review, AIP, data, school improvement, assessment & reporting
2. Community e.g. parents, community groups, Hepburn Shire, ARC.
3. Curriculum e.g. AusVELS/National Curriculum, VCE, VCAL, VET, handbooks
4. Finance e.g. budgets, SRP, contracts, audits, Finance Committee
5. Governance e.g. School Council, Policy Committee
6. Grounds & Buildings e.g. Facilities Committee, cleaning, furniture, grounds, maintenance
7. Leadership e.g. vision & direction, Leadership meetings, change
8. Management e.g. Timetables, yard duty, emergency management, calendar
9. Staffing e.g. staff welfare, appointments, performance plans, duties, LAC, staff meetings, OH&S, PD
10. Students e.g. student management, welfare, wellbeing, D&I, student services, special needs
11. System e.g. DEECD, regional priorities & meetings, principal networks, LLEN, D-CAN
12. Teaching & Learning e.g. instructional model, professional learning, teaching strategies, Kick Start.