



Absences

If you are unwell, or require carer's leave, please contact Ben as soon as possible so a replacement can be organised. The best method of contact is mobile phone – 0409 024 448. A text message or call is fine, but please ring if you send a text which is not acknowledged within a reasonable time frame. Phone calls or messages are best sent the evening before as there is very little chance of getting a replacement teacher in the mornings.

Staff who would like to apply for leave, paid or unpaid, should read the Leave Policy and complete the necessary paperwork.

Access to buildings

Please make sure children access Building 1 (Compassione 3/4 in 2020) via automatic doors at the end of break times. Students may exit Building 1 from either exit. Access to Building 2 (Comunita F-2 in 2020) should be through the north facing front double doors at either end leading onto the deck area. The back door should only be used by Comunita students in adverse weather conditions (wind, excessive dust, etc.). Coraggio (5/6) students will need to use the back door or Building 2 to access the toilets. Teachers need to be aware to lock this door at the end of each day.

Acknowledgement of Country

An acknowledgement of Country should precede each school assembly and community meeting to pay our respects to the First Australians.

Anaphylaxis & Asthma

We have a few students with anaphylaxis to some nut varieties, eggs, alcohol and other substances, and several children with asthma management plans. The plans for all these children are displayed in the sick bay. Please make sure you are familiar with who these children are and how they must be managed.

Art Room / Cooking

A booking system will be set up so that anyone wanting to use the Art space for cooking or any other messy activity best not done on carpeted areas can reserve the time. Tuesdays and Thursdays will be unavailable as Tonia will be teaching Art all day.

The cupboards are coloured coded to ensure safety. Please only use materials from the green cupboards and drawers for cooking. The Art materials in the red and grey cupboards have been purchased from the Art budget and should only be used with Tonia's knowledge and consent.

Materials for cooking should be purchased from your classroom budget, after approval has been sought. Leftover items which do not require refrigeration should be stored in the overhead cupboards.

Assembly

Each Monday morning at 9am we gather in the larger corridor space for assembly, led by our school captains. At this weekly assembly we celebrate birthdays and hand out Student of the Week awards, as well as reminding everyone of any upcoming events etc. Our school prayer / vision statement is used at assemblies, and every staff member and student should be making the sign of the cross and reciting the prayer.

Assessment & Reporting

A 2020 Assessment schedule has been drawn up which lists the mandatory assessment tools to be used at each class level. It is important that all results are recorded centrally on this shared document in a timely manner to allow us to have an overview of progress across the school.

Other assessment tasks will, of course, also be used as part of the learning and teaching cycle and records should be maintained of these results as well. It is important that progressive results of any assessment tasks are shared with parents using SeeSaw, at the time.

Written reports are compiled in June and December. These reports provide a summary of each student's progress using a 5 point marking scale, and a BRIEF general comment. The general comment should not exceed three sentences and should summarise the student's overall progress, attitude and behaviour. Generic statements are not to be used in our written reports.

All reports are proofread by the principal before being released to parents on SIMON.

Attendance

Staff are expected to arrive at, and depart from, the school at the times nominated in their Letters of Appointment, or before 8.00am and after 3.45pm. Meetings, or school events, may be scheduled beyond these times on occasion and staff will be given notice of whether they are expected to attend as soon as practicable.

Once staff arrive at school they are expected to remain there unless they have a valid reason to leave and have been given permission from the principal or deputy to do so. It is imperative that the safety of the children is considered as paramount and therefore it is not always possible to have staff leave during the course of the day as a minimum number of staff must be present in case of emergencies.

Bell times

8.15am	Gate unlocked
8.30am	Buildings unlocked (Classroom teachers to be in classrooms)
8.43am	Music, children to make their way to class
8.45am	Bell , learning commences
9.45am	Fruit break in class
10.45am	Bell , play
11.22am	Music, children visit toilet & get a drink & to make their way to class
11.25am	Bell , eat lunch
11.35am	Bell , quiet time
1.05pm	Bell , play
1.32pm	Music, children visit toilet & get a drink & to make their way to class
1.35pm	Bell , eat snack

1.45pm **Bell**, learning continues
3.15pm **Bell**, dismissal

Bins

Please encourage students to use recycling whenever possible but this must be done responsibly. Recycling cannot contain traces of food items as it contaminates the processing of items so containers with even small traces of yoghurt, tuna, milk etc. **MUST** be completely rinsed before they can be recycled. Failure to do this can result in us being fined by our rubbish collectors.

Birthdays

Students' birthdays are recognized and celebrated at our weekly Monday morning assembly. Parents are allowed to bring a cake to share with the class if they wish. To safeguard all our children and follow the legal requirements placed on us it is not permitted to give out the names of children or family details to parents who might request them for the purposes of party invitations etc.

Staff birthdays are celebrated according to the roster displayed in the staffroom.

Balls over fences

When balls are over a fence in an area such as the carpark or footpath then teachers can collect them if it is safe to leave the area they are supervising. If balls land in the building site area then they must be left there as no staff member or student is permitted in that space. Under no circumstances should students ever leave the school premises to collect a ball.

Behaviour Management

Staff need to make them self aware of the Behaviour Management policies and the procedures for behaviour management at Siena. In 2020 we have moved to ensuring that a [School Wide Behaviour Matrix](#) has been created and embedded in daily teaching of behaviours throughout the school. The Major and Minor Spreadsheets create consistency in approach and response. The Behaviour Tracking System through SImon ensures that Behaviours can be tracked and followed up by the Leadership and Behaviour Management Team.

Bikes, scooters, skateboards

Children riding to school need to park their bike, scooter or skateboard on the front deck where they cannot be accessed by anyone until dismissal. Students need to mount / dismount outside the gate, i.e. no riding in the playground. At the end of the day, students should be instructed to walk their bikes to the corners past all the parked cars before mounting. Safety on pavements is expected, and helmets should always be worn.

Borrowing items

Maths equipment is stored in the Room 10 to be shared by all staff. Please return items as soon as you have finished using them.

Library books, including teacher reference materials, should be borrowed using the portable barcode reader so we can keep track of all items.

Class sets of books for guided reading are housed in the library space, these should also be returned as soon as you have finished using them.

Staff are not permitted to remove items belonging to the school from the premises without the knowledge and consent of the principal.

Child Safety

There are a range of child safety policies available to all staff, including a Code of Conduct which all staff are expected to implement at all times. Please make sure you have read and understood the Code of Conduct and Child Safety policies. Danielle Brennan is our designated Child Safety Officer.

Class Attendance

Recording daily attendance is a legal requirement. It must be done twice daily – between 8.30-9.00am, that is before assembly on Monday mornings, and again between 12.55pm -1.05pm.

Attendance is recorded electronically using SIMON so that the office can alert any parent whose child is not present via SMS. This is done by 9.00am each morning.

If the electronic system is not working, or cannot be used for any reason, it is imperative that the office is notified immediately, and a paper copy recorded and sent to the office within the relevant time frame.

Cleaning

All toilets are cleaned daily. Classrooms are vacuumed twice weekly. Table tops are not included in the cleaner's list of duties so classroom teachers are expected to ensure that this is done regularly, particularly after eating times. Baby wipes are supplied to all classrooms for this purpose, and dusters, dustpans and brushes have also been provided for all classrooms.

Staff are encouraged to have their students take pride in their learning spaces and clean up after themselves daily. This includes keeping their tubs and bag spaces clean and tidy.

Communication

To avoid any misunderstandings or loss of information, all phone messages or similar communications that staff receive, which need to be passed onto another staff member, should always be emailed.

The phones in your staff offices are to be used to communicate with the office. Please answer the phone if you hear it ringing, as the call will be for someone in that area.

Staff are not permitted to use their mobile phones, send or check text messages, engage with social media or read or send emails for personal reasons whilst they are scheduled to be teaching or providing supervision on the yard etc.

Confidentiality

It is imperative that all staff are aware of the consequences of "speaking out of school". The behaviour of any member of our school community should never be discussed with anyone outside the school. The damage that can be caused to our reputation is extreme and very difficult to redress once it has occurred. Please always be mindful of your responsibilities in this area.

Correspondence

Please ensure the principal is aware of any correspondence of a sensitive nature which is being sent to outside agencies or parents before it is sent.

Employee Assistance

CEOB has an arrangement with Centacare in Ballarat (1800 818 728) to provide any employee who requires assistance to access professional counselling. Employee Assistance Programs like this offer short term, solution focused counselling. If you require further support referral to other services would be provided.

Excursions - Needs rewording as we now use SIMON, should also include reference to completing a Risk management assessment

A permission note will be handed out to all families for any walking excursions in the local area for the year. Any other excursion will require an additional note which states the purpose, details, uniform, etc and it should also state that the cost is covered by the curriculum levy paid at the beginning of the year. Details of all excursions must be logged onto the Student Activity Locator (SAL) and a risk management plan should also be completed and kept.

First Aid

If a child is injured during play breaks they should be sent to the staffroom for first aid. The person rostered on in the office will attend to them. During learning time children who are unwell and need to be in the sick bay can be sent to Gen or Cass, please phone Gen or Cass and let her know what the problem is before they arrive. No child should be sent home without the Principal's knowledge and consent, in the Principal's absence permission MUST be sought from an appropriate member of the Leadership Team (most likely the LAL of the student). Please do not tell children that they will be sent home as this may not occur.

Band-aids will be given to all class and specialist teachers so that they can hand them out if required in their classrooms, rather than sending the child to the office during learning times.

Any child who has any form of head injury must be sent to the sick bay so that it can be recorded and the parent/s contacted.

Gates

At 8.30am each morning a Senior student will be responsible for ensuring the carpark and back gates are closed and locked. The same student will be responsible for unlocking the gates at 2.45pm each day.

Heating / Cooling

All split systems in all buildings should be set at 22 degrees, all year. This is the recommended best setting both for comfort and economy. Please ensure these are switched off when not required. It is also important that one unit is not turned on while others remain off as our building design means that it is too big an area for one unit to heat / cool effectively. Having only one or two units attempting to heat / cool a large area will result in them burning out and needing to be replaced years before they should be. When the systems are operating external doors and windows should be kept closed.

Homework

As there is no research which supports the completion of homework tasks for primary school students the policy at Siena states that we do not supply parents / students with homework tasks. We do encourage all students to read at home but no written tasks are to be given.

House Teams

All students and staff have been allocated to a House Team. The school community will elect a leader from the Senior class group for their Team. Our teams are selected from some of the contradas or districts of our namesake in Italy.

Tower	burgundy/red
Dragon	green
Dolphin	blue
Unicorn	orange

Points can be awarded to teams as a group or for individuals within that team, but points cannot be taken away. A spreadsheet with all names listed in house teams has been shared with all staff.

Late arrivals / Early departures

Any student who arrives late, or leaves the school early, must report to the office to ensure that this is properly recorded. Please make sure that any students who turn up late have been to the office, and any who are leaving early should be collected from the office, not your classroom. Gen will phone classroom teachers to send for a child who is being picked up early from the office.

Leadership Roles

All full time teaching staff members at Siena have a leadership role and/or portfolio in addition to their other responsibilities. Role descriptions will be developed and shared for each of these roles to all staff in our 2020 Roles & Responsibilities document.

Lunch

Children should be supervised while eating their lunch. Food should never be shared. Due to the prevailing and constant winds in Lucas, children should only eat inside and not take any food wrappers outside.

Maintenance

Occupational health and safety is the responsibility of all staff members. Please add issue to the 2020 Maintenance document on Google Drive and inform administration (Cass and/or Gen) with any safety issues you become aware of, or any maintenance issues which need to be addressed asap. Tyler Boyd is the elected Health and Safety Rep and Ben Stott is the Health and Safety Officer.

Mandatory Reporting

All staff complete training each year and have a responsibility to make a report if they have formed a reasonable belief that it is required. You do not need to seek permission from leadership but the Principal and / or the 2020 Child Safety Officer should be informed that a report has been made.

Meetings

Classroom teachers are expected to attend weekly PLC meetings on Mondays from 3.30-4.30pm. All staff will be expected to attend occasional staff meetings on Tuesdays from 3.30 - 4.30pm. Once a term our Community Dialogue is held from 7-8pm. Staff are always welcome to attend if they're available.

A meeting schedule for each term will be shared with staff. The schedule will include someone being rostered on to prepare a prayer / reflection to share with their colleagues at the commencement of the meeting.

All staff and team meetings should be documented, and include:

Shared Understanding

Agreement

Commitment

Accountability

Multi-aged groups/ Class names

Our students are multi-aged to accommodate the range and diversity of learning present at each year level in a manner that doesn't contribute to a negative self-image being developed by students who may not be at a similar level to their peers. It is important that all staff do their utmost to re-educate themselves into "losing" the number names and always refer to the students as Comunita, Compassione and Coraggio.

Noise levels

It is the responsibility of all staff to encourage consistent adherence to expected noise levels in the various zones around the school. It is especially important that all corridor spaces are quiet areas where minimal noise is tolerated at all times.

Parent / Teacher Interviews

In 2020 we will:

- Meet parents early Term 1 (P/T Interviews)
- In Term 2 - week 4 or 5 - we will organise meetings with parents which the students also attend. The focus of the conversation will be the Reader's notebooks and the conferencing during reading sessions. Other areas can also be discussed as required
- Late in term 3 a student led conference will occur again

Photocopying

The photocopier is located in the Planning Room 3 in Building 1 (Gen's old office). Paper is stored in the cupboards. All staff require a login code to operate the photocopier. Staff are expected to be economical in their use of photocopying and give thought to our Catholic Social Teaching on the need for sustainability and stewardship.

Colour photocopying should be kept to a minimum and can be emailed to Chris or Gen.

A shredder is also available for staff use adjacent to the photocopier. Please be aware it won't handle more than 2 or 3 pages at a time.

Photos

Care must be taken that no photos of any student are taken, used, displayed outside the school, or shared electronically without the knowledge and consent of the parent/s.

Policies & Procedures

Siena has many policies and procedures in place as part of our compliance to maintain registration as a school with the VRQA, and to ensure a consistent approach to the safety and wellbeing of all members of the school community. It is the responsibility of all staff members to be familiar with all policies and procedures pertaining to their work, and to be aware that changes are often made as the result of legislative changes etc.

Our policies and procedures are housed in SIMON, and managed by Amber as part of her role as our Risk & Compliance officer. They can be found in the section called eSort under Local Libraries.

Positive Behaviour

Siena has adopted the School Wide Positive Behaviour Model. All members of the school community should be familiar with our behaviour matrix which emphasizes the need for all of us to –

Be safe

Be respectful

Be responsible

It is important that all through the year we TEACH the behaviours we want to see to the children, that we practise them regularly and reinforce the learning with positives.

All staff should use the yard duty folder to award House Team points to acknowledge appropriate behaviour in the yard.

The Behaviour Management Team (BMT) coordinates the implementation and ongoing evaluation of our Positive Behaviour program. The membership of this team in 2020 includes: Danielle Brennan, Tonia Burridge, Ben Stott, Tyler Boyd and Kara Cooper.

All staff and children have ready access to the Siena Behaviour Matrix and the Minor and Major Behaviours spreadsheets. These spreadsheets outline definitions of behaviours and the responses to these behaviours. Restorative Justice practices will be applied.

Behaviours should be recorded on the Behaviour Tracker via the Simon platform by staff members who witness the behaviour at the first opportunity on the day of the incident.

Purchasing items

Each class, and each subject area, has an annual budget to purchase items. The LALs are responsible for the management of the classroom budgets in their area. An order form should always be completed, and approved and signed by the principal, before any purchase is made. This includes occasions where a staff member purchases an item and wishes to be reimbursed. Reimbursement will only be provided if the purchase has been discussed and approved. A form for reimbursement is available from Gen.

Safety

There are numerous guidelines to ensure our compliance with OH&S legislation, these include, but are not limited to, adherence to the following:

- Never stand on chairs or tables, step ladders are provided for staff use
- Never allow students to use the stools or chairs with castors provided for staff use
- Discourage the distribution of lollipops with white sticks, children MUST be seated while eating these
- Staff or students should never be moving around carrying a hot drink, this includes staff on yard duty
- Children should never use a glass from the staff room or kitchen, plastic cups and teaspoons are provided for use by students
- Staff should be familiar with students who have asthma management or anaphylaxis management plans; these are displayed in the sick bay
- Candles used for prayer should be in safe containers and extinguished carefully immediately after use, matches should be stored in staff offices
- Staff must be on time for supervision, this includes being in the classroom at 8.45am, being on time for yard duty and only dismissing children once the bell has rung
- Children must never be left in a classroom or office space without direct supervision. That means you must have them within your line of sight
- Any liquids or materials of a similar nature, i.e. dishwashing liquid, paint, diffuser liquids, aerosols, etc. MUST have a Materials Safety Data sheet stored with the material.
- Office chairs were purchased for use in the staff offices and should not be used in classrooms
- Items of furniture cannot be introduced to, or removed from, any part of the school without the knowledge & consent of the principal

School Prayer

Every Friday at 2.45pm we gather in the MPR for whole school prayer. Parents and friends are always welcome to attend.

Security

All staff are issued with a key which they are expected to keep in their possession whilst on site. Students must never be entrusted with a key without good reason. The area around the water containment system adjacent to the back gate must NEVER be left unlocked at any time, and no student or staff member should be in that space.

The first staff member to arrive each day is asked to open the car park gate, and turn off ALL building's security systems using the security pad closest to the office. The last person to leave should turn on the security systems in both buildings and lock the car park gate after they exit.

All staff are asked to sign in and out using the VPass system located in the office.

Let other staff know if you've left and locked the building.

SEESAW is used to communicate with parents. Items uploaded should always be checked by staff before being released. No items on Seesaw can be uploaded to any other medium.

Social Club

To provide a fund that can be used to acknowledge special events in the lives of our colleagues, such as an engagement, birth of a baby, gift on leaving, etc. we ask all staff to contribute to a Social Club fund.

Full time staff are asked to pay \$10 per term, and part time staff \$2 each term if they work one day, \$4 each term if they work two days, etc. The money is to be paid to Danielle please.

Special Needs

If you have concerns about the learning of any student these should be shared with your LAL, Tonia and Ben as our Intervention & Diversity Leaders, and Chris. Students can be referred for assistance and assessment to the Catholic Education Office after we have collected a range of data on their performance.

Staffing

In 2020 (INTERIM) the following staff are employed at Siena:

Principal	Chris Kavanagh
Finance & Administration	Gen Willmott
Administration	Cass Klain (Mon - Wed)
Risk & Compliance	Amber Henderson (Wed)
Leadership Team	Danielle Brennan (Comunita/F-2 Leader) Helen Shellard (Compassione/3-4 Leader) Ben Stott (Coraggio/5-6 Leader)
Comunita (F-2) teachers	Carly Austin (F/1) Tyler Boyd (F/1) Kara Cooper (2) Janelle Deb (F/1) Shelley Dalrymple (2) Tamara Wade (F/1)
Compassione (3/4) teachers	Michael Ross Helen Shellard
Coraggio (5/6) teachers	James Sutherland Scott Walker
LSO / Family Liaison	Kelly Dawe (Comunita) Jessica Beney (Comunita) Colleen Bilston (Compassione)
Intervention	Jodi Hine - Reading Recovery Maria Fitzpatrick - Reading Recovery, Literacy intervention
Learning Diversity Specialist teachers	Tonia Burrridge, Ben Stott, Michelle Dermody Tonia Burrridge – Tuesday & Thursday- Visual Arts Jane McErlaine – Tuesday & Thursday- PE Jodi Hine – Tuesday & Thursday- Performing Arts Ben Stott - Tuesday & Thursday- Italian (LOTE)

Staffroom

The staffroom is for staff use only and should not be used for any child related activity including group work, testing, etc. Each staff member is rostered on to do staffroom duty for a week at a time. If you are rostered on, your duties include ensuring the dishwasher is turned on when necessary, and emptying it

at the completion of its cycle. You are also asked to wipe the table and benches daily, purchase milk, provide some nibblies during the week, and take the tea towels home to be washed at the end of the week.

Cutlery and crockery from the staffroom is for staff use only and is not to be used for class activities. Materials are available in the Art room for this. Class teachers will be given plastic spoons to be used by any child who has fruit or yoghurt to eat and no spoon of their own.

Supervision

School staff have a duty of care which has been interpreted by the courts to mean that we are expected to be "... more careful than the most careful parent." To carry out this responsibility all staff need to:

- Be on time for class, yard duty and other scheduled events
- Move around the area to ensure there are no times / places where supervision is not occurring
- Ensure that all children are adequately supervised at all times
- Make sure children are not in buildings alone or unsupervised
- Make sure they are never left alone with a child
- Ensure that furniture and equipment is placed appropriately to provide adequate supervision

Toilets

At Siena all buildings have been intentionally designed to have access to toilets within them. This means that it is not necessary for children to accompany one another to the toilet or ask for permission to go to the toilet. Asking the teacher to go to the toilet is something that many children find particularly difficult and stressful. If you have concerns about a child who may need extra supervision or children who are going to the toilet too frequently then strategies can be put in place that don't require other students to ask for permission. A peg system can also be used to regulate the number of students going to the toilet at the same time.

It will be important to discuss with your class how the toilets should be used and looked after so that they remain clean and usable for all students.

Visitors

Any visitors to the school that you have organised should be listed in the staff calendar so we all know when they arrive that they are expected, and what their purpose is in being here. This includes staff from Sporting Schools, NDIS providers, etc.

Before any visitor can be allowed into the school they must have signed in and provided the office with a copy of their Working With Children Check.

All visitors who have followed this procedure will be wearing a visitor's badge.

Volunteers

There is a procedure in place to ensure that any person volunteering at Siena has been vetted before being allowed to work with our children in any capacity.

Volunteers must:

- Complete an online application form
- Complete an online induction process
- Have a referee check completed by Amber

- Provide a current copy of photo ID and a Working With Children Check or National Police Check
- Have some connection to our school community

Workload

There are times when staff are expected to be involved in extracurricular activities. These can include attending camps and excursions which run over the usual attendance times, attending and participating in community events, assisting with the parish Sacramental program, and attending and participating in scheduled meetings. Every effort is made to ensure that expectations for your attendance at these events is both reasonable and equitable.

As a Catholic school in the Cathedral parish we are all expected to support the parish based Sacramental program throughout the year. Full time staff are expected to put their names on the roster more often than part time staff. All staff members receive a copy of the *Statement of Principles Regarding Catholic Education* with their Letter of Appointment. Signing the Letter of Appointment is an acknowledgement and acceptance of this obligation, amongst others.