



**ST BRENDAN'S  
CORAGULAC**

# **STAFF HAND BOOK**

<b>Mrs Penny Knight</b>	Principal
<b>Amanda Sutherland</b>	Two/Three Teacher Religious Education Co-ordinator
<b>Liz McGuane</b>	Grade Two/Three Teacher / Music Teacher
<b>Judi Parkhouse</b>	Grade Four/Five/Six Teacher
<b>Kate Parker</b>	Prep/One Teacher
<b>Judi Parkhouse</b>	Special Needs Co-ordinator
<b>Alice Armistead</b>	Art Teacher
<b>Jenny Bush</b>	L.O.T.E. / PE Teacher
<b>Diane Armistead</b>	Library Assistant Integration Aide
<b>Deb Monaco</b>	Integration Aide
<b>Mel Drayton</b>	Integration Aide
<b>Gracesyn Perrett</b>	Administrative Support Officer
<b>Bridget Newcombe</b>	Cleaner

## VISSION STATEMENT

*"For you I have Destiny and a Hope"*

Taken from the scripture of Jeremiah.

## **STAFF MISSION**

As a staff, we will endeavour to foster a cohesive unit within an atmosphere of mutual respect and acceptance. Also we are striving to improve our school in many ways towards a common goal.

In our service to the community, through educating its youth for the future, it is hoped that the following values will be demonstrated as we work towards our goal:

- ◆ An atmosphere of openness, trust and support so that group members can be true to themselves and others
- ◆ Have respect for each other's talents and abilities so that each one feels free to voice an opinion appropriately and is encouraged to fully utilise their special and particular gifts
- ◆ Forgiveness and compassion as we maintain an awareness of our humanness

*We will pray and share together our trust in God.*

## **SCHOOL CODE OF BEHAVIOUR**

*Jesus said: Love one another as I have loved you.*

As members of St Brendan's School we try to follow Jesus teachings by:

- ***Treating each other with care and respect.***

We are able to do this by accepting and valuing each person, by smiling, co-operating, talking kindly, being patient and helpful and including everyone when we work and play. Hitting, fighting, teasing, put downs, swearing and throwing dangerous things destroy any enjoyable time and should be avoided.

- ***Respecting the property of other people and the school***

We can do this by asking before using, taking special care of equipment, returning equipment to its proper place or to the person who owns it and keeping our room tidy. Each person's bag is their personal property so we only touch our own. Our sports equipment gives us much pleasure so we care for it and return it to its proper place

- ***Caring for our school buildings, grounds and gardens***

We are able to do this by playing in the appropriate places, only climbing on the playground equipment, keeping our school clean and putting rubbish in bins.

- ***We will respect our school buildings, ground and gardens.***

There are areas both in and around the school set aside for special purposes. These are:

***School Buildings:*** Quiet work spaces where people move slowly and carefully.

***Adventure Playground:*** Playing areas for climbing, running, sliding et cetera, but not for balls, skipping ropes.

***Asphalt Area:*** A hard surface area where major games are able to be played.

***Out of bounds::*** The following areas are not for playing:

Around the fence lines, the front oval, around/near Thomas Carr building or in the toilets.

**No child is allowed outside the school boundary during school times unless they are accompanied by a parent or teacher**

### **TIME OUT AREA**

This area has been designated as the seats against school wall. Children are given time out for the major offences of hurting each other, or deliberately disobeying directives given to him/her. Time out should be for a maximum of ten minutes unless the child misbehaves while in time out.

***No other children are to be near any child who has been sent to the Time Out area.***

### **CLASSROOM CARE AND MAINTENANCE**

The school will be cleaned each weekend. Please make sure chairs, are placed on tables and floor is cleared of paper, books, et cetera on Friday afternoon.

It is important for children to work in a tidy area, and to learn appropriate ways to keep their environment clean. It is the classroom teacher's responsibility to assist children to keep their room clean and tidy.

Classroom teachers are expected to keep all display area in a tidy, presentable manner, and to dust their rooms on a regular basis. They are also expected to maintain all furniture in their care, reporting all damages, repairs, et cetera to the Principal.

### **ABSENCES**

Absent staff must contact the Principal before 8.00am. on the day of absence, either at home, or at school

If a staff member wishes to leave the school grounds during school hours, she/he is requested to inform a colleague before leaving and write in the "Teacher sign out of School Register"

### **ACCIDENTS**

A well-stocked First Aid kit is kept in the Sick Bay. Please let the Principal know when items need re-stocking. Injured children should be escorted or sent to the staffroom by the teacher on duty. Staff members in the room will attend to the child.

Please remember the following points:

- ◆ wear gloves where bleeding is involved
- ◆ when the injury is of a serious nature, the Principal and parents are to be notified
- ◆ Complete the accident book form when the injury is serious. This is kept in the Sick Bay

### **ASSEMBLIES**

These will be held once a week, and will take the form of message giving, birthday greetings, award presentations and sharing of children's work.

## **DUTIES**

### ***After School***

After school duty requires teachers to supervise children in the yard and be present while children get on the bus. School should receive written notification of a change in transport arrangements. This duty ends when the bus leaves at approximately 3.40pm.  
Lock up toilets and outside doors.

### ***Lunch***

All children must be seated and supervised to eat their lunch after the bell have gone at 1.30pm

### ***Wet Day or Hot Day***

When outside duty is not possible due to weather conditions, children will remain in the either the hall or the 2/3/4 classroom and library.

As weather conditions may change during lunchtime the children may be allowed to go outside, it is advisable to follow the duty roster for that day.

### ***Yard***

A yard duty roster has been developed and teachers are expected to adhere to it. It is each teacher's responsibility to be present in the yard and to constantly patrol all areas. Any dangerous piece of equipment, part of the yard, game or activity should be removed immediately and the principal informed as soon as possible (same day).

***Teachers are to ensure from the 1<sup>st</sup> September until 31<sup>st</sup> April children wear wide brimmed hats and avoid playing in the sun for extended periods (re Sunsmart Policy.)***

## **PUBLISHING CHILDREN'S WORK**

### ***Displays***

Children's work should be published on a regular basis. All children should have the opportunity to have their work in the best possible manner, with great care and respect for each individual's effort.

### ***Performances***

When public performances are given, the childrens' work should be well rehearsed so that children feel confident and positive with what is required of them. Performances include assemblies, concerts, sports, Liturgies etc.

### ***Written***

There is a difference between personal published work (for child only) and publishing for an audience (book, poster, project etc to be kept in classroom/library etc). Publishing for an audience requires that the work be correct in every detail and presented in a neat, orderly manner. Personal publishing is decided between the teacher and child.

### ***General***

All publishing should provide an appropriate model for children. Not all children's work should be published. We must be sensitive to public criticism when publishing children's work.

## **WORK/RELIGIOUS EDUCATION PROGRAMMES/CLASSROLLS**

Classroom teachers are expected to have Work and Religious Education Programs and Rolls up to date at all times

## **PUPIL REPORTS**

Assessment conversations are held twice each year. Written reports are also distributed twice each year, both are midyear and December. Parent/Teacher interviews will also occur in the First

and Third Term. Reports will give an accurate, positive description of the child's performances to the parent. Learning Journals are expected to be maintained by classroom teachers and used during interview time. Staff is expected to maintain an appropriate set of assessment records for each child. An array of tools should be used including teacher prepared tests, anecdotal records, work samples, standardised tests and running records.

### **RELEASE TIME**

Each teacher will receive the equivalent proportion for the FTE of 2hrs hours release time per week for their own purpose and where it can be organised within the staffing schedule allocation, extra time will be made available for use by teachers to work within the areas of responsibility which they have undertaken.

### **COMMUNICATION BETWEEN STAFF**

When messages need to be communicated to other staff members, the following steps will be followed:

- ◆ where possible, face to face chats will be held
- ◆ written messages delivered to classroom, or posted in staff room
- ◆ adhere to the staff norms as it is a workplace

### **STAFF ROOM RESPONSIBILITIES**

Staff members rostered for the staffroom duties are expected to:

- ◆ ensure that the room is kept neat, tidy and dusted
- ◆ clean tea towels at the end of the week and return them

Rostered staff will take responsibility for purchasing tea, coffee, Milo, milk et cetera. If you notice items that need replacing, please advise person on roster

### **SCHOOL BASED EQUIPMENT**

We are continuing to work towards establishing a well-organised resource centre. Teachers are asked to take care of school equipment and inform other staff members of any piece of equipment stored in classrooms that may assist in the presentation of a unit of work.

### **SCHOOL BUS**

Currently the first bus arrives at school at 8.45am.

In the afternoon the last bus leaves at 3.40pm which means that a staff member is required to be on duty to supervise the departure of bus children from the school each day. The roster is on display in the Staff Room.

### **SCHOOL LOCKING SYSTEM**

Teachers are presented with a key that will open any external and internal door in the school. Please be careful with it and notify the Principal in case of loss immediately. Alarm code is to be switched on by the last person leaving the school building.

### **PHONE MESSAGES**

Staff members will not be disturbed during class time except for an emergency. Messages for staff will be passed on at the appropriate time.

### **PHOTOCOPYING**

A work area is established for photocopying. Please leave articles in this work area tidy so others may use them. It is expected that a responsible approach be used in deciding the quantity of sheets copied.

### **DRESS**

All staff members are expected to dress in a neat presentable manner, appropriate to the day's activities.

### **CHILDREN'S DRESS**

Children are expected to wear the school uniform. However no child will be disadvantaged due to dress. If a child is constantly out of uniform please contact the Principal.

### **COLLECTION OF MONIES**

The Administrative Officer collects all school monies that are sent to school via the children.

### **MAIL**

**Incoming:** Mail addressed to an individual staff member will be directed to that staff member. If this mail relates to other staff members then it is the responsibility of that person to inform the other staff.

**Outgoing** All outgoing mail and notices, relating to the school must be directed to the Principal prior to being set out.

### **GRIEVANCE PROCEDURES**

From time to time problems may arise relating to school organisation, administration or functioning. The following outlines is the appropriate manner to deal with grievances. It is hoped that resolutions are achieved at the earliest possible stage, however where this is not appropriate, the next level is initiated.

### **Staff/Principal Concerns**

- ◆ Staff member is to discuss concerns with the Principal and together they endeavour to resolve the concern to the satisfaction of each party.
- ◆ Staff can address with each other using the norms
- ◆ Staff members discuss concern with Canonical Supervisor (Fr Bill Van DeCamp) who will endeavour to assist in reaching a resolution
- ◆ Staff member seeks outside assistance
  - C.E.O. Zone Consultant
  - C.E.O. Diocesan Director
  - Union

### **OUTSIDE SCHOOL HOURS**

Staff are welcome to work at school outside school hours. Please ensure that all lights and heaters turned off, that the alarm is turned on and all doors are locked.