Staff Handbook

Dorrigo High School
2014
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Introduction

Dorrigo High School has a proud tradition of high achievement across all aspects of the school. We strive to gain outstanding results in external examinations and national competitions, we produce excellent performances in cultural activities such as public speaking, debating, drama, music and art and many students have reached regional and national level in sport.

These achievements are due, in no small way, to the dedication and commitment of the teaching and support staff who often go beyond the call of duty to ensure that our students are receiving the very best of opportunities.

Being part of a small rural community has advantages in terms of education. Our class sizes are generally smaller than most schools, particularly in the senior school. This enables us to have a much closer association with our students and allows us to utilise teaching/learning experiences that are better suited to the needs and individual differences of our students. This is essential when we are always going to have a wide range of abilities in our classes.

We are fortunate to have very good technology resources. These can be used to access information from around the world and should be utilised to enhance learning experiences in the classroom. As we embrace electronic recording of welfare issues it is imperative that all staff are confident users of this technology.

We are a public school and proud of the facts that we are not selective in our acceptance of students nor in our provision of quality education to assist all students to reach their potential. Our welfare is based on mutual respect and a structure that is clear, well communicated and fair. We endeavour to develop close links with parents and the community to ensure a co-operative atmosphere. It is important that we act professionally and promote the positive aspects of our school in the community.

Our success depends heavily on the staff working together as a team. We need to provide the students with a consistent basis from which to operate. We need to support one another when we see that is necessary. This handbook contains many of those procedures and policies as well as other useful information.

Michael Bleakley

Principal
School in Context

Dorrigo is a beautiful rural town located on the eastern edge of the spectacular Dorrigo Plateau. The high school is a vibrant part of the community and draws from the township itself, surrounding farmlands and small villages of Dundurrabin, Hernani and Ebor.

We offer a diverse curriculum and have opened our school to adult learners who can return to school and participate in lifelong learning opportunities. Students are offered a wide range of cultural, sporting and academic activities. These include musical, dance and drama performances, Combined High Schools sporting competitions, debating and public speaking and many others, all of which offer opportunities for students to participate in a variety of activities, contributing to their enjoyment of school life.

The local community is extremely proud and supportive of us and this contributes to the positive culture that is evident to all who attend and visit the school.

Our Trade Training Centre provides facilities for the delivery of high quality, industry based standard pathways for our students. This enhances our commitment to Vocational Education and Training and assist our students in their successful transition from school to tertiary training with industry qualification in metals and engineering.

School Management Plan

All teaching and learning activities in the school are directed by the school management plan which is formulated at the end of each year with input by all staff.

This plan considers:

• A translation of the school’s vision, priorities and targets into explicit policies and practices.
• Evaluation of teaching and learning programs including the assessment of student outcomes.
• Evaluation of student learning outcomes consistent with a documented school assessment policy and Department of Education and Communities requirements.
• Targeting available financial, physical, human and technological resources to achieve quality learning outcomes.
• Addressing the welfare needs of each student in a safe, responsive and harmonious teaching and learning environment.
• Providing opportunities for and promoting school community participation in developing the school’s vision statement, priorities, targets and school policies.
• Acknowledging the views and expectations of, and working with parents for the personal, social and educational welfare of their children.
• Promoting public education and training.

Staff Directory

Principal Mr Michael Bleakley
Deputy Principal Ms Kim Marden
Head Teachers (responsible for faculty and student organisation plus whole school responsibilities)
General Information

**Principal**
Mr M Bleakley

**Deputy Principal**
Ms K Marden

**English/HSIE**
Ms D Locke
(Head Teacher)
Mr S Donald
Mrs A Harris
Ms K Pullinger
Mr L Stewart

**Mathematics/Visual Arts/ Music/ Support Teacher**
Mr M Heaney
(Head Teacher)
Mr B Giffin
Mr S Wood
Ms B Richards
Ms M Hogan
Mrs K Atkins
(Learning and Support Teacher)

**Science/Agriculture/ PD/Health/PE**
Mr S Greentree
(Head Teacher)
Miss A Fraser
Mr A Grace
Mr B Cole
Ms A Dawson

**Technology and Applied Studies**
Mr D Mayo
(Head Teacher Secondary Studies)
Mrs A Hitchcock
Mrs R Cotton
Mr T Davis
Mr S Wood

**Careers Adviser**
Mrs E McQueen

**Library**
Mrs Y Evers

**Year Advisers 2014**
Year 7    Miss A Fraser
Year 8    Mrs A Hitchcock
Year 9    TBA
Year 10   Ms M Hogan
Year 11   Mr S Donald
Year 12   Ms A Dawson
SRC Adviser - Ms A Dawson
Student Girls Adviser - Mrs R Cotton

**School Administrative Support Staff**
Mrs L Gaddes
(Administrative Manager)
Mrs J Reimer
Mrs P Atkins
Mrs C Jones
Mrs D Everingham

**General Assistant**
Mr G Greenhalgh

**Farm Assistant**
Mr C Menzies

**Counsellor**
Mrs Sharon Lane

**Technology Support Officer**
Mr P Glyde

**School Learning Support Officer**
Mrs M Mellon

You may need some of this information when dealing with correspondence between yourself and the school and the Department of Education and Communities. Please ensure that you always include the postal address as mail will be delayed if it is addressed to our street address.

**School:**
Dorrigo High School

**Address:**
Waterfall Way, DORRIGO NSW 2453

**Telephone:**
6657 2001
6657 2311

**Fax:**
6657 2281

**P.O. Box**
P.O. Box 156
DORRIGO 2453

**Email:**
dorrigo-h.school@det.nsw.edu.au
School Organisation

Absent-teaching staff
For the efficient operation of the school, it is essential that any absence be notified as soon as possible. Please telephone the Deputy Principal on 0467 719 685 prior to 7.00am. On the first day of your return to duty, complete the pink slip absentee sheet and attach a copy of your online leave application. Please place this in the DPs tray. Notify the Deputy or Principal and fill in the book if you need to leave the school for short periods of time. This enables the smooth running of the school should you need to be contacted.

Accidents to staff
Staff should notify the Deputy immediately in the event of an accident involving a member of staff. All staff related OHS incidents and injuries must be reported on the OHS hotline on 1800 811 523. When reporting an incident, you or the person reporting the incident on your behalf will be required to provide your serial number. The injury must also be noted in the Register of Injuries in the Staff Common Room.

Accidents to students
In the event of an accident involving a student, teachers are required in the first instance to render immediate and appropriate first aid. Accidents should then be referred to the Office where the first aid officer will make further assessment of the needs of students. If the parent needs to be contacted, please ensure that the call comes from the Office and that calls are not made by students on mobile telephones. Staff should notify the Deputy immediately in the event of an accident involving a student and then an accident report must be completed by the supervising teacher and a student witness as soon as possible. Ensure that your Head Teacher is also aware that an accident has occurred within your teaching area.
Anti Bullying
Procedures for Dealing with Bullying and Harassment
All reports of bullying behaviour are addressed immediately. All members of the school community are required to report instances of bullying by following the procedures outlined below:

Self-referral by students to staff member

Observation by staff member

Report from -Student -Parents

Class Teacher / Staff Member:
1. Implements strategies and counsels student
2. Completes Bullying Report Form indicating issue resolved
   OR further action required.

Referral to Year Adviser via Bullying Report

Year Adviser:
- Pikas counselling
- Parent contact if appropriate
- Complete Bullying Report Form
- Refers to DP (if required)
- Manages bullying reports and referrals

Referral to DP via Bullying Report Form

DP actions may include:
- Further counselling
- Letters to parents
- Mediation
- Referral to school counsellor
- Manages bullying reports and referrals

Suspension warning
Return from suspension

DP and Counsellor to work with parents to support students
**Assemblies**
Assemblies are held every second Thursday (Week A) in the school hall immediately after roll call. Assemblies are supervised by all staff and are chaired by the school captains with the assistance of the Deputy.
Staff wishing to have an announcement read on assembly or who wish to speak on assembly must notify the Deputy.

**Bell times and the school day**
The school day is divided into 6 periods of 53 minutes each. The day commences at 8.50am and finishes at 3.15pm. Two periods are set aside for sport on Wednesday afternoon. A roll marking session is provided at the beginning of each day, with period one commencing at 8.57am.

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<td>Period 6</td>
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- On Thursday roll call is followed by year meetings and assemblies rotated each week, then faculty meetings when the students are supervised in the playground and Period 2 begins at the usual time of 9.50am.
- On Wednesday, sport replaces Periods 5 and 6.
- The timetable runs over a fortnight with days numbered 1 to 10.

**Budget**
In October each year Head Teachers and program managers will be issued with budget application proformas. Completed forms should include sufficient detail to allow the Finance Committee to fully assess the claims. Budgets need to be calculated on the basis of Cash Flow budgeting which distributes spending across four terms.
The Finance Committee meets to manage the budget and consists of the Principal, Deputy Principal, SAM, Head Teacher representative and P & C representative. Budgets can be reviewed in light of unforeseen circumstances and “wish list” items are taken to the P & C. Staff wishing to approach the P & C for funding are requested to consult the Principal in advance.
All orders must go through the OASIS system and staff will only be reimbursed for expenditure outside the ordering system in exceptional circumstances and only to the value of $100.

The DEC is introducing a new system to manage school finances (LMBR) which will have a significant effect on how the budget is administered at school. At present faculty programs are allocated a base allocation and additional funds based on a course ‘factor’ This factor is based on the complexity of a course in regard to the need for resources
and is multiplied by the number of students undertaking the course in a particular year. Head teachers prepare a faculty cash flow budget based on their allocated funds. Head teachers and program managers also have the option to apply, through the Principal, for funding from the P&C.

**Buses**
Buses depart from the front of the school from 3.15-3.25pm. Students are to line up in appropriate bus lines. The Deputy supervises bus duty. Students are to wait in their bus lines and follow instructions before boarding buses.

**Bus Bookings**
Staff wishing to book a bus for an excursion may do so through the SAM in the Office. Please fill out the bus quotation form and advise appropriate details. The SAM will advise you of the cost and book the bus on your behalf once the excursion is approved by the Executive.

**Calendar**
A school calendar is prepared for the start of each year and published on the school intranet and also on the school website. It lists the major events occurring in the school each term. As events are planned, please advise the Deputy of dates that need to be added to the calendar online. For events that are to be added to the school website, please notify Cheryl Jones in the Office. These events are also published on the daily organisation and on the front page of the intranet daily.

**Canteen**
The school canteen is run by the P & C and is open for purchases at recess and lunchtime, except for Wednesdays.
- Lunch orders may be placed
- Students are to line up in an orderly fashion
- The canteen should be given notice of any excursions involving students not being at school approximately one week in advance.

**Careers**
Mrs Liz McQueen is the Careers Adviser. Her office is located in the library. The Careers Adviser has three main areas of responsibility:
- Co-ordinating careers education and school to work planning within the school
- Counselling students and parents in careers.
- Liaising with community groups, tertiary institutions and government organisations, including TAFE enrolments.

Years 9-12 will be involved in interviews periodically throughout the year.

**Carnivals**
Swimming and athletics inter-house carnivals are held in Semester 1. The swimming carnival is held at the Dorrigo Swimming Pool and the athletics carnival is held at the school. All staff and students are expected to attend. All members of staff are expected to actively participate. Staff may be rostered onto a variety of activities including supervision, timing, marshalling and recording.

Carnivals operate on a house system. There are three houses. They are:
- Drummond (Yellow)
- Laws (Green)
- Page (Red)

All staff are allocated to a house group and fostering house spirit is appreciated.
Casual Staff
It is necessary to employ casual staff on either a day to day basis to cover illness and professional learning activities, and on blocks to cover permanent staff taking long service leave, extended sick leave or maternity leave.

Block casual work
We will endeavour wherever possible to employ the same person for the whole block. Where possible, it is desirable to have someone who is trained in the same subject area as the teacher on leave.

Day to day casual relief
When staff are sick it is requested that they contact the Deputy either the day before or as early as possible on the day of their absence. The Deputy will then contact a suitable casual. Casual staff may be called by the Deputy between 7.00 and 7.45am. In the case of replacing a staff member who is on a professional learning activity, you will be contacted well in advance.

Important phone numbers:
- School 6657 2001
- DP mobile 0467 719 685

Signing on and Daily routine
- Casuals should report for duty no later than 8.30am
- Sign on against casual teacher on the sign on book in the Office
- See DP to collect timetable etc
- Read the daily staff organisation located in the Office and on the intranet
- Work is usually left for replacement staff on the absent staff member’s desk. If not, liaise with the relevant Head Teacher
- Attend the morning meeting in the Staff Common Room at 8.40am
- Mark the roll at roll call and read out the daily notices
- All casual staff are welcome to use the Staff Common Room. Morning tea and lunch may be purchased from the school canteen

At the end of the day please report to the Deputy to check for further staff absences.

Lessons left for replacement staff
It is an expectation that teachers leave or email in suitable lessons for delivery by any teacher, despite their training, and that it is work that students are capable of completing. Please leave comments about any progress made or any students causing concern throughout the lesson so that the classroom teacher can follow on smoothly on their return and follow up any concerns.

Classrooms
Members of staff (permanent and casual) are expected as part of their normal management of students to ensure that classrooms, furniture and equipment are properly cared for. One of the most effective methods to ensure that classrooms are well looked after is to ensure that you are punctual in your arrival to class. Rooms must be locked at the end of each lesson.
It would be appreciated if the teacher using the room for the last time on each day, ensures that windows are secured, air conditioners turned off and chairs are under desks.
Heaters are not to be touched by students. Please ensure fans and lights are turned off when not in use. Broken equipment/furniture is to be reported to the General Assistant via the book in the Office.
**Communication in the school**

This policy outlines the procedures for:

a) Communicating with students
b) Communicating with staff, and
c) Communicating with parents

**Communicating with students**

**Roll Call Notices**

These may be accessed via the staff intranet under –Dailies-Daily notices. Click Edit –Type your message and save. Any staff member may add to the notices before 8.20 a.m. They will then be run off and placed in the Common Room.

Students may place notices on Daily Notices via the Deputy Principal if absolutely necessary.

- **Assemblies and Year Meetings**
  Staff may put items on the agenda for Year Meetings which are held on Day 9 and for Assemblies which are held on Day 4 by seeing the Year Advisers concerned or Deputy Principal the afternoon before the meeting.

- **The Student Representative Council**
  Staff members can discuss issues with SRC Adviser and be invited to raise issues at SRC meetings. The School Captains have access to the Principal and Deputy Principal at any time to raise issues of concern.

- **Bulletin**
  Items for the bulletin should be left with Cheryl Jones in the Office by lunch time each Wednesday. It is preferable to email these to Cheryl edited and ready to include in the bulletin.

- **Assessment booklets and notices**
  Booklets are prepared each year in Term 4 for Years 11 and 12 by Mr Mayo, Head Teacher of Secondary Studies for the following year. Information is collected from each faculty and checked by Mr Mayo before publication. Assessment notices are given out for HSC and Preliminary course tasks by teachers on the school assessment notification. Assessment schedules are included in the booklet.

- **Email**
  All students have DEC email addresses. Students can use their email address to communicate with staff about school related issues.

**Communicating with staff**

All staff have email addresses. The address format is detuserid@det.nsw.edu.au. Staff can access DEC email, internal & external sites, and a wide range of useful departmental resources by logging on to My Portal at: https://portal.det.nsw.edu.au.

All staff members should check and clear their pigeonholes at least once a day.

- **Morning briefing meeting**
  These are held each morning, with the exception of Thursday, at 8.40am in the Common Room. Staff are briefed on events and daily organisational matters. Staff unable to attend may leave a message on the whiteboard provided.
• **Staff meetings**
Staff meetings are held on the first Tuesday of each month from 3.30pm to 4.30pm. It is an expectation that all teaching staff attend. You are required to notify the Deputy Principal or the Principal in advance if you are unable to attend.

• **Student Daily Notices**
Student notices are placed in the Common Room each day. The notices outline the day’s activities and variations to routine.

• **Staff Intranet**
The staff intranet has a plethora of information for many purposes including class lists, timetables, examples of risk assessments, the school’s calendar, ‘What’s on this week’ which alerts staff to upcoming events and students on levels and intranet links to external sites and document proformas.

• **Variation to Routine**
A Variation to Routine is required for all excursions and incursions and activities that pose a variation to the day. These are completed by staff in charge of the organisation of the event/activity. A copy must be given to the Deputy to take to the Executive for approval a minimum of two weeks before the event/activity. **Approval is required before any information is issued to students, parents or staff.** All risks associated with these activities require an assessment to be conducted by the organising teacher. Risk assessments are submitted to the Deputy Principal with the VTRs at least 24 hours before the Executive meeting.

• **Confidential Student Welfare Information**
The Principal, Deputy Principal or Year Advisers may give these out at any time. They deal with confidential information about students to allow staff to manage them appropriately and provide feedback to parents and carers. These include confidential interim reports. Individual learning plans, risk assessments, health care plans and behaviour management plans are placed on the staff intranet by the Learning and Support Team.

• **Daily Organisation**
The Daily Organisation is placed above the sign on book before 7:30am. Included in the Daily Organisation is absent teaching staff and a timetable for casual teachers. The Daily Organisation is on the staff intranet under Daily Organisation.

Any genuine extras, agreed extras and in lieu of periods will be posted at the sign on book. Whenever possible staff will be given 24 hours notice for an agreed extra.

• **Meeting Minutes**
Minutes from staff, executive, faculty, PBL, Welfare and the Learning and Support Team and any other meetings as appropriate will be placed on the staff intranet as soon as practicable.

• **Staff Notice Boards**
These are located in the Common Room. These notice boards include such information as class lists for excursions, exam timetables, Teacher’s Federation, Health Society and Credit Union information, OHS Hotline contact details, EAPs information, DHS Emergency Management Plan and any other information relevant to staff.

• **School Calendar**
This is prepared each term by the Deputy Principal and Executive after consultation with the staff. It includes such information as due dates for reports, assessment tasks, meeting dates, deadlines and VTRs. The calendar can be accessed in the school’s intranet. Daily Notices are also placed on the intranet.
Communicating with Parents

- **The School Bulletin**
  A weekly bulletin is distributed every Thursday to all members of the school community. It is published on the school’s website at www.dorrigo-h.schools.nsw.edu.au. All items for the bulletin are to be with Cheryl Jones no later than Wednesday lunch time prior to publication.

- **Letters to all Parents**
  These usually come from the Principal or Deputy Principal and will be about specific whole school issues and events. Surveys will also be sent out as required. Staff may send out excursion notices and information after consultation with their Head Teacher and approval from the exec.

- **Personal Letters**
  Any staff member may write to any parent, but the letter must be written in consultation with their Head Teacher and on school letterhead with the signature of both the Teacher and the Head Teacher. If there is a whole school issue involved, the Principal or Deputy Principal must be consulted before the letter goes to the parent.

- **Student Welfare Letters**
  Procedures for sending out letters via RISC are contained in the Student Welfare Policy and RISC instructions. Any staff member may request a meeting with parents over any issue, or talk to them on the phone, but it must be done in consultation with the appropriate Head Teacher or Deputy Principal first. This will allow any other relevant information to be shared with the staff member prior to the meeting.

- **Special Meetings**
  These are held each year for students moving from Year 8 into 9 and Year 10 into the senior school. The appropriate Year Adviser and selected staff members conduct these meetings. Meetings may be held for any other purpose, after consultation with the Principal and Deputy Principal.

- **P&C Meetings**
  Meetings are held monthly and minutes are available to all members of the school community.

- **Parent Teacher Evenings**
  These are held each semester to allow teachers and parents to discuss student’s academic progress. A letter to parents informing them of arrangements is sent out prior to the evenings along with a booking sheet for parents to make appointments with staff. Dates for the evenings can be found on the school calendar.

**Contributions**

Parents and guardians are asked each year for a general school contribution. These funds are used to supplement educational resources and programs.

Payment of the general school contribution is entirely voluntary. No embarrassment or discrimination will occur in our school as a result of non-payment of the contribution. Please contact the Principal if you wish to discuss difficulties including exemptions and options for payment by instalments.

The general school contribution for 2014:

- Years 7 & 8  $55.00
- Years 9 & 10 $60.00
- Years 11 & 12 $75.00
Daily requirements

Before 8.40am
Staff are expected to be on duty in sufficient time to:
• sign on in the attendance book
• read the daily organisation on the Common Room noticeboard OR on the intranet
• check their pigeonhole
• prepare for roll call and following lessons
• attend morning meeting at 8.40am.

8.55am to 3.30pm
Except at lunchtime or when involved in some authorised school activity all members of staff are expected to remain on duty on school premises during these hours. In the event that a staff member needs to leave school for personal reasons they should seek permission from the Principal or Deputy Principal and sign out.

Deputy’s Diary
The Deputy’s diary is available in the Deputy’s office for staff to check dates. Any member of staff wishing to add an item into the diary should liaise with the DP.
Dates for VTRs are to be added after the VTR has been approved by the Exec team. Similarly, TPL is to be added after it has been approved by the Teacher Professional Learning team.
HTs are to provide assessment task dates to the DP for inclusion in the diary and the school calendar.

Detention
Students may be placed on a lunchtime detention by their class teacher or Head Teacher. The duration of the detention is up to half of lunch.

Discipline and Welfare Procedures
As a reflection of wider community expectations, our school community has agreed upon three wide reaching core values. These provide students with a clear understanding of community and school expectations of behaviours with regard to respect for others, self and property.
Our core values are:
• Be Safe
• Be Respectful
• Personal Best
In order to promote the highest standards of behaviour at our school and ensure a harmonious and productive learning environment, we have identified a set of rights and responsibilities that reflect these core values. These following rights and corresponding responsibilities apply not only at school but in all school related situations.

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>To have access to the best possible education</td>
<td>To attend school and be punctual to all classes and activities</td>
</tr>
<tr>
<td>To know, in advance, the requirements in regards to homework and assessment in each subject</td>
<td>To apply ourselves and complete all work (including class work, homework and assignments) to the best of our ability</td>
</tr>
<tr>
<td>To be respected by other members of the School Community</td>
<td>To respect others</td>
</tr>
<tr>
<td>To be trusted</td>
<td>To behave in a trustworthy manner</td>
</tr>
<tr>
<td>To be treated as individuals without discrimination</td>
<td>To accept and respect others' individuality</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>To voice our opinions in the proper manner</td>
<td>To listen to and respect others' opinions</td>
</tr>
<tr>
<td>To have access to peaceful conflict resolution procedures</td>
<td>To resolve conflicts peacefully</td>
</tr>
<tr>
<td>To be informed of any decisions and policies that affect us and to be involved in the making of these wherever possible</td>
<td>To be aware of and abide by school decisions and policies</td>
</tr>
<tr>
<td>For ourselves and our property to be safe</td>
<td>To ensure our own and others' safety (both personal and property)</td>
</tr>
<tr>
<td>To have a pleasant and clean environment</td>
<td>To maintain and improve the environment. Keep facilities clean and work to improve environment</td>
</tr>
<tr>
<td>To have the use of facilities provided by the school provided all other responsibilities have been met</td>
<td>To use school and related facilities sensibly and safely</td>
</tr>
<tr>
<td>To be aware of school uniform and be consulted if any changes are made</td>
<td>To abide by the school uniform and present a neat clean and tidy appearance at all times because uniform creates the first impression</td>
</tr>
<tr>
<td>To have access to all activities provided all other responsibilities have been met</td>
<td>To fulfil our educational, sporting and cultural commitments in the specified time</td>
</tr>
</tbody>
</table>

Practicing these rights and responsibilities ensures all members of the school community are treated fairly and with dignity and enables students to grow into active, caring and socially responsible citizens.

**Teacher Classroom Management**

- It is essential that all teachers take responsibility for classroom management and follow up any incident that occurs.
- All incidents that warrant a letter to parents/carers or reporting to a higher authority must be recorded on RISC.
- Every teacher will at one stage or another have a student who will “push their limits” to see what they can get away with. It is essential that teachers follow up every indiscretion a student commits. If students are not corrected and provided with a just consequence, they will only repeat the behaviour again.
- Use the least to most intrusive approach to managing student behaviour. This includes a variety of management strategies to keep your students on task such as, the 3“W’s”: (What did I do? What should I have done? What can I do to fix it?), positive correction, partial agreement, tactical ignoring and take up time.
- Make sure the consequence fits the indiscretion.
- Relax and remain professional should a student become confrontational. In most cases they are not directing their anger at you personally but at your authority as a teacher.

The following routines have been established to provide students with consistency:

**Entry**

- hats off and in the bags prior to entering the room
- books/pens and other equipment out of bags before entering the room
- line up in two lines before entering
- ensure that there are no MP3 or other devices being used
- enter room quietly and in an orderly fashion
• no movement of furniture unless specifically instructed by the teacher.

Exit
• replace the furniture if moved and ensure the floor is clean
• stand behind chairs and place them under the desk
• ensure students are quiet before they leave
• dismiss in sections not as a whole class to ensure orderly departure.

Merit Scheme
At Dorrigo High School meritorious students are regularly recognised and rewarded for academic achievement, a high level of positive participation and giving of their best. Our merit system is designed to recognise student achievement and participation with opportunities for students to achieve a Gold or Silver award each term.

Twice a term teachers are issued a folder containing their class lists and invited to record student achievement and participation on a scale from 1 to 10 using specific criteria (see table below). These scores are collated and sent to each student via email. Students are able to see the level they have achieved and understand what they need to do to move to the next level. They can also identify the ways in which they have improved.

Gold awards will be presented each term at Assembly by the Principal. Parents will be invited to attend. At the end of each semester those students who received a Gold and not less than a silver award are invited to attend a Gold BBQ. Students who reach the Silver level will be presented with a Silver award at Assembly each term.

In addition, those students who have consistently achieved at the Gold, Silver and not less that Blue Satisfactory level, are eligible for a Well Done excursion at the end of each semester. Suspended students are ineligible for the Gold BBQ and the Well Done excursions during the semester they are suspended.

*Note: Suspended students are ineligible for Silver and Gold awards during the term they are suspended.

School Socials
Eligible students are invited to attend our school social at the end term (1-3). To be eligible for the social students must not be on the orange monitoring stage or pink stage of the school’s behaviour system during the term of the social. Students who are on suspension or warning to suspend and students who have not attended school on the day of the social are also ineligible to attend.

The extent to which uniform contributes to eligibility is currently under review.

*Note: There is a correlation between the levels in the merit system and the stages in our managing behaviour system. Students whose score places them in the blue, orange or pink level are supported by the behaviour management strategies identified in the corresponding stage.

Stage System
At Dorrigo High School we recognise each student’s abilities, respect each student’s individual difference and respond effectively and positively to each student’s learning and support needs. It is reasonable to make adjustments to the way the discipline policy applies to those students with behaviour that is a symptom or manifestation of a disability. In this instance it is the role of the class teacher to make adjustments to learning programs. Additionally, the role of the Learning and Support team is to work collaboratively with parents/carers, colleagues and other professionals to implement personalised learning and support for those students with additional needs.

We have developed a five-stage strategy to manage inappropriate student behaviour. When minor misbehaviours are disrupting teaching and learning class teachers will talk to students
about how they can improve their behaviour. When inappropriate behaviours continue, despite several reminders in one lesson students are placed onto Blue Stage.

**Blue Stage**

Students are placed on this stage for repeated misbehaviour in class. This level involves classroom monitoring.

Student is placed in Cool Down desk in the room or outside the classroom in line of sight and completes a Cool Down sheet.

This enables the student to negotiate a return to the lesson and plan, with the teacher, how they might work towards changing their behaviour.

**Orange Stage**

Students are placed on this stage for serious misbehaviour. This stage involves class teacher and faculty monitoring.

Students are placed on Orange Stage if they have not been successful in improving their behaviours at Blue Stage or they demonstrate serious misbehaviour that is beyond Blue Stage.

Teacher completes an orange referral form to refer student to the head teacher. Class teacher and head teacher monitor student.

Student will be interviewed by the Head Teacher and will negotiate a restitution/agreement in conjunction with the class teacher (plan B)*.

If Plan B is unsuccessful the head teacher places student on an Orange Contract which targets areas of respect, be safe, personal best (plan C). Student may be placed on an alternative program in one or more class for a period of “cool down” time. Student is to make amends by undertaking restitution for their behaviour.

The Head Teacher will inform parents by letter and make a RISC entry. Documentation remains in the faculty. When misbehaviour occurs outside the classroom it will be dealt with by the Deputy Principal.

Students who are on Orange Stage in more than one subject will be required to make an appointment with the LaST and will need to see the Deputy Principal and may be placed on Pink Stage. Parents will be informed and may be asked to visit the school to discuss the issues. In some cases, students will be withdrawn from class for a period of time as cool down.

Students at the orange monitoring stage are ineligible to attend the:

- Well Done excursion during the semester they are on orange monitoring
- Gold BBQ during the term they are on orange monitoring
- School social during the term they are on orange monitoring

*Restitution includes community service, assisting a teacher on playground duty or other appropriate consequence.

**Pink Stage**

Students are referred to this stage for persistent ongoing misbehaviour. This stage involves executive monitoring.
Pink Stage is a result of persistent ongoing misbehaviour or totally unacceptable behaviour in or outside of class. This includes repeated referral to orange stage, disobedience, defiance, aggression, harassment and abusive behaviours.

Placement on the Pink Stage will result in a suspension warning. It will also result in:

- withdrawal of playground privileges
- exclusion from excursions /participation in representative sport
- use of a Behaviour Monitoring Booklet in all subjects
- negotiated school community service
- Cool Down ongoing monitoring of the student behaviour
- other appropriate consequences
- Ongoing poor behaviour whilst on Pink Stage may result in a formal suspension.

Teacher refers student to Head teacher who decides on Pink referral. Copies of all faculty monitoring sheets, and incident reports given to DP with details of current situation entered in RISC.

DP interviews student and investigates. If behaviour is totally unacceptable DP will refer student to Principal for suspension warning or immediate suspension (red stage). Confidential completed, parents contacted and interview arranged. Student interviewed by DP and placed on **Pink Contract**.

Students at the pink stage are ineligible to attend the:

- Well done excursion during the semester they are on pink
- Gold BBQ during the term they are on pink
- School social during the term they are on pink

**Red Stage**

**Formal Suspension**

Students are placed on Red Stage has engaged in behaviour that is totally unacceptable during class, in the playground, at sport, on the buses or on an excursion or whilst representing the school. This might include:

- continued disobedience
- aggressive behaviour
- physical violence
- use or possession of a prohibited weapon, firearm or knife
- possession, supply or use of a suspected illegal substance
- serious criminal behaviour related to the school
- persistent or serious misbehaviour.

A student who is suspended may not attend school or participate in any school activities until the suspension is resolved.

Suspension provides students and their families with an opportunity to reflect on the concerning behaviours and to discuss options and approaches to foster improvement. It also provides an opportunity for the school to plan strategies that will assist in supporting students when they return from suspension.
When a student is to be suspended every effort will be made to contact the parents so that the student can be sent home as soon as possible. If this cannot be done the student will be placed in isolation for the remainder of the day.

Yellow Stage
Checking Back In
Return from Suspension
This stage involves executive monitoring.
On return from suspension students are required to complete a check in check out procedure with the DP.

Emergency Procedures

Evacuation Policy
This policy outlines the procedures all staff and students must follow in the event of a serious incident which requires evacuation or lockdown of the school.

<table>
<thead>
<tr>
<th>Emergency telephone numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Brigade</td>
</tr>
<tr>
<td>Police</td>
</tr>
<tr>
<td>Ambulance</td>
</tr>
<tr>
<td>Bushfire</td>
</tr>
<tr>
<td>Hospital</td>
</tr>
<tr>
<td>Doctors</td>
</tr>
<tr>
<td>Poisons Information Centre</td>
</tr>
<tr>
<td>State Emergency Services</td>
</tr>
<tr>
<td>Local Controller: Ellie Luhr</td>
</tr>
<tr>
<td>Electricity</td>
</tr>
<tr>
<td>Telstra (phone trace)</td>
</tr>
</tbody>
</table>

Emergency Procedures
- Evacuation procedure: See Appendix
- Lock Down and Bomb Threat procedure: See Appendix

Examinations
The school’s Exam Policy can be found on the Intranet. All exams must be presented to the Office for typing two weeks before the date of exams and after the exam has been checked by the faculty HT. All exams require a cover sheet outlining the exam requirements and instructions for copying. All printed exams are to be placed in the security store.
Staff on exam supervision are required to:
- collect exams from the security store
- issue exam papers
- issue and collect exam slips
- explain exam procedures and rules to students
- mark class rolls
- check class rolls against signed exam slips
• ensure students sign in and out when they go to the toilet
• return exams, rolls and exam slips to the security store for collection by class teacher.

**Excursions**
The school’s excursion policy can be found on the school’s intranet. All excursions and incursions must be approved by the school’s Executive two weeks prior to the date of the excursion. Organising teachers are required to prepare and complete a variation to routine, risk assessments, permission notes and class lists.

Costs associated with the excursion are to be costed by the organising teacher and all monies processed through the Office.

See VTRs for more information.

**Faculty Meetings**
Faculty meeting are held each Thursday morning, Week B from 9:20 am – 9:50am in staff rooms.

**Fax**
A fax machine is available in the Office for school related business.

**Financial Assistance**
Some discretionary funding is provided to schools each year to assist families with providing educational experiences and resources for their children. These funds may be used for subject contributions, uniforms, shoes, books and some excursions. Application is to the Principal, and is confidential.

**Finance and Ordering**
Set procedures are in place for ordering and payment of goods. All orders are signed by Head Teacher and Principal prior to being placed. Remember that school funds are public monies and we are accountable for all purchases. Purchases may be made through nominated suppliers or DEC procurement. See Linley for advice.

**First Aid**
Students requiring first aid are to be sent to the Office with a note to be examined by the first aid officer. Parents/carers and ambulance will be called when necessary.
When accidents occur to students, staff and students are required to complete accident reports. These are submitted to the Principal. Teaching staff are responsible for collecting accident forms from the Office.

**Floods**
Mountain closures and road closures may occur during a rain event. In this instance staff members are advised to check the RTA LIVE website for the latest information. Announcement of the school’s capacity to run classes normally, or with reduced staff, will be made on ABC radio at 6:30am.
Staff unable to attend Dorrigo High School as a result of flooding must report for duty, and sign on, at their nearest school. Any staff unable to do so must complete a leave form on their return to school.
When school is operating with reduced staff, classes will be collapsed and the daily organisation will be completed by the Executive Teacher in charge.
In anticipation of mountain closures and outlying bridge closures during the school day, the bus company staff may advise the school of early departure of buses. In this instance staff will assemble affected students into their bus lines.
Parents and emergency contacts will be phoned to ensure parents or carers are at home.
Where contact is not made, the Principal or Relieving Principal will organise alternative accommodation.
GATS
Our schools Gifted and Talented program is coordinate by the HT English. Students participate in the Tournament of the Minds Program facilitated by Ms Y Evers.

General Assistant
All jobs for the General Assistant are to be logged in the GA book in the Office.

Hall
Booking the school’s hall and sound equipment for presentations and special activities can be done the school’s intranet. Staff will find the booking sheet in the intranet home page.

Heaters
All classrooms have a gas heater. The gas heaters are functional during Terms 2 and 3. Teachers must ensure that students do not touch the controls of these heaters. Any problems should be noted in the General Assistant’s book in the Office.

HSLO
Referrals are made to the Home School Liaison Officer through the Learning Support team. Students can be referred after the school has taken every measure to improve the student’s attendance including letters home, referral to the welfare team, placement on an attendance monitoring card and attendance meetings with parents and carers.

Homework Policy
The school has a homework policy, through consultation with parents, students and staff. In summary, students should expect to receive some homework in all years, and the expectation is that this will add to the work being done in class, and increase as students grow older. Parents/carers are asked to support the school by encouraging students to complete homework.

Interviews with parents
Any staff member may request a meeting with parents over any issue, or talk to them on the phone, but it must be done in consultation with the appropriate Head Teacher or Deputy Principal first. This will allow any other relevant information to be shared with the staff member prior to the meeting.

Keys
The SAM supervises the school’s key cupboard. Head Teachers have keys to all classrooms. All staff are issued with a key appropriate to their faculty and will be asked to sign a key register. If staff have any problems accessing rooms, please see the SAM. It is imperative that staff keep their key secure and do not lend to anyone under any circumstances. Please note these keys are unable to be cut. If keys are lost, notify the SAM urgently.

On leaving the school all keys must be returned to the Principal.

Learning and Support Teacher
The LaST is Mrs Kay Atkins. She is located in the Mathematics staff room and the STL room is in the library. The role of the STL is to provide support for students with learning difficulties with particular emphasis on reading, writing and numeracy skills. She also develops personalised learning plans.

Library
The Teacher Librarian, Yvonne Evers works from Tuesday to Friday. Mrs Atkins works in the library on Tuesdays, as library support.

DVD Copying of Copyright approved material:
Please ask the Librarian if there are any programs that you would like recorded in advance for your faculty. You can look up existing DVDs by typing in DVD-Science (or whatever faculty
you’re in) on the My Library section under Applications in your staff portal. All DVDs are located in the Teacher References section in the back room of the library.

Booking a class into the library:

1. Staff will find the library booking sheet located on the school’s intranet.
2. Unfortunately, for equity reasons, permanent bookings are not considered possible.
3. Given the physical size of the library, it is generally only possible to have one full class use the premises at any one time. (With smaller groups two classes can be accommodated.)
4. The teacher librarian works collaboratively with classroom teachers and encourages teachers to negotiate in advance of the intended lesson(s).

Teachers utilising the library:
1. Students are not permitted to play games or to access music when supposedly engaged in computer-based class work.
2. Wherever possible, teachers are encouraged to utilize both hard copy information (books etc) and digital media (the Internet, Word, Publisher etc.)
3. It would be appreciated if staff would negotiate with the librarian prior to an intended library lesson that may be covered by another member of staff in their absence. Such a professional approach will minimise disruption and potential discipline issues.
4. Book boxes for library use can be provided for classes on specific topics. Please organise this in advance also.

Medication
The Department of Education policy on medication states:
- Parents of children who require prescribed medication to be administered at school must complete a written request to the school.
- Students must not carry any medications unless there is a written agreement between the school and the student’s parents that this is a planned part of the student’s health care support.
- If a child suffers from a medical condition, the school must be notified at the time of enrolment.

Mobile telephones (Policy)
Students are allowed to have mobile phones but they must be switched off in class and in their bag. Students who have their mobile phone out of their bag will be asked to place it either in their bag or on the teacher’s desk. Any phones placed on the teacher’s desk will be returned at the end of the lesson. In extreme cases (continued misuse) a mobile phone may be confiscated. When this occurs the phone must be clearly labelled, brought to the Office and placed in the safe until collected by the student at the end of the school day.

Money
Money for school contributions, excursions etc should be paid at Office. A receipt will be issued for all money received. Money will only be accepted before school, during recess and at lunchtime.

Morning Tea
Every Friday morning a staff morning tea is held. Catered morning teas are held on a rotational basis Friday mid-term.

Parents and Citizen’s Association
The P&C meet the third Wednesday of each month each in the Interview Room of the Administration block.
**Photocopying**
There are photocopiers available to staff in the photocopy room. Staff are asked to use the copiers, rather than printers, to make multiple copies. Staff can send print jobs directly to the photocopier in the Office using the print option. Documents may also be emailed using this copier.

**Playground duty and supervision of students**
When on duty staff should:
- be prompt to duty areas
- be alert to anti-social or dangerous behaviour
- be fair and courteous in directing students.

Playground supervision is one of the most important duties teachers carry out. Our duty of care is to ensure students follow school rules, are not subject to violence, harassment or intimidation and are safe in the playground.

All staff, even those who are not on duty, are required to supervise students and follow up on behaviour concerns.

Playground areas are shown on the school map as areas A and B. A Head Teacher is rostered on each day to supervise playground duty.

School rules that apply to playground duty include:
- no fighting, bullying or harassing of any student
- no kicking footballs in any areas with the exception of the oval
- no violent games involving chasing, tackling, hitting or throwing things at other students
- no smoking in the toilets or anywhere on the playground
- no students are allowed in any rooms unless directly supervised by a teacher
- anywhere outside the designated playground areas is out of bounds
- no visitor is allowed onto the playground unless they are wearing a visitor’s pass
- students are to keep the area they are in clean at all times.

Teachers are responsible for:
- being on time for playground duty in the correct area
- moving around their area, actively supervising students
- not leaving their area until relieved
- ensuring school rules are followed and the playground is a safe environment for all students and staff
- checking the toilets
- stopping any dangerous play or violence
- informing the Head Teacher on duty, the Deputy Principal or the Principal if strangers come onto the playground
- the general cleanliness of their area
- informing the Head Teacher on duty if there are any serious incidents whilst they are on playground duty, including students leaving without permission.

Head Teachers on duty are responsible for:
- actively supervising and supporting teachers on playground duty
- organising incident reports as appropriate and informing the Deputy Principal and the Principal if there are any serious incidents happening in the playground
• following up incidents of students’ leaving the playground without permission and referring to Deputy Principal as appropriate.

Positive Behaviour for Learning
Positive Behaviour for Learning (PBL) is an educational approach to teaching expectations including the direct teaching of routines, transitions and social skills with an emphasis placed on prevention. All staff can acknowledge and reward those students who demonstrate an understanding of the school’s expectations in targeted areas with ‘Gotcha’s’. These rewards translate into canteen vouchers and various other rewards. Staff can collect ‘Gotcha’s’ from the sign on desk in the Office.

Core Values
As part of the process of becoming a PBL school, the school community has agreed upon three wide reaching core values. These provide students with a clear understanding of community and school expectations of behaviours with regard to respect for others, self and property.

The school core values are as follows:
• Respect
• Be Safe
• Do your Personal Best

Summary of Discipline and Welfare Policy follows: (see booklet for comprehensive policy)

Professional Learning
All staff are required to have a Professional Learning Plan (PLP). Staff can apply for professional learning that relates to their PLP using the yellow application form. Forms are to be submitted to the TPL team via DP.

Members of the 2014 TPL team include Michael Bleakley, Kim Marden and Linley Gaddes and two members of the teaching staff (TBA). The team meets fortnightly to review applications and plan TPL activities. On approval of the TPL application staff can apply online via MyPL.

References
A school reference is usually written by the Principal for Year 12 students who apply for one. However the Principal retains the right to withhold the issuing of school references to any student who has outstanding textbooks.

Religious Education
School religious education is held once per term. Students are required to attend unless they bring a note from home exempting them from attending.

RISC
Entering a Contact on RISC
• Click on RISC icon. It will be placed on the desktop of all staff room computers folder
• Enter surname of student in student box
• Click on find name or press enter
• Student’s name, address etc appears or use the arrow to scroll to the next student
• Enter the following using the down arrow look ups
• Type defines the offence
• Teacher is the teacher’s name
• Location/ faculty is where the offence occurred
• Status is the level of consequence
• Do not under any circumstances write your own entry into the drop down boxes
• Enter contact description ensuring that the entry is grammatically correct as it could be inserted into a letter. A maximum of 420 characters can be used.
• Enter contact action. This is the action taken by the classroom teacher and/or Head Teacher. A maximum 600 characters can be used.
• Click on save new contact. Records cannot be deleted once saved.
• Then press exit RISC
• RISC will then ask you if you are sure you want to exit- press yes
• RISC will then ask you if you wish to rebuild the indexes- always click yes
• When you have multiple students with the same contact action and description
• Type in first student and the details of the incident
• Click save new contact
• Click on clear form only once: this will clear the student’s name but leave the contact action and description
• Type in new student’s name
• Press search using defined fields
• New name will come up contact action and description will still be there
• Press save
• To clear the form and start a completely new entry double click on clear form

To send a form letter
• Make and save the RISC entry by pressing save contact
• Go to form letters menu
• Scroll to select a form letter
• The details of the entry will be transcribed onto the letter
• Check everything is grammatically correct and print onto letterhead by clicking on print RISC form letter
• close MS Word
• Click on return to RISC
• Click on save updated contacts

Checking on the entries for a particular student
• Type in name
• Click on search using defined fields
• Click on search using defined fields
• A complete record for that student will appear
• If you wish to examine an entry in more detail or amend it, click on the contact number and the full entry will appear
• Amend the entry and then press save updated contact

Roll marking
Roll call is between 8.50 and 8.57am each morning, with the exception of Thursdays when it finishes at 8:55am.

Teachers (or replacements) collect the rolls from the sign on area in the Office. Roll marking is a legal requirement and rolls are legal documents. Staff should ensure that they take great care in marking daily rolls and also maintain accurate class rolls.
The daily absentee sheet is delivered during Period 2. Any discrepancies between the absentee sheet and the teacher’s roll should be placed on the pink absentee sheet and placed in the admin pigeon hole. Daily notices are to be read aloud to students before the roll is marked. This is essential as there are often important messages for students as well as notification of meetings and sports training sessions.

Once rolls are marked, they are returned by the teacher to the staff in the Office, or left in the common room for collection.

If a student is absent, place an ‘a’ against his/her name for the relevant date. There should be no other marks on the roll.

Please ask students for notes for absences on previous days.

Please note that the roll is a legal document so extreme attention is needed for accuracy each day.

**Room Changes**
Teachers are requested to place a sign on the classroom door when taking a class to a room other than their timetabled room.

**Room Security**
Please ensure that classrooms are locked as you leave. No students are to be left unattended in any classroom at any time. (duty of care and security).

**Salary Advice for Newly Appointed Teachers**
The following advice is provided to assist you in receiving your salary and other benefits. Please quote your serial or employee number on all correspondence sent to the NSW Department of Education and Communities (DEC).

**Salary and Taxation**
The ATO Tax File Number Declaration, a Tax Withholding Declaration Form and a Bank Details Notification Form (MS Word 59kb) **MUST** be completed to enable DEC to correctly deduct tax and deposit your fortnightly salary.

Your first salary payment will be due to you on the fortnightly pay period ending after your entry on duty. This payment will be made by a cheque which will be forwarded to your Principal to confirm your entry on duty and to release the cheque to you. The actual date that you receive your first salary payment will depend on the timing of your appointment relevant to the pay close date for the Department’s computerised payroll system. Wherever possible, special pay runs are conducted to avoid undue delays in payment.

All enquiries or correspondence about your pay, including lodgement of tax file number declaration, withholding tax and bank account notification forms should be directed to the relevant employee service centre at:
Newcastle (for teachers in schools in the Hunter & Central Coast, New England, North Coast, Northern Sydney and Western Sydney Regions)
Phone: 1300 338 001
Fax: 1300 338 121
Email: employee.services.newcastle@det.nsw.edu.au
Post: Employee Services, Newcastle
Locked Bag
HAMPTON DELIVERY CENTRE NSW 2303

Information on salaries for all teachers can be found at:
School Counsellor
Sharon Lane is the School Counsellor. Her office is located in the eastern wing of A Block. She is in attendance at Dorrigo High School approximately 1 day per week. Teachers wishing to refer students to the Counsellor can do so via the Learning Support Team. Referrals to the LST are located in the DP’s office.

School Equipment
Members of staff are asked to ensure that proper care is taken of all school equipment. All school equipment must be listed in the appropriate faculty stock records and each item must be recorded in the school’s asset register. Equipment can only be written off with the Principal’s approval and must be recorded and signed off. All school equipment must be engraved or labelled “Dorrigo High School” with the relevant Assets Register number.
Staff who wish to borrow any school equipment are required to sign it out in the borrowing folder located in the Office. The Principal must approve all external loans.

Sport
Sport is designed as a learning experience. All students are required to participate in the sports program unless exempted by the Principal. All students have equal opportunity to participate in a wide range of activities offered. As the program is designed to ensure that each student experiences both team and individual activities over the widest possible range of sports, students are not allowed to repeat the same sport within the one year. Listed below are possible sport choices, these will change from time to time. Some sports require payment of a fee to cover expenses. Those fees are listed on the sports choice note.

- Basketball
- Cricket
- Dance
- Fitness
- Golf
- Indoor Cricket
- Indoor Soccer
- Netball
- Rugby Union
- Skateboarding
- Soccer
- Squash
- Tennis
- Touch Football
- Volleyball
- Water Polo
- Softball
- Skate-boarding
- Swim with Confidence
- Life Saving
- *Canoeing
  With the written permission of parent/guardian

Involvement in sport is considered to be an integral part of a student’s total education. Carnivals in swimming and athletics complement the school’s weekly sporting and physical education programs. Selected students have represented the school at inter-school sports visits and at zone, region, state and national levels.

Safety in sport is a prime consideration of the school. Each sport consists of:
1. roll call
2. warm up
3. skills practice
4. rules, safety regulations, etiquette, care of equipment
5. game – supervision
6. conclusion – warm down, collection of equipment, roll call, dismissal.

Sports uniform
(See School Uniform with these exceptions)
1. Golf – school uniform or sports uniform
2. Bowls – school uniform and flat soled shoes
3. Tennis – sports uniform, flat and white soled shoes
4. Squash – whites or sports uniform.

The consequences for not having a suitable uniform are the removal of the privilege of playing that sport.

School Policies
School policies are being placed on the school intranet. If you have any questions refer to your Head Teacher or Deputy Principal.

School Security
Teaching staff have a role in maintaining school security. At the end of day please ensure all doors and windows are closed and locked. Cleaners will also lock up, but do not enter every room each afternoon. Please also ensure that heating and cooling appliances are turned off, as well as lights.

The security alarm system works on a pass code. The SAM will issue you with a pass code and Head Teachers can demonstrate the operation of the system.

School Network
To log in to the network, your login is the same as your DEC enterprise portal log in. See Tim Davis for assistance.

All staff have been issued with a laptop and in addition have access to computers and printers in their staffrooms, the library, the computer room and in various classrooms around the school. Interactive whiteboards are available in Rooms 1, 4, 7, 9, 10, 12, 13, 15, 16, Lab1, Lab 2, as well as the two computer laboratories.

Students have individual logins and passwords, please ensure that these are kept private.

Any network concerns can be referred to Tim Davis (TAS). Any problems with the DER laptops can be referred to Peter Glyde (TSO).

The DEC Enterprise Portal
This web site is a gateway that provides a secure, browser-based, single point of access to DEC applications, services and information from the Internet or Intranet.

It has been customised for each type of user based on their role within DEC so that each user is presented only with those applications, services and information that are pertinent to them.

A user’s role can be as a Teacher, Non-Teacher (including Corporate/State Office Staff), Student or Non-DEC Employee (such as a DEC Contractor).

To log into the DEC Enterprise Portal you need to have your DEC User ID and corresponding DEC User ID Password. The typical format for a DEC User ID is james.kirk

All staff and students have a DEC User ID.

You can access the portal from home or school.

You enter the DEC Enterprise Portal from the Login page shown

The link to the DEC Enterprise Portal can be found on the Internet or intranet sites, or go to http://portal.det.nsw.edu.au

Security system
The school has a security system in place. If you are entering the school after hours, it is necessary to turn alarms off and back on when you leave. You will be issued with a code to access the system. Training will take place at the staff induction afternoon, or by the Principal or SAM.
Staff Leave
Staff are required to apply for leave online. A copy of the leave application is to be attached to the pink leave notification and given to the DP. For a comprehensive explanation of teacher leave see:

The types of leave, subject to meeting certain requirements, include:
- adoption leave
- family and community service leave and personal carer's leave (FACS)
- leave for sporting fixtures
- long service leave
- maternity leave
- military leave
- paternity leave
- personal leave (incentive schools) - this leave will assist teachers in 8 transfer point schools, 6 transfer point schools and 4 transfer point (incentive) schools to attend to a range of personal and/or family commitments. In particular, it recognises the isolated location of such schools and the associated travel times to access a range of services. This is a separate entitlement to FACS leave.
- sick leave - applications for sick for three or more days must be supported by a medical certificate.
- special leave e.g. attendance at your graduation ceremony. You may be granted special leave for a maximum of one day to attend your graduation ceremony for the award of a degree or diploma from a recognised tertiary institution.
- deferred salary leave
- leave without pay (full time and part time)
- study leave
- vacation leave

Staff Meetings
Staff meetings take place on the first Tuesday of each month from 3:30pm in the library.

Student Enrolment
The Principal will interview all new students and parents. They will be placed into subjects and classes and issued with a timetable. Year Advisers will nominate a “buddy” for new students and will show the student around the school.

Student Flexible Timetables
Students in Year 11 and Year 12 may apply for a flexible timetable. Eligible students are those who do not have a timetabled class period 1 or 6 or those students who have more than 3 periods in a row with no timetabled classes, including study periods.
Students must complete an application for a flexible timetable which must be signed by their parents/carers. Applications can be collected from the Office. Students are to return their application to the Deputy Principal for approval. On approval students will be issued with a leave pass indicating the periods they are not required to attend. They must carry this pass with them at all times.
A register of students with a flexible timetable is maintained in the Office. Students must sign in and out of school using the register. Students who are placed on an attendance monitoring card lose the privilege of a flexible timetable for the duration of the leave monitoring.

Student leavers
A student intending to leave school must report to the Office with written authorisation from parents. They will be issued with a leaver’s form and a student exit survey. The leaver’s form is
to be signed by all Head Teachers and relevant staff who list any outstanding equipment or textbooks. The form is to be returned to the Principal and clearance is recorded at the Office.

**Student lateness**
Any student late to school should report to the Office with a note. Students will be issued with a late note and this must be given to the class teacher on arrival at class.

**Students out of class**
As a general rule students should not be out of class without a genuine reason. Students may be allowed to leave class to go to the toilet or to run an errand for the teacher. They must carry an out of class pass. Students should only be allowed out of class one at a time. In special circumstances students may be issued with a Time Out card. Any student using their Time Out card must report to the DP.

**Student Representative Council**
Dorrigo High School has a very strong and active SRC who carry out fundraising activities as well as representative duties. Aimee Dawson is the SRC coordinator.

**Student timetables**
Students and staff are issued with their own personal timetable. These are also available on the school intranet. These may be used for locating students and staff.

**Subject changes**
Students who wish to change or drop subjects cannot do so unless a change of subject form has been completed and signed off by parents, classroom teacher and Head Teacher. It is then passed onto STL and BOS data entry operator so that records remain correct. New timetables will be issued.

Note: Students cannot change electives or subjects after Week 5 of Term 1.

**Supervisor of Girls**
The 2014 Supervisor of Girls is TBA. Duties include:
- Organisation and Supervision of Adolescent Vaccination Program
- Adherence to Uniform Code and Maintaining Uniform Data Base (this is currently under review)
- Assist with Organisation and Implementation of Special Programs for Girls
- Supporting female students in their learning and development

**Teacher’s Federation**
The Teacher’s Federation is the union that represents the interests of all teachers in the public system. Dorrigo Association meets every third Tuesday of each month. A Federation Representative and Women’s Contact Person are elected each year. Our Federation Representatives are for 2014 are TBA.

**Technology**
The technology committee consists of Michael Bleakley, Linley Gaddes, Tim Davis and Peter Glyde, Kim Marden and teaching staff TBA. The Technology team meet once a term to manage technology across the school, discuss the school’s technology needs and plan for change.

**Telephones**
All staff can make calls and send faxes to local, STD or mobile phones as long as they are for official business related to the school.

All personal STD calls and faxes are to be paid for at the Office.
**Textbooks**
A number of faculties accession textbooks through the library. The English Faculty Text Book Policy is as follows:

**English/HSIE/Drama/LOTE Textbook and DVD policy**

- All novels, DVDs and other class texts are accessioned through the school library.
- All novels are allocated to an age-appropriate year group and appear in the book room according to that allocation.
- All DVDs are allocated to age-appropriate year groups and appear in the library storage room according to that allocation.
- No novel or DVD may be taught to a year below that to which it has been allocated, but they may be taught to a year above. (For example: *The Hunger Games* is allocated to Year 10 and may be taught in Year 10 or 11, but NOT to Years 7, 8, or 9).
- Students in senior years **must** borrow their set texts from the library and, on completion of the unit, return them to the library.
- Students in junior years **may not** borrow their texts and must complete the novel in class.
- DVDs may be used only in English, HSIE, LOTE or Drama classes for educational purposes. They are not to be used to entertain students during wet weather sport, flood days or any other extra-curricular events.
- Teachers must select DVDs that are appropriate for their classes based on the Year program, age-appropriateness of the text and its rating. Students in Years 7 or 8 may only view G or PG rated films and students in Years 9 through 12 must first present a signed ‘Movie Permission Note’ before viewing any films in class.
- Any students whose parent objects to their viewing a film or reading a text will be offered an alternate text to watch/read based on their needs and abilities. An alternate learning environment may need to be found for their learning to occur and this can be sought after consultation with the Head Teacher and school librarian.
- All HSIE textbooks for junior students must be used in class and cannot be sent home.
- All HSIE textbooks for senior students can be borrowed through the library and, on completion, returned to the library.
- DVDs may only be borrowed by senior students on completion of the learning topic and only after consultation with the teacher.

Please refer to individual faculties for further details.

**Toilets**
There are staff toilets located in the Admin Block and Block A opposite the staff common room.

**Transition program**
The schools Transition program is coordinated by the HT Maths in consultation with the Year 7 Adviser

**Uniform**
NSW Government policy is for the local community to decide whether the wearing of a uniform is to be compulsory. Dorrigo High School P & C has supported compulsory uniform, to foster school pride and identity, and reduce the cost of changing fashions.

To support their uniform policy, the P & C has decided that students who appear on the uniform defaulters’ list will not be allowed to attend school socials. This applies whether or not
the student brings a note from their parent/carer, since students are only placed on the
defaulters’ list if they are marked out of uniform three times between socials. Other sanctions
may be imposed on regular defaulters. For genuine reasons, some students may be out of
uniform for a short time. Such cases require a note to the Deputy Principal, from the
parent/carer, on the first day uniform is not worn. The SRC endorses the wearing of full
school uniform.

Safety requirements apply to practical subjects such as science, technology and art.
• Long hair must be tied back or covered
• Enclosed shoes must be worn
• Aprons must be worn to protect uniforms
• Safety goggles must be worn during experiments and when operating machinery

Students may not be allowed to participate in lessons without the correct safety equipment.

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Junior</strong></td>
<td><strong>Junior</strong></td>
</tr>
<tr>
<td>. Lemon blouse or school polo shirt, which must be long enough to cover the stomach <strong>completely</strong></td>
<td>. School or grey polo or grey shirt with sleeves, collar, buttons.</td>
</tr>
<tr>
<td>. Bottle green shorts, slacks, green tartan skirt, or black slacks, <strong>without</strong> beads, studs or other adornment. <strong>No jeans</strong></td>
<td>. Grey shorts or trousers. <strong>No jeans</strong></td>
</tr>
<tr>
<td>. Bottle green school tracksuit</td>
<td>. Bottle green school tracksuit</td>
</tr>
<tr>
<td>. Bottle green jumper <strong>No hoodies</strong></td>
<td>. Bottle green jumper. <strong>No hoodies</strong></td>
</tr>
<tr>
<td>. Closed black or white leather shoes</td>
<td>. Closed black or white leather shoes</td>
</tr>
<tr>
<td>. White socks/black stockings</td>
<td>. Grey socks/white socks</td>
</tr>
<tr>
<td><strong>Senior</strong></td>
<td><strong>Senior</strong></td>
</tr>
<tr>
<td>As above, with white shirt instead of lemon</td>
<td>As above, with white shirt instead of grey</td>
</tr>
<tr>
<td><strong>Sport</strong></td>
<td><strong>Sport</strong></td>
</tr>
<tr>
<td>. Green sports shorts</td>
<td>. Green sports shorts</td>
</tr>
<tr>
<td>. School polo shirt</td>
<td>. School polo shirt</td>
</tr>
<tr>
<td>. PE: white socks</td>
<td>. PE: white socks</td>
</tr>
<tr>
<td>. Sport: yellow/green socks</td>
<td>. Sport: yellow/green socks</td>
</tr>
</tbody>
</table>

Students out of uniform are placed in the uniform defaulters register and a letter is sent home.
This year a pool of uniforms will be established and made available to students who present at school out of uniform.

  * PE
Students are to change for PE and at the end of PE change back into school uniform.

  * Winter
In winter, warm jackets may be worn over full school uniform.

  * Tracksuit
Bottle green with school badge attached. This may be worn by boys and girls to school on any day.

  * Accessories
Hats are to be as close as possible to school colours. Jewellery: watches, sleepers or studs in ears, religious medallions, medical accessories, **no dangling earrings**.
Please note: The school’s uniform policy is currently under review. Any changes will be phased in over a period of time and have no impact on the purchase of uniforms in 2014.

Variation to Routine
A Variation to Routine is required for all excursions and incursions and activities that pose a variation to the day. These are completed by staff in charge of the organisation of the event/activity. A copy must be given to the Deputy to take to the Executive for approval a minimum of two weeks before the event/activity. Approval is required before any information is issued to students, parents or staff. All risks associated with these activities require an assessment to be conducted by the organising teacher. Risk assessments are submitted to the Deputy Principal with the VTRs at least 24 hours before the Executive meeting.

Visitors
The Principal must approve any invitation to a possible visitor to the school. It must be remembered that care needs to be taken when considering inviting a guest speaker to the class room or assembly.
Visitors whose presence is the responsibility of a member of staff should be introduced to the Principal or Deputy Principal.
All visitors to the school should wear a visitor’s badge provided by the Office.

Welfare meetings
The Welfare team comprises the Deputy Principal, Year Advisers, Learning and Support teacher and the School Counsellor. The team meet once a fortnight to manage student welfare across the school and develop and implement welfare programs.

Well Done Excursion
Students who have consistently achieved at the Gold, Silver and not less than Blue Satisfactory level in the school’s merit system are invited to attend a well done excursion each semester. Students who have placed on an orange or pink level and students who have been suspended from school or received a warning to suspend that semester are ineligible to attend.

Work Health and Safety
Safety is a concern for all, and everyone at this school is expected to take responsibility for it.
Consultation
The school committee consists of Michael Bleakley, Linley Gaddes, Tim Davis and Peter Glyde. The Work Health and Safety Committee meet once a term to manage workplace safety and discuss safety issues in the workplace. Information on work health and safety can be found on the notice board in the common room and the DEC intranet.

Reporting Hazards
All staff have an obligation to report hazards that have been identified in the workplace. It is important that all hazards are reported to the work health and safety committee through the Hazard Report Form. This can be obtained from the front office and the notice board in the staff common area.

Footwear
It is important that all DEC employees have footwear that is appropriate to the work that may be carried out. The school environment contains walkways and areas that are not always level and free from trip hazards. Footwear which is suitable for the general school environment means enclosed shoes, which are flat with minimal heel, that have a good grip and fit well.

Personal Protective Equipment
It is mandatory to wear personal protective equipment in practical subject areas that require PPE. Footwear must be worn in the TAS workshops, sciences labs, agriculture farm and food
technology kitchen. Subject specific personal protective equipment is supplied by the departments in high risk areas and must be worn where appropriate.

Injury Management
Any injury sustained by a staff member (psychological or physical), must be reported to the WHS Incident and Injury Notification Hotline immediately. The standard operational hours of the Department's WHS Incident and Injury Hotline are 8.00am to 5:00pm, Monday to Friday. **Free call: 1800 811523.**

Injuries or incidents involving **visitors and contractors** should **not** be reported using this hotline but on the Non-Employee Incident or Injury Notification form which is available on the DEC intranet.

**Year Advisers**
Year Advisers are an integral part of the school’s welfare system. Their specific responsibilities vary depending on their year group but their general responsibilities include:
- pastoral care
- liaising with parents
- providing support for students at risk/in need students
- communicating relevant information to staff
- promoting and recognising student achievement
- school report comments
- monitoring students attendance
- entering merit numbers into merit system database
- membership of the school’s welfare team
- organising and facilitating welfare programs for year groups.

**Glossary of RISC Terms**

- **Aggressive behaviour:** aggressive and/or abusive behaviour directed at staff or student.
- **Bullying**
  persistent physical, verbal, written attack on a student including exclusion from peer group
  Any entry under this heading means an [a Bullying Report form should be filled in and given to the Year Adviser](#)
- **Continued disobedience:** repeated refusal to follow teacher instructions, repeated failure to bring equipment, repeated truancy
- **Disobedience:** refusal to follow teacher instructions, truancy, failure to bring equipment
- **Leaving School Grounds:** at any time without a leave pass or a flexible timetable from the
- **Misbehaviour**
  Disrupting the learning of others eg calling out, out of seat, taking another student’s equipment, throwing objects, pushing and shoving, swearing, damage to property including laptops
- **Out of bounds:** students in an inappropriate area including out of school grounds before school
- **Laptop misuse:** use of laptop to access games and/or inappropriate sites
Partial truancy: leaving class or failing to attend class without permission or note from Deputy Principal or Principal

Physical Violence: actions intended to injure student or member of staff

Appendix