

THE SCHOOL

## PREPARATORY SCHOOL STAFF HANDBOOK

The information which follows has been prepared to ensure there will be consistency in all that is done towards the effective operation of THE SCHOOL Preparatory School. Additional material may be added as required. *All staff are to familiarize themselves with the routines and procedures* which are contained within. This Preparatory School Handbook is a supplement to the Staff Diary and Handbook and is to be read in conjunction with this document.

All Staff are asked to regard all details included as policy statements or procedures to be followed.

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## THE FACILITIES

The facilities available for staff and students in the Preparatory School are excellent.

Each year group within the School has a dedicated class teacher supported by specialists in Art, Library, Music, Physical Education and Sport, LOTE and Learning Support.

The School has a number of ovals and recreation areas, together with a large gymnasium and heated 25 metre swimming pool. The Preparatory School also has available to it all the School's impressive facilities as the need requires.

Culturally, the School is also most active with a strong emphasis on the Arts and a full range of co-curricular activities available for the students.

**HOURS OF THE DAY**

See timetable attached

**PLAN OF SCHOOL**

See attached maps

**STAFF LIST**

**PREPARATORY SCHOOL STAFF – 2012**

**(17 JANUARY 2012)**

REDACTED



**[Pages 3 - 29 excluded for relevance]**

Bullying is the inappropriate use of power by an individual or group, with intent to injure either physically or emotionally.

It is usually deliberate and repetitive.

The bullying may be physical or psychological (verbal and non-verbal). Physical bullying includes pushing, hitting, punching, kicking or any other action causing hurt or injury.

Verbal bullying includes insults, taunts, threats and ridicules.

Psychological bullying includes physical intimidation, and/or ostracism.

Interference with, or damage to personal property may be included as bullying.

#### **School position:**

All students have the right to be free from bullying. Any form of bullying is contrary to **THE SCHOOL'S** philosophy and will not be tolerated.

A student has a right to seek assistance as soon as he feels threatened.

Bullying is regarded as a serious and punishable offence and, therefore, suspension from School may result.

**THE SCHOOL'S** position on bullying is presented to all members of the community: students, staff and parents.

#### **Preparatory School process:**

If subject to bullying at School, a student should approach a teacher to seek assistance or advice. If a parent becomes aware of bullying, the parent should advise the School.

The School will follow up any report discreetly and will undertake an appropriate investigation.

The School will view the matter seriously and, if the report is verified, will take appropriate action, including counselling and/or sanctions.

The Behaviour Management Policy provides guidance for staff.

All Bullying and Bullying related issues are recorded on SEQTA.

All instances of Bullying are to be reported to the Deputy Head of the Prep School.

#### **CHILD PROTECTION POLICY-**

A copy can be downloaded from the School's website.

#### **STAFF ACCIDENT/INJURY PROCEDURE**

In cases of any accidents or injury, staff should fill out an incident report form, available from the Office.

Where the incident is more serious and may require Workcare or periods of leave, contact should be made to the Bursar's office in addition to filling out the incident form.

#### **EMPLOYMENT OF CONTRACTORS ON CAMPUS**

From time to time, external contractors are engaged around the Campus carrying out jobs of varying kinds, however, they are not easily recognised as being approved contractors working on site nor are they easily accounted for in the event of an emergency evacuation being required from the Campus.

The Occupational Health and Safety Act places a duty of care on the School to ensure contractors working on site comply as far as is practicable with the same safety procedures that apply to other school employees. To

**[Pages 31 - 35 excluded for relevance]**