



# Administration and Curriculum 2012

## POLICIES

- All staff have a duty to be aware of and enact BGS policies
- Policies: reality; protection
- All staff to re-familiarise with BGS policies over this week
- 20 policies – more to come
  - Anaphylaxis, bullying, child protection, code of behaviour, languages, privacy, sexual harassment, assessment, tours, traumatic incidents plan, workplace harassment, workplace health and safety, affirmative action, counselling, manual handling, medication, mobile phones, computer network
- Available on MyGrammar - Policies



# BLUE CARDS



Adobe Acrobat  
Document

- Child Protection Policy
- Service to students/service to school
- All members of staff, including most contractors, will need to submit paperwork regardless of whether:
  - a) they already have a blue card
  - b) hold QCOT registration
- Procedures
  - Rely on HOD/MIC to assist
  - Linked to continuing employment/payroll
  - Detailed tracking system – direct phone





Adobe Acrobat  
Document

# TEACHER INFORMATION HANDBOOK

- Now called Staff Information Handbook
- Non-teaching staff reference as well
- Many procedures relate to all staff
- Ratification - duty statements, policies
- Change to a centralised digital environment
  - Policies & duty statements
  - Remove duplication
  - Allow dynamic updating
- MyGrammar – Administration





## GENERAL POINTS ON ROUTINE

- *5.2.1. Duties of Form tutors*
- *7.7. Out of Bounds*
- *7.8. Security of Rooms/Buildings*
- *7.14. Food & Drink*
- *Mobile phones – refer to policy*
- *School day end for Term 2 and 3 is yet to be confirmed*
- *Parent Teacher nights dates are to be confirmed*
- *2012 and 2013 start /finish dates in EB*



# WPHS



Adobe Acrobat  
Document

- New WPHA legislation was passed Nov 2011
  - New representatives and committee
  - No WHSO under new legislation
- All staff have responsibilities – it isn't just for maintenance
- Please contact a representative or online - MyGrammar
- Arrangements for injuries
  - Immediately seek medical attention **and** notify the School's Health Centre.
  - Contact your immediate supervisor as soon as possible but no later than 24hrs after sustaining the injury.
  - Complete an Incident Notification Form (available from MyGrammar) and return to your supervisor.
- Evacuation/Lockdown
  - all staff to familiarise themselves
  - annual General Evacuation Instructions & co-ordinator procedures
  - New evacuation signs have been put up



Microsoft Word  
Document



## FIRST AID

- First aid kits located throughout the school
  - Kitchen, Tuckshop, Middle School, Music block, Theatre, Science Department, Garden Shed, Maths block – cleaners' room, W block – cleaners' room, Accounts department, School buses, DHM – Students Office, Rowing Shed, Maintenance
- First aid kits are required if taking students off campus
- Synergetic Health forms & Action Plans
- Health Centre is there to help and provide advice
- Consider whether students should be moved or should Health Centre come to student?
- Work Cover – ensure you see a doctor



## DUTY

- Essential 'Duty of Care' responsibility
- Risk issues: grounds duty must be done
- 'visibility and vigilance'
- MS arrangements – refer to Staff Information Handbook
- After school bus duty – College Rd. nomenclature
  - Up to 40mins – please refer to Staff Info. Handbook
- Rosters to be sent out today!!
- Hats !
- Swaps – please inform us early – records





## REFERENCING

- American Psychological Association (APA) Style adopted
- All departments to follow APA Style
- [www.apastyle.org](http://www.apastyle.org)
- Resources on MyGrammar - Curriculum



## PARKING & SCHOOL ACCESS

- No unallocated spots – no space left
- Pick up/Drop off off Gregory Tce.
- No through access
- No staff access through front boomgate
- One way 24hrs
- Rear boomgate
- Visitor parking is by appointment only
  - Please contact Reception
- Security 6am-9am & 2pm-4pm
- Do not make alternate arrangements with parents/old boy coaches /part –time/visitors etc



## BOOKINGS & CALENDAR

- <http://bookings.brisbanegrammar.com>
  - Approval process
- <http://calendar.brisbanegrammar.com>
  - For external audience – parents, community
- Outlook integration
  - Timetable synchronisation
  - Appointments – PTE, staff meetings, key events (Open Day)
- Any problems enter on helpdesk with a cc to me



# SUPERVISIONS

- 2011 Data
  - 12,896 periods total changes to routine 11,854.8 (2011)
  - 5,310.2 supervisions up from 4,706.5 (2011)
  - 3,268.6 relief teachers up from 3,025.4 (2011)
  - Reasons – PD, sickness, meetings
  - Incursions and assessment are growing
- The aim is to have no more than 1 counted supervision per week per teacher. Supervision periods will be allocated after consideration of the previously allocated supervisions, the teacher's extra responsibilities, the particular specialist nature of the class to be covered, a teacher's workload that day, the availability of casual staff, the teacher's timetabled load and the School's intent that the allocation of supervision periods be equitable.



## SUPERVISIONS CONT.

- Timetable constraints – same time each week
- In lieu of classes
- Check Super bulletin and report discrepancies
- Delivered by 8.10am to staff preparation areas and MS staff room
- Work supplied – relevant and clear
  - Handouts delivery
  - Photocopying





## SUPERVISIONS CONT.

- Digital submission – provides reference point, efficiency and convenience
  - Roll call, utilities, galleries/combos
- Hard copy still accepted gratefully but no record kept
- [Staff.absences@brisbanegrammar.com](mailto:Staff.absences@brisbanegrammar.com) or #257
- Phone/email prior to 7.00am
- Please do not leave 'work' verbally
- Please continue to inform of meetings, changes to normal routine
- Interchanges – DO NOT AMEND PERIODS



## GENERAL

- Leaving campus – let us know when you are back
- Timetable – room changes
- Pigeonholes/Mail/Faxes/Deliveries
  - Digital world
  - Check regularly
- MyGrammar – Administration
  - Phone list
  - Finance documents
  - Evacuation/Lockdown tones/procedures



## TIMETABLE

- Now DOAC Office
- Students now in timetable system
  - Any class changes to DOAC
- Line structures are changing
- Student choice in Year 11 and 12 driving force
- Loads from HOD
  - 80% of 30hours timetabled official duties incl Ass.
  - 24hours (not periods)
- Structures and constraints imposed
- Any problems with student timetables next week send them to me straight away



# INTERNATIONAL EDUCATION

- Not about international students
- Curriculum related
  - Seifu Gakuen – exchange (in and out)
  - Malay College – forum
  - Greensboro Day School – forum/exchange
  - Hwa Chong Institution – forum
  - The Modern School – forum
  - Rouen School / Institution Rey
  - Werner Heisenberg Gymnasium – Principal visit
  - International Young Leaders Forum
    - Indonesia this year
    - BGS 2013
  - Looking for opportunities for students to be embedded in a culture other than that which they are familiar



# PD OPPORTUNITIES

- Dyknow
- Onenote
- MyGrammar

