



Administration and Curriculum 2013

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
- Currently 24 policies
 - 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 update
 - “likely sexual abuse”
- 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

Staff Information Handbook

- Updated annually
- 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***
- ***Parent /Teacher nights dates are to be confirmed***
- ***Note change to semester finish time - 12.00pm***

WPHS

- 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

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

Parking & School Access

- Unallocated
- Pick up/Drop off off Gregory Tce.
- No staff access through front boomgate
- One way 24hrs
- Rear boomgate 6.45am-9am & 2pm-4pm
- Visitor parking is by appointment only
 - Please contact Reception
- Do not make alternate arrangements with parents/old boy coaches /part –time/visitors etc

Bookings & Calendar

- <http://bookings.brisbanegrammar.com>
 - Approval process
 - Person making the booking is point of contact
- <http://calendar.brisbanegrammar.com>
 - For external audience – parents, community
 - Don't forget to 'tick' the box
- Outlook integration
 - Timetable synchronisation
 - Appointments – PTE, staff meetings, key events (Open Day)
- Any problems enter on helpdesk with a cc to me

Supervisions

- 2012 Data
 - 16,007 periods total changes to routine 12,896 (2011)
 - 6,292.6 supervisions up from 5,310.2 (2011)
 - 4,079.3 relief teachers up from 3,268.6 (2011)
 - Reasons – PD, sickness, meetings, incursions

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
 - Roll call, utilities, galleries/combos
- Hard copy still accepted gratefully but no record kept
- 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

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

- Choice driven
 - 160 different courses in y11
- Students now in timetable system
 - Any class changes to DOAC
- Line structures change annually
- 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/out)
 - Malay College – forum (out)
 - Greensboro Day School – exchange (out)
 - Hwa Chong Institution – forum (out)
 - The Modern School – forum (out)
 - Rouen School / Institution Rey (out/in)
 - Werner Heisenberg Gymnasium (out/in)
 - International Young Leaders Forum
 - BGS 2013 September 9th – 13th
 - Looking for opportunities for students to be embedded in a culture other than that which they are familiar

Referencing

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

PD Opportunities

- Dyknow
- Onenote
- MyGrammar