



Administration and Curriculum 2014



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
- ▶ Updated 2013 – Workplace Harassment, sexual harassment, child protection – BYOD policy to replace mobile phone policy early 2014

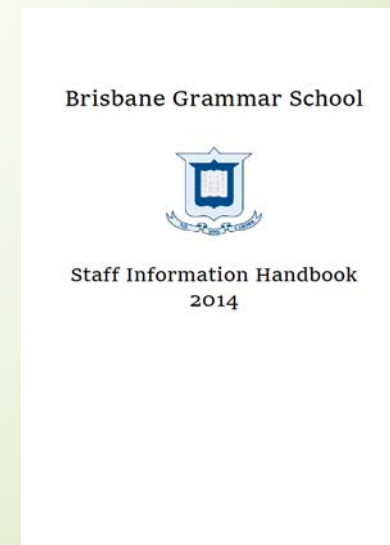
Blue Cards



- Child Protection Policy update
- 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 (eg. 2013 excursions, marking or roll..)
 - 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 current policy*
- *Parent /Teacher nights dates are to be confirmed*



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



Alert Tone.mp3



Evac Tone.mp3



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
- 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 -Rosters to be sent out today!!
 - Swaps – please inform us early – records



Parking & School Access

- Unallocated
 - Security – Morning – Bring your ID
- Pick up/Drop off Gregory Tce. (Including ISC.)
- No staff access through front boomgate
- No Double Parking
- 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
- Any problems enter on helpdesk with a cc to me



Supervisions

- 2013 Data
 - 13976 periods total changes to routine, down from 2012 16,007
 - 5601 supervisions down from 6,292.6 (2012)
 - 3890 supervisions by relief teachers
 - Reasons – PD, sickness, meetings, incursions



Supervisions Cont.

- ▶ In lieu of classes(not counted)
- ▶ Check Super bulletin each morning 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 (Admin on MyGrammar)
 - Roll call, utilities, galleries/combos
- Hard copy still accepted gratefully but no record kept
- Staff.absences@brisbanegrammar.com or #257
 - 2nd email for reason
- Phone/email prior to 7.00am
- Please do not leave 'work' verbally
- Inform of meetings, changes to normal routine



Timetable

- Update Tuesday afternoon/Wednesday morning
- 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
- Timetable In Outlook – Staff and Students(no print 9-12) - IT to address this later in week



General

- Roll Marking –Period by Period
- Leaving campus – let us know when you are back
- MyGrammar – Administration
 - Phone list
 - Finance documents
 - Evacuation/Lockdown tones/procedures
 - Supervision Slips
 - EBA
 - Etc.