LEONORA DISTRICT HIGH SCHOOL

Gwalia Street, Leonora 6438

WE CARE WE SUCCEED

STAFF INDUCTION 2014
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Section 1.0

SCHOOL INFORMATION

SCHOOL PHONE AND FAX NUMBERS

Phone   (08) 90 376 143
Fax     (08) 90 376 005
Email: ian.masarei@education.wa.edu.au
Principal M: 040 775 2468

EXTENSION NUMBERS

Principal            103
Deputy Principal     104
Registrar            102
School Officer       101
Staffroom            116
Library              106
<table>
<thead>
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<tr>
<td>Ian Masarei</td>
<td>Principal</td>
</tr>
<tr>
<td>Anna Langley</td>
<td>Deputy Principal</td>
</tr>
<tr>
<td>Rosemary Reddingius</td>
<td>PP/Kindy</td>
</tr>
<tr>
<td>Chelsea Calcott</td>
<td>Teacher - Primary 1/2</td>
</tr>
<tr>
<td>Yvonne Collard</td>
<td>Teacher – Primary 2/3</td>
</tr>
<tr>
<td>Rene Reddingius</td>
<td>Teacher – Primary 4/5/6</td>
</tr>
<tr>
<td>Claire Dutton</td>
<td>Teacher – Primary 4/5/6</td>
</tr>
<tr>
<td>Katrina Lane</td>
<td>Teacher – Secondary/Primary</td>
</tr>
<tr>
<td>Jo Hobbs Brown</td>
<td>Teacher – Secondary English/S&amp;E</td>
</tr>
<tr>
<td>Arul Niroshan</td>
<td>Teacher – Secondary Maths/Science</td>
</tr>
<tr>
<td>Julie Yates</td>
<td>Lib / Officer</td>
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<tr>
<td>Talitha Sprigg (Leave</td>
<td>Education Assistant</td>
</tr>
<tr>
<td>Chequita Zwartkruis</td>
<td>Education Assistant</td>
</tr>
<tr>
<td>Tim Duttton</td>
<td>Education Assistant</td>
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<td>Emma Farrell</td>
<td>Registrar</td>
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<td>School Officer</td>
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<tr>
<td>Fifi Harris</td>
<td>AIEO</td>
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<tr>
<td>Dianne Vincent</td>
<td>AIEO</td>
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<tr>
<td>Chelsea Taylor</td>
<td>Head Cleaner</td>
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<tr>
<td>Glen Raisin</td>
<td>Cleaner</td>
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SCHOOL PRIORITIES FOR 2014

The Principal, Staff and School Council agree to take all necessary steps to ensure that the school addresses all five objectives of the operational plan of the strategic plan in addressing the priority areas identified by the School Council.

These curriculum areas are:

1. Literacy – Whole School
2. Numeracy
3. Australian Curriculum

In addition The Principal, Staff and School Council agree to take all necessary steps to ensure that the school addresses all 12 Expert Review Group Prescribed improvement strategies along with having as its improvement focus:

**Teaching:** Establish higher expectations of student achievement to develop an underlying belief in student capacity to be shared with the wider community.
- Formalise collaborative meetings to discuss the processes of assessment, moderation and reporting.
- Develop a culturally appropriate curriculum and support staff in its understanding and implementation.
- Develop a process to support teachers to identify, plan for and implement differentiation of curriculum.
- Ensure middle school and high school timetables maximise core learning.
- Establish a whole school standard to ensure all classrooms are inviting and lay foundations for achievement.
- Introduce work experience or work placement opportunities for secondary students.

**Leadership:** Drive continuous improvement through effective planning processes by allocating responsibility and accountability to all staff.
- Establish a culture of reflection and analysis of school effectiveness.
- Develop a professional learning plan.
- Ensure professional learning supports planning priorities, budget allocations and classroom practices.
- Provide strategic and explicit guidance to experienced teachers so that they can contribute significantly to the induction and mentoring of new staff.
- Rejuvenate the school brand in the local community.

**Learning environment:** Ensure the school motto of ‘We Care, We Succeed’ transcends all operations.
- Define staff, leadership, parent and community roles and responsibilities in relation to student attendance.
- Develop a pastoral care policy to include code of dress, nutrition, attendance and student achievement.
- Establish a process for Schools Plus identification and monitoring.
- Introduce a Student Council and encourage student engagement through lunchtime and/or after school activities.

**Relationships:** Establish collegiate professional relationships which focus on teaching and learning.
- Principal to establish conditions that ensure openness to others and a willingness to engage parents, teachers and students in promoting a unified purpose for the school.
- Ensure opportunities are provided for parents to get information about educational programs or the individual progress of their children within each year level.
Seek commitment from interagency representatives to the common goals of improved student performance, attendance, behaviour and parent engagement.

Create avenues to enable Aboriginal families to connect with the school community at all levels.

**Resources:** Ensure a sound evidence base underlies the effective deployment, monitoring and review of all available resources.

- Develop the 2013 budget as a matter of priority.
- Stipulate resource deployment roles and responsibilities of the Principal and registrar.
- Ensure that depreciation schedules are developed for asset and replacement accounts.
- Provide support for the professional learning of staff in the use of online resources and interactive whiteboards.
- Prepare and implement a strategic approach to the deployment of Salary Pool funds.
- Establish a Finance Committee immediately.

**Prescribed Improvement Strategies**

1. **Raise the standard of student achievement through school wide approaches to teaching, learning and assessment.** Apply a student profiling methodology to the analysis and monitoring of the academic strengths, weaknesses and progress of students and make regular judgements about their individual needs.

2. **Develop a shared vision, strategic direction and sense of cohesion relevant to the school’s current context.** Ensure that its purpose and direction are translated into all school operations and the implementation of agreed school improvement strategies.
3. Establish and maintain a shared set of beliefs about teaching and learning. Plan and implement a well understood scope and sequence using the *Australian Curriculum* for Kindergarten to Year 12 that includes the essential content, skills, assessments, standards and expectations at each level.

4. Develop long term evidence based strategic and annual operational plans at the school and classroom level to drive improvement. Enhance staff understanding and ability to use school based and disaggregated systemic student achievement data to set achievable targets for improvement.
5. Introduce a school self assessment process at the strategic, operational and classroom levels that is based on reflection about a sound evidence base and responsibility and accountability for what constitute acceptable standards of teaching and learning.

6. Establish communication protocols that monitor the delivery and receipt of feedback and commitment to the implementation of agreed actions. Include avenues for staff, student and community input to provide timely, accurate and effective information.
7. Develop the instructional and curriculum leadership capacity of school leaders. Include a commitment to modelling good practice through developing strong relationships, greater levels of classroom visibility and high quality feedback. Formalise performance management processes to ensure that the accountability of staff for their responsibilities contributes to the achievement of planned improvements.

8. Enhance the transparency and effectiveness of the school’s financial, human and physical resource management processes. Provide cost centre managers and members of the Finance Committee, School Council and leadership team with appropriate training to ensure their effective involvement in resource deployment decisions to improve student learning.
9. Introduce formalised induction and mentoring processes for new staff. Incorporate cultural awareness training annually for all staff.

10. Develop a policy, procedures and leadership structures to support students at educational risk. Include the development of protocols for the identification, case management, monitoring and review for students at risk in terms of academic, attendance, behavioural and/or social and emotional issues.
11. Improve the behaviour of students as part of a school wide positive behaviour support strategy. Include more explicit standards of behaviour, apply behaviour management procedures more consistently and ensure that support for teachers is balanced, dependable and timely. Strengthen the alignment between instructional practices and behaviour management through the provision of formalised training for all staff.

12. Improve student attendance through the provision of incentives, rigorous monitoring (individual student, cohort and whole school) and responsive follow up mechanisms. Enhance the success of current strategies such as the breakfast program.
Section 2.0

SCHOOL OPERATIONS

SCHOOL TIMES 2014

At 8.25am students are permitted on school grounds and staff are required to be at school by 8.00 am until 3.05p.m. All teachers are required to be in their classrooms by 8.20 am. School begins at 8.40 am. Remind students not to be at school prior to 8.25 am.

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Every Wednesday the school closes at 2.30pm. This time is for meetings and staff preparation.

Every Tuesday the school has an 7:50am early morning meeting which is held in the staffroom for information and communication clarification.
**CLASSROOM MANAGEMENT**

When leaving classrooms at the end of the day please ensure:

- Lights, fans and air conditioners are turned off, and that **windows and doors are locked**.
- Excess paper and rubbish is cleared from the floor, student desks, teacher’s desks and shelves are tidy.
- Chairs are stacked at the back of the room.

Most classrooms are fitted with refrigerated air-conditioning. These air-conditioners work effectively with the **DOORS CLOSED**. The weather in Leonora can be very hot and the air-conditioners will struggle with doors and windows open. Air Conditioning is the biggest expense to the school, so please be diligent about keeping doors and windows closed while using the air-conditioning. Air conditioners must not be left on over night or on the weekend as this is a huge waste of money.

If you have an evaporative air conditioner a window or two must be open for their most efficient and effective operation.

**DRESS STANDARD**

Staff are expected to maintain a professional dress standard. Shoestring straps, low cut tops / blouses and exposed midriffs and the like are not a professional standard of clothing. Closed in shoes must be worn at all times. This is an occupational and safety requirement.

**CONFIDENTIALITY**

It is important that staff treat information concerning students, staff and the school confidentially. Staff have access to privileged information and this needs to be dealt with in a professional manner and not passed on to people in the school or general community who should not have access to this information. This is crucial to good school / community relationships. Confidential issues should be discussed with the utmost discretion in the staffroom, as community members or parents may be visiting the school and attending morning tea. Please do not hold any parent meetings in the staff room – your classroom area is to be used. Be aware that discussions among staff in social settings may be overheard. *Policy: Record Management, Public Sector Standards.* Confidential or sensitive school information should not be recorded on staff room pin up or white boards.

**REPORTING TO PARENTS/COMMUNITY**

A School Report is made available to parents/community members on an annual basis. A semester Student Report is prepared at the conclusion of Term 2 and Term 4. Parent meetings are encouraged as required throughout the school year. At the end of each term all parents are invited to the school for a report/portfolio afternoon or evening. Student profile books are maintained throughout the year according to CAR policy. *Leonora has reporting weeks at the end of each semester.* 

*Parent/Caregiver contact is encouraged for positive issues as well as concerns. A simple phone call home or a note of acknowledgement is a very powerful form of communication.*
MOVEMENT AROUND TOWN

Should you need to leave school, at any time, please fill in the Sign Out/In Book located in the front office so that your whereabouts is known should someone require you. DOTT time is to be taken on school premises unless prior permission has been granted from administration staff.

NON TEACHING STAFF

It is mandatory that all non-teaching staff enter and leave the school via the Front Office so they can Sign in and Sign out in the Non Teaching Staff Time Book. This book is located in the Registrar’s office.

PROFESSIONAL DEVELOPMENT

Staff must apply to do any professional development. Submission forms must be completed and handed to the Principal for approval two weeks prior to the event. Professional Development submission forms can be found in the Forms pigeon holes. Once staff return from Professional Development it is their responsibility to feedback to staff at the next staff meeting, or School Development Day. Professional Development should be directly linked to school priorities.

The school will pay for the relevant course being booked and accommodation if required (meals and incidentals are at your own expense). The use of the school car is available for Professional Development on request. If the school car is not available you will need to use your own vehicle. The school does not pay mileage as we have a finite P.D. budget which needs to cover all staff. District Office will pay the costs on some courses, and where there is no re-imbursement, costs can be claimed on your tax return.

RELIEF

If you are going to be absent from school, for any reason, you need to leave work for the class. You must prepare a relief pack and give to the Deputy Principal. Make sure this includes enough relevant and rigorous work that will keep the students busy for the period or all day whichever is relevant – too much is better than too little. You must also leave detailed instructions for the relief teacher. The teacher doing your relief will not necessarily be a teacher of your subject area or of the same year level. You must also inform the Deputy Principal if you are on duty any of the days you are absent as arrangements will need to be made. Contact the Deputy Principal as soon as you know you will be away on ???????.

The Deputy Principal will make relief arrangements for non-teaching staff. You must check your email at the start of the day and at the recess break for absences and relief details. Policy: Certified Agreement

PAYSLIPS

Payslips are accessed through the HRMIS self service portal. If you have any queries regarding your pay please contact the Deputy or Registrar as soon as possible.
LEAVE

An Application for Leave form, which can be located in forms pigeon hole in the staff room must be completed and left with the Deputy Principal as soon as possible after the leave has been taken, or where possible, prior to the leave.

Staff who are going to be absent on the day must advise the following personnel.

**Teaching Staff & Non Teaching Staff**

Please contact the Deputy Principal on 042 895 1593 by 7.00am

If the Deputy is not available then the Principal on 90376 705 or 040 775 2468 by 7.00am.

If you know that you are going to be absent for longer than one day you must inform the Deputy, Teaching /Non–Teaching by the end of the school day.

You may access paid sick leave if you have eligible leave credits (this information is available through the HRMIS Self Service Portal). If you are sick for longer than two days you must provide a medical certificate. If a medical certificate is not produced you will not be paid for the time you were absent. Apart from sick leave you are entitled to three days per year for Short Leave. (This is only available to Teaching and Ministerial Staff) These are available due to the isolation of our town, but you need to ask the Principal for the time off and give a suitable reason. It is up to the Principal to decide whether this leave will be approved. Other leave, aside from short leave, needs to be approved by the Principal. All staff members are responsible for keeping track of the amount of days leave has been taken

**2014 LEAVE ENTITLEMENTS**

- **SICK LEAVE: 12.5 days per service year.** (Accrued)
  Two consecutive days may be taken without medical certificate provided the amount of sick leave approved without evidence does not exceed, in the aggregate, five working days in one credit year.

  Any sick leave day taken immediately proceeding or immediately following a student vacation must be accompanied by evidence, even when the absence does not exceed two working days.

- **SHORT LEAVE: Three days per calendar year.** (Not accrued)
  May be taken for matters:
  of a personal & pressing nature; and
  which arise with little or no notice; and
  which require immediate attention; and
  that cannot be reasonably conducted outside normal business hours.

- **CARER’S LEAVE: 12.5 days provided the days used are accrued sick leave entitlements.**
  May be taken to care for a sick family member.
  Evidence of entitlement must be provided to the Relief Deputy.

- **BEREAVEMENT: 5 days per death of family member.**
  The five days need not be consecutive.
• CULTURAL/CEREMONIAL: Taken as Leave without Pay or From Long Service Leave entitlements.

This is only a summary of Leave Entitlements. Please refer to “The School Education Act Employees’ (Teachers & Administrators) General Agreement 2008” for complete list of and full and complete details of Leave Entitlements.

Please be aware that it is your responsibility to be aware of your own leave credit entitlements.

Leave forms must be submitted to the Relief Deputy prior to undertaking leave or, if not practical, immediately after the leave period.

ASSEMBLIES

The Student Council are Master of Ceremonies and classes will be called upon to present an item. You can expect your class to provide performances throughout the year. These assemblies showcase the programs at Leonora DHS to the community and play an important role in disseminating information. Please ensure your class represents the school in a positive light, singing the National Anthem and school song proudly, wearing correct uniform and behaving appropriately. Items must be well rehearsed and professionally presented.

Assembly Format

• Welcome
• National Anthem
• Presentation of Principal Address – Principal
• Item – Designated Class
• Presentation of awards and Deputy’s address – Deputy Principal
• Other Messages
• School Song
Seating:

Facing the PA room

Presentation Area

Parents and community members

Kindergarten / Pre Primary

Form A

Form D/E

Form B / C

Secondary

Form F

Parents and community members

Student Councillors

Admin/Special Guests

Teachers / Education Assistants and Aboriginal Islander Education Officers (AIEO’s) are to sit next to their class, seating award winners on the isle end for easy access when possible. Children need to bring their own chairs to assemblies. Teaching staff who do not have a class may be given specific tasks. Make sure you are aware of where particular students are sitting. You may need to have certain students near you, or with a non teaching staff member.
MERIT CERTIFICATES

Merit Certificates for the assemblies are located in the forms pigeon hole and need to be completed the day before the assembly and presented to the principal for a signature. This is part of the positive side of the Behaviour Management In Schools Policy to ensure that children who demonstrate positive behaviours inside the classroom and who play fairly and safely in the playground are noticed and these behaviours are reinforced. Please ensure all the details of the Merit Certificates are written clearly, as these details may be required for publication in the school newsletter. Parents / caregivers should be notified of their child receiving a Certificate or other awards well before the assembly. Teachers can telephone the parents or send a note home.

GRADUATION/ PRESENTATION AWARDS EVENING

This evening happens towards the last week of the school year. Teachers are asked to select students from each year group to receive the Achievement and Endeavour awards. On this night Pre-primary, Year 7 and Year 12 students also receive their Completion certificates. Details of awards will be given to teachers closer to the date of the evening. All classes are expected to prepare an item to perform on the evening.

SCHOOL CLEANING ARRANGEMENTS

- Cleaners’ times are usually 7-8am and 3-6pm daily.
- The Registrar is the point of contact re matters relating to cleaning.
- Teachers are requested to stack chairs at the back of the room at the end of the day.
- Please complete the cleaning book, located in the front office, if cleaning is not adequately done.

COMMITTEES

All staff are invited to nominate for committees / positions at the beginning of the school year. The following are operating or have operated in the past.

- Finance Committee
- Parents and Citizens committee
- Social committee
- School Council
- Graduation Committee

OFFICE TYPING

All items to be included in the Daily Notices or the Newsletter should be provided to the deputy in an electronic format. This can be done by creating your item and saving it to the S drive in the appropriate folder (S:\). This drive can be accessed by admin staff and we can just import your article.

If there are any major typing jobs to be completed eg. Sports carnivals, it must be at the office 7 days prior to the event. (See the School Officer)

COMMUNICATION

- All staff must check their email account at the start of the school day and again at the recess break.
• **Daily Notices**: Daily Notices are published every day. They contain messages from the staff that relate to that day or week. All staff can add messages. There is a Daily Notices folder on the S: drive.

• **School Newsletter**: The school Newsletter is a way of positively promoting the school and providing information to our parents and community. Deadlines for the Newsletter can be found on the planner in the staffroom. Items are to be emailed to the Deputy or put into the newsletter folder on S drive. The Newsletter is distributed to all members of the community through the Post Office twice every term. All classes are required to produce one A4 article each year and encouraged to submit messages and information regularly.

• **Memos**: Are handed out by the Principal, Deputy Principal and Registrar to all staff. Most information is received via your email account, unless individual teachers need to be given particular information.

• **Pigeon Holes**: Staff members are allocated a pigeonhole. Any messages, mail and important notices will be placed in your pigeonhole. These should be checked before school begins each day and again at the recess break. They must be cleared daily.

• **Mobile/Satellite Telephone**: Located in the Principals’ office the mobile is available for loan by teachers going on excursions or camps.

• **Facsimile**: Available in the school office for legitimate school use.

• **Whiteboards**: All messages written on the whiteboard must be dated and signed, and rubbed off when no longer relevant.

• **Telephones**: Available in the staffroom and the office. Outside lines can be accessed by using the telephones in the office.

• **Notes/Letters**: All communication to parents via letter must be authorised by the Principal. Once authorised the letter will be placed on letterhead for distribution.

• **Telephone Messages**: Messages will be taken for all staff whilst in the classroom. These messages will be placed in the relevant pigeonholes prior to recess, lunch and the end of the day. If you are on DOTT then phone calls will be put through to the staff room if you make the Front Office staff aware you are there.
FACTIONS

Our school operates a faction system. There are 2 factions. These are: The Emus and The Roos.
Faction competition is encouraged for all activities, which are designed to promote sportsmanship, enjoyment and team spirit. Every effort is made to make sure that children from a family are in the same faction. All staff members are also assigned to a faction. Please check with the Physical Education Specialist.

DUTY

Each teacher is given a duty roster and another copy will be placed on the staffroom noticeboard and a chart is available in the window of the Staffroom. If you are on duty make sure that you:

1. **Arrive on time to your duty area and remain until other teachers take over at the end of recess and lunch**
2. **Move around your designated area.**
3. **Insist that the area is litter free.**

If you are away on an excursion, Professional Development or camp, please advise the Deputy Principal so a replacement can be arranged. This information should be provided with your relief lesson details.

There are three lots of duty each day:

1. **10.40am – 11.00 am Recess.** Three teachers are on duty, one to patrol each of the pre-primary, primary and secondary areas of the school.
2. **1.00pm –1.15 pm First Lunch.** Students are to be seated on the grassed area or undercover area eating their lunch. Dismiss students in groups after you have checked that the area that they have occupied is cleared of litter. Again, there are Three teachers on duty, one each for the pre-primary, primary and secondary areas.
3. **1.15pm – 1.30 pm Second Lunch:** Three teachers are on duty. One each for the primary, library and secondary areas.

The duty teacher needs to remain on duty until the bell. Most playground issues arise at the end of recess and lunch near the toilets and drink fountains. These areas must be patrolled at these times. Teachers should ensure they are out of the staffroom and with their class straight after the bell to assist in preventing behavioural issues from arising.

It is suggested teachers arrive by 8.00 a.m. and visit pigeon holes and the staffroom first. There is no morning duty as teachers are required to be in their classrooms at 8.20 am each morning. This time should be used for students to prepare for the day and is a great opportunity for teachers to be engaged in a ‘pastoral care’ role.

Please keep these important points in mind:

- By law, it is the responsibility of the school to ensure that students are supervised at recess and lunchtime.
- Read the Behaviour Management in Schools (BMIS) policy and apply its principles consistently when on duty. Incidents and inappropriate behaviours that are overlooked invariably escalate.
• Be positive. Reward appropriate behaviours verbally and tangibly. Use duty as an opportunity to build relationships with all students in the school.

Policy: Duty of Care

**REMEMBER: NO HAT, NO PLAY. PLEASE MODEL HAT WEARING**

**WET WEATHER PROCEDURE**

On rainy days one primary class and one secondary class may remain open to accommodate students. One duty teacher will be present in each classroom. More teachers will be appointed if necessary.

**CLASSROOM SPORTS EQUIPMENT**

The Physical Education Specialist should allocate sports equipment to the classrooms each term. It is the class teachers’ responsibility to ensure the equipment is returned to the classroom on a daily basis. Equipment should not go home. There is a high incidence of theft so all staff must closely monitor the checking in and checking out of sports equipment. Ample equipment should be available to the students during the break times, as it has proven to reduce behaviour management issues.

**STUDENTS IN FACTIONS**

It is the responsibility of the Physical Education Specialist to place students into factions on the day they enrol and to allocate staff to factions. The Physical Education Specialist should liaise with the School Officer to ensure this occurs and provide updated lists to staff as required.

**FINANCIAL MATTERS 2.1**

**ORDER BOOK**

Order forms must be completed for all purchases with **NO EXCEPTIONS**. All sections of the form must be completed. The Registrar or Principal keeps the order book and they can only sign forms. The Principal must process any purchases greater than $200.00. Please familiarise yourself with financial management procedures.

Order forms are on the shared drive under “order forms for purchasing” instructions are also in this folder. Once you have completed your order and had it approved by the Principal Take it to the registrar who will complete and fax off your order.

**ALL orders approved by the principal using relevant form located on the S Drive then processed by registrar using order book or school credit card. Registrar the only person with a order book and all orders via this process.**
COST CENTRE COORDINATORS

At the beginning of each year Staff are nominated as Cost Centre Coordinators (usually the teacher covering that learning area). Each cost centre is allocated a budget for which they are responsible. Please keep track of your expenditure via your Cost Centre Manager booklets and monthly reports through the Registrar. It is the Cost Centre Manager’s responsibility not to overspend and the Managers of that fund must approve all purchases from their particular Cost Centre.

BUDGETS

Schools receive an annual grant from the Department of Education and Training, which is to run the school for the full year. A budget is drawn up at the end of the year for the following year based on the current year’s expenditure. It is not always possible to fulfil all budget submissions from the previous year. The Principal is ultimately responsible for all the financial procedures within the school and manages all cost centres.

CLASS AND FORM ACCOUNTS

At the start of the year all classes are allocated a small budget for their own class use. Please check your cost centre report each month to ensure you do not overspend. A credit card is allocated to all Cost Centre Managers to be used according to the DOE Policy that relates to the use of corporate purchasing cards.

MONEY BOOKS

Your classroom’s money book is available from the front office. Your class money book will be used for excursions, swimming lessons and special events.

Note: Book club money, merit certificate money and P&C organised events is not collected by the teacher and therefore not entered into the money book. The money book requires you to write your class list down the side. Excursion details are entered up the top eg. Circus. The date the collection takes place is entered directly underneath the excursion details. Every day money is collected, the book and money are sent to the office. Ensure that you have totalled the amount of money for the day. Each day money is collected; a new column must be started with the new day’s date. Money books are required to be at the office by 9.30am each day money is collected.

END OF YEAR INVENTORY

The office has an inventory of all equipment that is in each classroom. The inventories are checked each year and record the number of desks, filing cabinets, teacher desks and the like that are in your classroom. If any furniture is removed from your classroom you must advise the Registrar of this matter. The inventory is also needed should the school be vandalised or destroyed by fire.

BOOKINGS OF RECREATION CENTRE AND HALL

The Recreation Centre can be booked through the Shire. A purchase order form must be obtained before any bookings are made.
EXCURSIONS AND CAMPS 2.2

CAMP COSTINGS

Teachers taking their class on camp are required to fill in an excursion form. Which is to be submitted to the Principal for approval prior to the camp.

CASH ADVANCES

Please be aware that cash advances are available for those staff organising to take their students on camp. Please ensure you request your cash advance in enough time for the cheque to be banked and cleared. Please see the Registrar for further details.

FORMS

Excursion forms are available from the Forms pigeon hole in the staff room. It is mandatory that all these forms are completed and submitted to the Principal for approval prior to the camp. Accidents can happen on camps and it is essential that all avenues of care and planning are covered to ensure risk is minimised and our accountability is maximised. Please refer to the School Bus Policy.

FINANCE COMMITTEE

A school finance committee will be formed at the beginning of each year with administration, registrar and staff representatives involved. A minimum of one meeting per term and all decisions concerning budget allocations, funds transfer between accounts and professional development needs will be reviewed and decided by this committee.

PROFESSIONAL DEVELOPMENT

Professional development needs of the school will be discussed by staff through the principal as part of their performance management cycle and with regards to school priorities and needs. A school car is available for transport on most occasions. All bookings associated with professional development are to be approved by the Principal. The registrar where possible will use the school credit card to facilitate staff bookings for PD purposes. Bookings to include accommodation and meals at EBA rate where possible.

ASSET MANAGEMENT

All purchases must be left in the front office until coded and processed to the school asset registrar. Once items have been documented and recorded they can be signed out for school use. Consumables such as paper and other class materials must be procured and sought using the school officer and registrar so that re ordering and monitoring can take place. All purchases must be recorded on school registrar and items in value of $ 5000.00 or more to form part of school asset registrar. Items that are damaged or have finished depreciation cycles must be taken to registrar for bar code removal from registrar. Items disposed off as per DET policy eg Tender or offered to other schools or public. Computer hard drives to be wiped or destroyed in such cases.
Staff Use of School Equipment
Staff may use school equipment only for educational purposes, and must inform the registrar through a booking out register. Swags etc must be signed in and signed out as with school trailers.

CUA and Leasing
Principal and registrar to use the CUA where mandated. Leasing as per need.

Air Travel
All Air travel must be accompanied with a Air Travel Application form signed by the principal. Forms to be completed at least three weeks prior to internal flight and six weeks for interstate travel. Forms available on the S Drive under Air Travel Applications. Originals to Registrar for filing purposes and copies to be scanned and placed in the S Drive folder. Flights organised through St Barbara Ltd need to be negotiated via the school registrar and principal. No other arrangement is to be entered into.

Policies concerning the Financial Management at Leonora District High School
All Policies available on the School S/: Drive **AAA Finance Policy File**

- Constitution of the Finance Committee
- Strategic Financial Plan
- Assets Disposal Policy
- Asset Replacement Plan
- Staff Induction Booklet
- Asset Categories
- DET finance and Travel Policies
POLICY AND PROCEDURE 2.3

There are many policies and procedures that all teachers need to become familiar with. Many of those relating directly to the school are available on the S: Drive in the folder marked Policy and Procedure & 800 Staff Development.

Another essential source of many policies and procedures is the Our Policies http://www.eddept.wa.edu.au/regframe/index.cfm
Section 3.0

Student Support Services and Staff Information

ATTENDANCE

Secondary Form Teachers and Primary Class Teachers will be required to maintain an attendance register (roll) for each class. The School Office (Admin) currently uses the SIS (Schools Information System) system to enter in all student/staff details and absences.

REGISTERS OF ATTENDANCE ARE A LEGAL DOCUMENT, which need to be completed accurately and neatly.

When marking students absent, late, suspended etc please use the following symbols only:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>/</td>
<td>Present</td>
</tr>
<tr>
<td>U</td>
<td>absent, cause not established</td>
</tr>
<tr>
<td>X</td>
<td>unacceptable reason</td>
</tr>
<tr>
<td>L</td>
<td>late</td>
</tr>
<tr>
<td>T</td>
<td>truant</td>
</tr>
<tr>
<td>R</td>
<td>reasonable cause</td>
</tr>
<tr>
<td>Z</td>
<td>suspended</td>
</tr>
<tr>
<td>E</td>
<td>educational activity</td>
</tr>
<tr>
<td>W</td>
<td>withdrawn</td>
</tr>
<tr>
<td>M</td>
<td>medical/ sickbay</td>
</tr>
<tr>
<td>C</td>
<td>cultural absence</td>
</tr>
<tr>
<td>F</td>
<td>flexible</td>
</tr>
<tr>
<td>Y</td>
<td>not required to attend</td>
</tr>
<tr>
<td>Z</td>
<td>suspended</td>
</tr>
</tbody>
</table>

1. When a child leaves the school, he/she must be marked absent until the school receives a transfer note. The classroom teacher is notified by the office, when they receive a transfer note. When a child enrols half way through a week, just place
their name at the bottom of your roll list and it will be rectified by the office at the end of the week.
2. All absent/late notes should be filed securely.
3. Attendance registers are to be sent to the office by 9.00am everyday.
4. Students must bring a note explaining their absence. Should no note be brought in then the office will be issue a school letter to the parents to state reason for absence and sign. Students with unexplained absences over a period of five days will be sent to Student Tracking for follow up.
5. Any teacher noticing a pattern with regard to a particular student’s absences (eg. every Friday) should advise the Front Office as soon as practicable for follow up.

ATTENDANCE REQUIREMENTS

- Children may not leave school grounds during the school day. The student’s guardian must provide a note if the student is required to leave the school grounds for any reason.
- Students going home for lunch must have a note from their guardian. This note needs to be seen by their teacher and then kept at the office. The student will then be issued with a lunch pass.
- By law, students must attend school until the end of the year in which they turn 17. Students 15+ may apply for an exemption for training and employment.
- Education Department regulations also require that every absence from school must be covered by a written explanation. Parents must provide a note explaining any absence from school of their children.
- All children are expected to leave the school grounds promptly at 2.55 p.m. unless they are under the direct supervision of a teacher or will participate in after school Homework Classes.

NOTES TO THE OFFICE

All students coming to the office must carry a note with your particular requests or the student will be sent back to obtain one. Students are not to wander around the school without a note.

CRITICAL INCIDENT FORMS

Accident report forms are found in the forms tray in the foyer and must be completed, by the teacher who witnesses the accident or is on duty, when duty of care has been relieved. Once completed please hand to School Officer. All critical incidents logged with DET via Portal through the deputy.

BINS

Students should be encouraged to keep bin lids closed at all times. We encourage a clean school by example, so when walking past a bin please close the lid or pick up rubbish if you see any lying around.

REPORTING PROCEDURES

Written reports are forwarded to parents at the end of Semesters 1 & 2. Parent interviews are conducted with the distribution of reports at the end of Semester one. Copies of reports must be made so they can be kept on student file.
Learning journeys occur at the end of Terms 1 & 3. Annotations attached to work samples representing the seven learning areas inform parents of student outcomes and progress. Work samples are presented during a three way conferencing session booked in by teachers with the parent and student. These sessions enable the teacher to verbally represent the student’s progress and answer any questions the parent may have.

**DIGITAL CAMERA AND VIDEO CAMERA**

The digital cameras and video cameras are located under lock and key in the Registrars’ office. The cameras can be booked in advance by seeing the Registrar or borrowed when needed (if available). Please collect the camera/video prior to the time it is needed and refrain from sending a student to collect it.

**COPYRIGHT REGULATIONS**

Please check the copyright regulations pinned up in the Photocopy room before making photocopies. Photocopying of whole resource books will place you in breach of these regulations, so please be aware of this.

**SCHOOL CAR**

The school has leased a vehicle for the purpose of Professional Development, pastoral care of students and camps or excursions. There is a booking diary in the front office and should be completed after a request for use of the school car form has been authorised.

Every trip must be registered in the log book located in the car. Please fill in correctly and if you need assistance please see the Registrar.

When using the school cars for any period of time it must be **RETURNED CLEAN AND REFUELLED** ready for the next use. These cars can be driven by Department of Education staff only.

**SCHOOL BUS**

The school bus can be used for school excursions and camps. The keys and log book are held by the school officer. If you use the bus the oil, water and steering fluid need to be checked and recorded before each journey. The cleanliness of the bus is the responsibility of the staff involved in the trip. The bus is serviced by Minara Resources every semester. See School Bus Policy.

**CODE OF CONDUCT ON THE BUS**

There is a code of conduct which must be observed while they travel on buses. Misbehaviour will not be tolerated. The Code of Conduct is as follows:

1. Respect other people and property.
2. Wait for the bus in an orderly manner.
3. While on the bus, behave yourself.
4. Use approved bus stops.
5. When leaving the bus, do so in an orderly manner.
6. In case of an emergency or a breakdown, follow the driver’s instructions.
LUNCHES

A fridge is available for students in Primary classes who bring their own lunches to school. Students are encouraged to use them. Students need School ID cards or passes to leave schools grounds between 1.00 – 1.15 pm to go home for lunch. Students are not permitted to leave the school grounds to go down town to purchase lunch. Businesses have been asked not to serve LDHS students during the school lunch break. Lunches may be ordered through the front office using the bags provided.

FIRST AID KITS

There are first aid kits in every classroom and office. Please inform the school officer if the classroom first aid kits need replenishing. Please try and handle minor first aid issues either in your classroom or at the Staff Room, which will reduce the call on office staff.

There are two first aid kits available for carnivals/excursions or camps. These are kept in the Registrars office and must be signed out and signed in. Any replenishing of these first aid kits will be taken out of the relevant cost centres. Eg. Your excursion/camp, health or phys ed. The registrar is the nominated and qualified first aid officer and all student concerns should be sent to her.

HEALTH NURSE

A Community Health Nurse is available to the school. The Health Nurse will address any concerns you may have with any students. If you need to leave her a message please write it down and hand into the front office and we will ensure she receives the message. Please do not hesitate to contact her with any concerns.
GENERAL INFORMATION 3.1

KEYS AND SECURITY

All staff will be issued the necessary keys when you commence work. You will be required to sign a key contract. At the completion of your time here you will return all keys and your key contract will be withdrawn. Please see the Registrar for details.

Keys can be accessed through the Registrar and the School Officer. Please see them if you wish to borrow a key. Keys are to be signed out by the borrowing teacher, and on return signed back in.

All classrooms must be locked when not in use, for security reasons. Please ensure that all windows and doors are locked before leaving your class at the end of the day.

LIBRARY

For use of the Library: -
- A Library timetable is completed at the beginning of the term.
- A teacher must accompany students at all times. The children need to be supervised to ensure that books are replaced in the correct order on the shelves or left in a neat pile on the table.
- Children are allowed to borrow one book at a time but only if they have a library bag (pillow cases and plastic shopping bags are acceptable)
- Check that students have checked out books correctly using the computerised system.
- On leaving the Library, ensure that it is left in a tidy state and equipment has been turned off.
- Class bulk loans are allowed and can be discussed with the Library Officer.
- The Library will be staffed after recess 5 days a week and will close at 3.15pm. Loans can be processed by the Library Assistant only.

COMPUTER LABS

A timetable will be determined at the beginning of each term for access to the computer rooms. Teachers and students have access to computers in their classroom and the computer room.

Students are to be supervised at all times when using computers in the computer room. Students should not be using Internet without strict teacher supervision.

If you need help with a technical problem please contact the designated Computer Support Teacher.

MAIL OUTWARDS

School mail must be at the office prior to recess and placed in Mail Box. If you require private mail to be posted please make sure you have correct postage on the item, otherwise they will not be posted.
LOST PROPERTY

Lost property is located in a basket in the Library. Any marked items of clothing are to be returned to their rightful owner and any left over items are then placed in the basket. Please encourage all students to keep track of their own belongings.

HEAD LICE

If you notice a child in your class with head lice it is essential to be discrete. There is a standard note to go home with all students in the class available from the deputy. The parents of the student with the lice must be contacted and asked to treat their child. There is treatment available from the deputy. A child may return to school once the lice are treated. If the parents give permission an AIEO or Teachers Assistant may treat a student at school.

MAINTENANCE (REPAIRS)

If you notice that something is damaged or not working please ensure a fault form (located in forms tray in the foyer) is completed and placed in Registrar's In tray as soon as possible so the fault can be attended to promptly. If you notice after a few days that the fault has not been repaired please bring to the Registrar’s attention for follow up. This process needs to be repeated due to the nature of breakdowns and repair work.

OCCUPATIONAL HEALTH AND SAFETY

There is a designated Occupational Health and Safety officer on staff. Please see them with any issues of concern. Policy: Occupational Health and Safety

PHOTOCOPYING FOR CLASS

Photocopying for your class is to be organised prior to class by the teacher or Education Assistant. The office staff will not do photocopying for classes or individual students.

PHOTOCOPIERS

Leonora District High School has three photocopier machines. One machine for administration one for staff and another located in the library area. Please be mindful of the amount of paper being used.

Please keep the photocopy room clean at all times as it is for every one’s use. Equipment in the photocopy room is not to be removed under any circumstances.

USE OF EQUIPMENT & FACILITIES

All school resources are to be kept in the school and used for school purposes only. Borrowing of equipment must be related to school based activities. This includes all camping items (eg eskies, tents etc). Please see the Registrar if you have any questions.
Improper use of the Internet is not acceptable and this activity can be monitored. Telephone usage for private calls is only acceptable when paid for and kept to a minimum. Please see notice near general use phone in the office, and enter all personal calls into the book provided. Payment can be made either to the School Officer or the Registrar. Please be aware that unauthorised use of any school facilities will not be tolerated.

NAME BADGES

For the purpose of assisting parents, community members and students, staff are issued with a name badge. Wearing of these name badges is encouraged throughout the year and is requested on all official occasions.

HIRE OF EQUIPMENT

Certain items of equipment are available for hire by community members and other organisations. Please see the Registrar for further details if you have any queries.

FEDERAL POLICE CLEARANCE & WWC Certificate

It is Education Department Policy that all staff are required to have a Police Clearance and a Working with Children Checklist completed. Forms for the WWCC can be obtained from the Leonora Post Office.

SCIENCE EQUIPMENT

Science equipment should be booked through the science teacher, as should the room. Any breakages must be reported immediately. No student is to be left unattended in the science room at any time and the room must always be locked when leaving.

HOME ECONOMICS ROOM AND EQUIPMENT

The Home Economics room and equipment should be booked through the registrar. All equipment borrowed should be replaced in the correct place. Breakages and loses must be reported immediately to the home economics teacher. No student is to be left unattended at any time. The class is to be left clean, tidy and locked.

D & T EQUIPMENT

Manual Arts equipment is for the use of teaching manual arts. Please do not remove any equipment from this room. Please ensure that the room is left tidy for the next teacher.

STAFF MEETINGS

Staff meetings occur every Tuesday morning at 7.50am for dissemination of information. Two major meetings will occur each term during the Wednesday early close. Agenda for these is on the White board in the Staffroom. If you have an item to be addressed, place it on the board along with an approximate time limit for your talk along with your name.

The agenda closes at 1.00pm the day before Staff Meetings or School Development Days.
STATIONERY REQUIREMENTS

All stock for the commencement of the year has been ordered for classroom teachers. Further requests should be directed to the Registrar. Photocopy paper can be obtained from the front office.

BOOKLIST

Three weeks prior to the end of year, a list of student requirements is compiled and handed to Registrar for distribution to parents for the following year. A note will be entered into the Daily Notices as a reminder to all teachers the week the booklist is due.

VISITORS TO SCHOOL

All visitors to the school including parents must report to the office, where they are required to sign in the visitor’s book and receive a badge. When leaving the school grounds, all visitors must report back to the office to sign out and return the badge.

SICK STUDENTS

The school does not have a sick bay. If a student is unwell make sure another student accompanies them and/or a note and the administration staff will contact their parents/caregivers.

UTILITIES MANAGEMENT

Please be aware that power and water are the biggest expenses for the school. Be diligent when leaving classrooms and make sure you turn off air conditioners and lights if they will not be used for longer than 15 minutes. Also if you notice a sprinkler has been on for an excessive amount of time, please turn it off, and if you have any leaking taps or notice any leaking taps outside please fill in a Fault Report Form (located in the forms tray in the foyer) and place it in the Registrar’s office.

SPRINKLERS

Sprinklers are not to be on during recess or lunch, or left in the way of playing children. Sprinklers must be moved to a safe location (near tap) and hoses coiled neatly.
FORMS

A forms tray is located in the foyer with various forms and certificates you will require. Please find following a list of those relevant forms, which may be added to as necessary. Most forms are also available on the S: drive in a folder named “forms”.

<table>
<thead>
<tr>
<th>Camp Excursion Proposal</th>
<th>Duty Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Bay Referrals</td>
<td>Leave Forms</td>
</tr>
<tr>
<td>Absentee Forms</td>
<td>Fault Reports</td>
</tr>
<tr>
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<td>Staff Forwarding Address Form</td>
<td>Notice to cancel leave</td>
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MORNING TEA

Morning tea money is paid to the Social Club, (volunteers from the staff) once a term. The money pays for coffee, tea, Milo, sugar, milk, plates, serviettes and extra cutlery.

- $15  for non coffee/tea/milo drinkers
- $35  for coffee/tea/milo drinkers

On Friday mornings there is a ‘social’ recess, where morning tea is provided by the members of staff (please check term planner for your days) and weekly messages can be given to staff members. If you cannot attend please make sure you have a buddy who can pass messages on.

SOCIAL CLUB

The Social Club is run by a group of staff volunteers. They set up the end of term functions and organise gifts and cards for staff and various other occasions. Cool drinks are sold in the Staff Room on a pay as you go system, all proceeds to the Social Club.

VALUABLES

Do not leave valuables or money lying around in the staff room when the room is unattended. If you require a secure location to leave your valuables during the day please bring them to the office for safe keeping. The school insurance does not cover personal items.
NEW STUDENTS

When students arrive at the school, they should ALL come through the office regardless of whether they have been here before or not. Every time a student returns or is entering our school for the first time they MUST be enrolled and have the appropriate paperwork filled out. New students to your class will present with a ‘New Enrolment’ form and they will be accompanied by the Deputy or Principal. If a student comes to your class without this form or the Principal or Deputy please send them to the Front Office.

If students are returning after an extended absence you may wish to check with the office and check to see if they are still enrolled but if you are unsure please send the student to the Front Office.

INFORMATION FOR STUDENTS LEAVING

Once a student has left the school and enrolled at another school in Western Australia a transfer note will be sent to the Front Office.

INFORMATION FOR STAFF LEAVING THE SCHOOL

Please fill in the Staff Forwarding Address form in the Forms Tray in the foyer that will give us your forwarding address details etc when you are leaving the school at the end of your teaching/non teaching contract. This will help us in the forwarding of any mail and pay slips.

EMAIL ADDRESSES

If you require a Department of Education email address please contact the Deputy.
## Appendix A
### Teacher Induction Checklist

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<td>Review general school organisation eg, siren times, use of equipment, location of resources, handling of money, duties, excursions, etc.</td>
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<td>Review of Policies</td>
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<td>Other</td>
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Appendix B

Leonora District High School

CURRICULUM, ASSESSMENT AND REPORTING POLICY

POLICY STATEMENT

All public school principals and teachers will, as part of the planning the school undertake to:

a) provide a balanced curriculum that maximises the opportunity for all students to achieve the outcomes as described in the Australian curriculum; and
b) regularly monitor, evaluate and report on each student’s achievement.

PROVISION OF A BALANCED CURRICULUM

The principal and teachers at LDHS will:

1. engage in whole-school curriculum planning to ensure there is appropriate curriculum emphasis for each phase of schooling;
2. Utilise the Australian Curriculum to provide guidance on what constitutes a balanced curriculum for students at different stages of schooling.
3. ensure that all students from Kindergarten to Year 7 are provided with opportunities to receive at least 50% of instruction in literacy and numeracy. This requirement will be met through curriculum provision in English, Mathematics and through integration across all other learning areas;
4. The emphasis in the early childhood years (K-3) is on the development of literacy; numeracy; social, emotional and physical well-being; and developing and nurturing positive attitudes to learning.
5. In the middle childhood years (4-7) there is an emphasis on English and Mathematics with an increasing engagement with other learning areas, with a particular focus on science and the humanities and social sciences.
6. ensure opportunities are provided to enable all students from K-7 to participate in a minimum of two hours of physical activity each week, during the day as part of student learning programs; and
7. plan for improvement of individual student achievement by applying the principles of the Australian curriculum.

REGULARLY MONITOR, EVALUATE AND REPORT ON EACH STUDENT’S ACHIEVEMENT

The principal and teachers at LDHS will:

1. Exercise their professional judgement when monitoring students’ progress and determining grades for reporting, consistent with LDHS’s Assessment Policy.
2. Utilise the Department of Education’s reporting templates to formally report student progress to parents twice per year, at the conclusion of Semesters 1 and 2.
3. These formal reports:
a) are readily understandable to those responsible for the student and give an accurate and objective assessment of the student’s progress and achievement;
b) include as assessment of the student’s achievement against the Department of education’s ‘Expected Standards: C Grade Descriptors’;
c) Include, for learning areas studied, an assessment for the student’s achievement:
   1. reported as Excellent, Good, Satisfactory, Limited and Very Low, clearly defined against specific learning standards; and
   2. relative to the performance of the student’s peer group.
d) Includes teacher comments and an assessment against a core set of attitude, behaviour and effort attributes.

In achieving the expected standard of each year level (C grade), the student has a sound knowledge and understanding of concepts and has achieved and adequate level of competence in processes and skills.

Upon request, LDHS can provide parents with a school position report to meet the requirements outlined in clause c (2) above.

Ongoing communication throughout the year is critical to ensure parents are kept informed of their child’s progress. It also provides parents with an opportunity to inform the school of any developments at home. At LDHS, in addition to the two formal written reports, we report to parents in the following ways:

1. An information session about the teaching and learning program for all parents of each classroom, to be held within the first three weeks of the school year;
2. A Parent/Teacher Discussion afternoon, to be held in Term One.
3. An ‘Open Night’, to be held in Term Three, inviting parents to visit their child’s classroom and view work on display (this is NOT a parent/teacher interview session).

Additional communication may include, but is not limited to:

1. telephone discussions between parents and teachers and informal encounters and discussions;
2. annotations in homework diaries/journals
3. letters, email and other forms of correspondence to advise parents about successes or concerns;
4. student-directed reporting, in which students show how their knowledge, skills and understandings have developed through discussions or presentations of key achievements; and
5. responses to requests from parents for additional information.
Appendix C

NON-NEGOTIABLES

LITERACY
- Literacy Block 5 x 2hours
- Planning using First Steps
- Aust Curriculum Scope and Sequence planning documents to be highlighted as concepts covered
- All teaching staff to work with the Literacy Specialist at designated times throughout the year.
- All students to be levelled on ???
- All children to be tested on ???
- Handwriting (Victorian Modern Cursive) lessons to be conducted using Handwriting Books.
- Literacy Block to incorporate the explicit teaching of grammar and punctuation skills.
- First Term Focus to be on NAPLAN Preparation.
- Kindergarten Students need to recognise the letters of the alphabet.
- Pre-Primary Students need to recognise the letters of the alphabet, their sounds and recognise 20 sight words. Year 1 students to have reached ???.
- Year 2 students to have reached ????.
- ‘Reading Eggs’ can be used as a group activity during Literacy session.

SAER
- Case Management Plans to be developed for all students above and below expected levels in Literacy and Numeracy.
- Case Management Plans to be reviewed on a regular basis.
- Children below expected level in Years 4-7 to be plotted on Progress Maps.
- All referrals from class teachers to be recorded on the appropriate form.
- Referrals for intervention to be managed by Deputy Principal.

ATTENDANCE
- Recorded 2x Daily on Integris
- Absence Reasons to be entered onto Integris
- All absence notes to be kept and filed.
- Parents to be contacted if a child is absent 3 days in a row. Record contact on Integris.
- For persistent absences refer to Deputy Principal.
- Integris Letters generated by office must be checked before distribution (every fortnight)
- Children in Years 2-7 whose attendance falls below 90% to have an individual, negotiated attendance target with negotiated incentives and rewards.
- Focus on punctuality.

NUMERACY
- Numeracy Block 5 x 1hr sessions
- Aust curriculum Scope and Sequence planning documents to be highlighted as concepts covered.
- All teaching staff to work with the Numeracy Coach at a designated time during the year.
• Year 3 Students need to be taught 2x, 3x, 5x and 10x Tables
• Year 5 students need to know all Tables.
• Mathletics sessions sit outside Numeracy block.

BEHAVIOUR
• New policy to be adhered to.
• All classes to emphasise the positive.
• Never threaten anything you do not intend to carry out.
• Never argue with a child.
• Don’t punish the whole for a few.
• Detentions and suspensions given out at the discretion of Admin staff.
• Detentions supervised by Admin staff at lunchtimes only.
• Always follow-through.
• Always deal with behavioural issues quickly and quietly.
• All staff to be fully conversant with school expectations and the consequences associated when expectations are not met.
• All classes to explicitly teach the expectations for behaviour at LDHS.
• Behaviour to be recorded routine MBS Check List
• Cooperative Learning Strategies to be explicitly taught.
• Referrals to the Admin Team to be accompanied by relevant MRS paperwork.
• Supervise your children on the internet at all times.

ASSESSMENT
• Data to be collected on a regular basis and utilised to inform planning.
• Data collection schedule to be developed.

REPORTING TO PARENTS
• Formal Reports to be completed in Term 2 and Term 4.
• Parent Interviews to be conducted on ??? 2013.
• Any issues report to parents as soon as possible- there should be no surprises.

PHYSICAL EDUCATION
• All children to participate in 2hrs of physical education/week including 4 x 20minute Daily Fitness sessions/week.

PLANNING
• All staff to maintain a daily work pad prepared a week in advance.
• Staff need evidence of Long Term planning.
• All staff to prepare a relief file. (Checklist to be developed for required content)
• Planning to cater for a differentiated curriculum to meet the needs of individual and groups of children within a class group.

PRINT-RICH ENVIRONMENT
Rooms are a reflection of you.
It is expected that each class room and wet area will be maintained in a tidy and orderly way in addition to being attractive and full of the children’s work displayed. Each class to have many examples of Literacy and Numeracy which have been developed with the children during the course of lessons.

STANDARD OF BOOKWORK
Each child is to be encouraged to present his/her work neatly at all times eg; ruled up, dated etc Neat presentation needs to be explicitly taught.

**CLASS BUDGETS**
All classes are allocated budget for materials and to purchase prizes and incentives to encourage work and behaviour of an exemplary standard.

**SCHOOL DOCUMENTATION**
All staff to be familiar with SCHOOL VISION/MOTTO
SCHOOL STRUCTURE
ROLES AND RESPONSIBILITIES OF STAFF 2013
SCHOOL Strategic PLAN 2012-2013
PLAN FOR PUBLIC SCHOOLS
FOCUS 2013
PROGRESSINGCLASSROOM FIRST
ABORIGINAL & TSI EDUCATION PLAN 2010-2013

**ADDITIONAL NON-NEGOTIABLES**

**VISION/MOTTO**
Every student and every staff member is to be familiar with and explicitly model the school vision and make reference to the motto. “We Care We succeed”

**LEAVE**
- All leave to be approved by the Principal. (excluding sick leave). Periods of LSL to be applied for at least 1 month in advance. No other leave will be approved unless special circumstances prevail. If approved this leave will generally be LWOP.
- All periods of absence to be entered on HRMIS immediately on return to school.
- Teaching Staff to ring designated person if they know they will be away preferably the evening before or between 5.30am and 7.00am. Support Staff to ring the Registrar.
- A plan of work needs to be provided for all periods of planned leave. (eg: Attendance at PL.)

**PROFESSIONAL DEVELOPMENT**
- All staff are expected to avail themselves of Professional Learning offered throughout the year.
- Trade –off (2013) at the end of year based on 7:50 start for Tuesdays meetings.

**MEETINGS**
A number of meetings are scheduled each week. These include Tuesday mornings, and Wednesday Afternoon Staff Meetings. Attendance at Staff Meetings is compulsory and attendance.

**SCHOOL TIMES**
All staff are expected to be at school 15 minutes prior to lessons starting (8.25am) and ready to welcome children into their classes.

**BEFORE SCHOOL**
Children will be supervised by Staff till 8.40am. They will then be directed to their classes.
**DUTY**
All staff are expected to do duty in a designated area at least 2 x week. It is your responsibility to ensure that you are in the designated area on time. Please ensure that you know the designated areas. A map with areas marked will be distributed. A rotational roster will be organised for Friday recess time when different teams supply morning tea.

Emergency cards to be carried and used only in an emergency. Faction Tokens can be awarded to students who do the ‘right’ thing during playtimes. These faction tokens are placed in containers near the canteen.

**ASSEMBLIES/NEWSLETTERS**
Each class is expected to present an item at assembly at some stage during the year in addition to supplying an article for the newsletter. Please ensure you are familiar with the roster and are prepared for your turn. At each class assembly, merit awards are presented to 2 children from your class. Please ensure these are completed and given to Ian Masarei. One Merit Award to focus on Literacy and Numeracy.

A seating plan for assembly will be distributed before the first assembly.

**PERFORMANCE MANAGEMENT**
All staff are expected to participate in Performance Management with their Line Manager.

**MOBILE PHONES**
There is an expectation that personal mobile phones will be used only at break times.

**PHONE CALLS**
When making calls to parents please ensure that you inform the office if you were unable to get a reply. Record all calls and visits in school book even if there was no response.

**LEAVING SCHOOL GROUNDS**
If leaving the school grounds during the school day it is imperative that you sign out. This is not only for insurance purposes but also in case of emergency.

**CHEWING GUM**
It is inappropriate for children to have gum at school and the same applies to staff.

**DRESS**
There is an expectation that staff will dress professionally at all times. This also applies to footwear.

**RELIEF FILE**
All staff need to prepare a relief file – this includes support staff. These files need to be submitted to the Deputy Principal Week 5 of Term 1 and updated each term.

**CHILDREN IN ROOMS**
No children should be left in rooms unsupervised. The reverse applies during instruction time when no child should be outside unsupervised. If you require children to complete work at break times you are responsible for their supervision remembering they do also require a break.
PHOTOCOPYING

LETTERS HOME
All letters home need to be checked by the Principal.

VALUABLES
In general, our students are very honest, but it is always unadvisable to bring valuables to school.

MONEY
Money collections need to be recorded daily when appropriate and sent immediately to the office. Under no circumstances leave money on your table or in your cupboards for safe keeping. If it goes missing you are liable for its replacement. This also applies to valuables.

DOTT
DOTT should be used for planning, preparation, meetings, etc. It is not Free Time. Support Staff with particular areas of responsibility will also be allocated time to carry out various tasks. The Deputy Principal will prepare timetables for support staff. Please ensure you are where you are scheduled to be.

FAULTS
Please record any faults on the appropriate forms in the front office. Do not tell someone – write it down. This also applies to computer faults. Any problems need to be emailed to Denise accompanied by specific details including location of the computer and your ID number. Handy man jobs can be written down and given to Denise.

ACCIDENTS AND INCIDENTS
It is important that these are recorded accurately on the appropriate forms.

PURCHASING
All purchases for the school need to be done through Denise.

KEYS
Keys issued at the beginning of the year need to be kept safe at all times and under no circumstances loaned to persons who are not staff members.

FEES
- PRESENT FUND
- AMENITIES FUND (This covers the cost of dishwashing liquid, tea-towels, cleaning products, paper plates for staff morning teas and lunches etc).
- COFFEE/TEA FUND (This covers the cost of coffee, tea, milk and sugar if you partake in these)
Please pay these fees to the relevant people as soon as is convenient. Do not leave it till the end of the year.
LUNCH PROCEDURES

SICK STUDENTS
If a child is deemed ill parents need to be contacted and the child sent home.

BORROWING EQUIPMENT
Always ask when borrowing equipment from someone else’s room.
Don’t horde equipment – if you don’t need it return it.
Return equipment neatly – don’t dump and run!

PROFESSIONALISM
Exhibit at all times – we are all here for the same reason. Children’s interests must be foremost in the decisions we make. All employed by the same employer.
Appendix D

Leonora District High School

Writing and Work Presentation Standards at LDHS

Writing implements

There is no ‘pen licence’ system in any year.

Years 1-4
- Pencil in all subjects.
- Red pencil if students are marking their own or others’ work.

Years 5-7
- Only pencil to be used in Mathematics.
- Blue or Black pen to be used for writing by all students in all other subjects.
- Red pen if marking their own or others’ work.

Ruling up

Years 1-3
- Use red pencil.
- Two lines across the top
- One line across the bottom.
- A wooden ruler-width margin down the side that does not intersect the two top lines.
- Within the two horizontal lines using lead pencil: Date on the left-hand side and title of the work written in the centre. Student’s full name on the right if ruling up a loose sheet.
- To begin a new piece of work on the same page, rule a new pair of horizontal lines that do not intersect the margin. Date and title as above.

Years 4-7
- Use red pen.
- Two lines across the top
- One line across the bottom.
- A 2cm margin down the side that does not intersect the two top lines.
- Within the two horizontal lines using blue or black pen: Date on the left-hand side and title of the work written in the centre. Student’s full name on the right if ruling up a loose sheet.
- To begin a new piece of work on the same page, rule a new pair of horizontal lines that do not intersect the margin. Date and title as above.

Date format:
Write the date numerically, showing the day then month then full year. Each section is separated by a dash.

Example: 9-8-2013
Writing Style:
Refer to the Department’s policy on handwriting (Victorian Modern Cursive).

Neatness:
All work needs to be neatly presented and legible.

Classroom Displays:
Each classroom to display poster/s appropriate for their year level/s that demonstrates exactly what a correctly ruled page looks like.
Leonora District High School

Policy: Homework Policy Date: 2014
Rationale/Goal:
To provide parents and students with the opportunity to reflect on classroom learning and to develop study habits and time management skills.

Behaviours sought:

From Teachers
- Provide students with reasonable time to collect and/or collate work for reviewing at home (eg copy down own spelling lists as part of class spelling program) as individual teachers see fit.
- Provide all students in Years 1-7 with appropriate reading material
- Provide opportunity for students to choose reading materials (eg library visits as well as home readers where applicable)
- Provide students with a recording sheet to log home reading time.
- Provide students/parents with suggested activities to complement reading (eg First Steps parent information) throughout the year.
- Collect and acknowledge student effort.
- Provide further review work/suggestions as individual teachers feel is necessary.

From Students
- Assume responsibility for collecting/collating work for review at home.
- Assumes responsibility for completing required reading time either with adult/sibling or independently, dependant on age and ability.
  Yrs 1-3 : 10 minutes daily
  Yrs 4-5 : 15 minutes daily
  Yrs 6-7 : 20 minutes daily
- Completes any written tasks to the best of his/her ability.
- Ask teachers for clarification of tasks if required.

From Parents
- Ensures child completes daily reading practise.
- Encourages child to be responsible for their homework.
- Reviews and reflects on completed work with child.
- Inform teachers of student achievement where necessary.
- Ask teachers for clarification when necessary.

Curriculum:
- Developing Self-Management Skills through students setting own study habits with support of parents and teachers.

Environment Fostered:
- Open communication between teachers, students and parents.

Review: Annually
- Parents, staff and school council provide feedback for review.
Away From School Work Package

It is not uncommon for students at Leonora District High School to be taken out of school by their families for extended breaks. If this occurs teachers should provide work packages for students during these extended breaks. As a staff we believe;

- Concepts covered in class require introductions, examples, small group work, individual assistance, trial and error, feedback and assessment. Without the teacher being in a position to work with the child, a worksheet on its own (which the child can already do independently) is simply busy work, and:

Whilst it is appreciated that families can only take holidays at certain periods of the year, the decision to withdraw children from the school is one that parents make knowing that their child(ren) may miss key concepts during their absence.

 Teachers will always do their best to ensure students have every opportunity to succeed, both prior to and after returning from holidays.

It is understood that holidays provide an opportune time to build on and create new learning experiences for children. The activities listed below have been compiled by staff as being simple and beneficial to the learning process.

- Keep a written diary of events.
- Use a calendar/diary to plan dates, events and times.
- Write letters to classmates at school informing them of the adventures had.
- Take a range of books, talking books, magazines, comics and brochures to read.
- Use a map to log travels, work out directions, distances, keys and symbols.
- Visit local Visitors’ Centres, collect brochures and make a poster, or their own brochure.
- Read road signs to help calculate distances and approximate arrival times.
- Play eye spy (junior primary letter recognition) and 20 questions.
- Help with holiday shopping to learn about money, decimals, rounding and estimating (create a budget for pocket money).
- Write some important facts about places of interest that have been visited.
- Play basic facts number games (adding, subtracting, multiplying and dividing).
- Parents talk to the children and ask questions that require higher order thinking e.g. What did you like most about…. Why do you think…. What could happen if….

Appendix F
Leonora District High School Assessment and Reporting Policy
2014

Rationale:
Leonora District High School Assessment and Reporting Policy outlines the shared responsibilities of teaching staff, parents/caregivers and students and align these obligations to DET policy frameworks. Our policy reflects DET requirements as outlined in the CAR Policy and the educational programmes and responsibilities at Leonora District High School.

Assessment & Reporting Policy Guidelines:
Assessment & Reporting requires staff, parents and caregivers to monitor student progress, and evaluate achievement levels using programs and methods that cater for student needs. Learning plans need to be developed along with system and whole school planning, while assessment procedures should be fair, valid, reliable and transparent.

Students at Leonora DHS will receive two formal reports a year one in semester one and the other at the end of semester two both outlining student achievement. Staff will inform parents and caregivers about student progress and achievement throughout the year. The school will work with parents and caregivers in the provision of information that will assist student achievement. This will include:

- An information session about the teaching and learning program for all parents of each classroom, to be held within the first three weeks of the school year;
- A Parent/Teacher Discussion afternoon, to be held in Term One.
- An ‘Open Night’, to be held in Term Three, inviting parents to visit their child’s classroom and view work on display (this is NOT a parent/teacher interview session).

Issuing of formal student school reports in semester one and two will only be possible if staff have had adequate opportunities to evaluate and assess student progress. Reasons for not issuing a report may include attendance issues or student’s inability or unwillingness to participate in the designed educational programme.

In the absence of substantial valid student data within learning areas, effective evaluation may prove difficult. In this instance a report may not be issued.

It is expected that students demonstrate on task behaviour during lessons. A lack of evaluative data being available to the school will make student assessment and evaluation difficult.

High school students undertaking programs delivered via SIDE will be responsible for maintaining deadlines and work schedules as negotiated.

Information relating to a student’s social, emotional and behavioural outcomes that may impact on a child’s achievement will be communicated to parents and caregivers.