



Administration Agreed Practice

Administration Responsibilities

The Principal, Executive, Teaching, Clerical and other Staff all have important roles in the administration of our school.

Staff Selection

The process of staff selection is conducted according to staffing procedures approved by the Catholic Education Commission.

School Enrolment - Principles and Policies

St John's School serves the needs of the Kippax Catholic Community. The Principal will consider a number of criteria in making decisions about applicants for enrolment as per the Catholic Education Policy. These criteria include:

- the child must have turned five (5) years of age by 30 April in the year of enrolment. A child entering Year 1 from another Canberra school must have turned six (6) by 30 April in that year. Proof of age is required.
- whether the child is a baptised Catholic living in the Kippax Parish. When applying for enrolment the Principal or Secretary must sight a Baptism Certificate.
- whether the child has a brother or sister currently enrolled at the school.
- whether the child's parents or guardians have demonstrated a commitment to the parish.

Student Records

A file on each child containing the enrollment form, copies of certificates and confidential material is located in the school office.

No unauthorized person is permitted to have access to office files, and files should not be removed from the office.

Teachers compile student profiles, which will be located in the relevant classroom filing cabinet. Confidential material must be located in the office file.

Class Lists

Class lists are maintained by the office and are used by class teachers to record class activities.

School Timetables

Timetables for Playground Supervision and for the use of the Hall, Computer Room, and Playground Equipment are negotiated at the beginning of each term. Ad hoc variations can be negotiated with the greatest good being the primary criterion for such variations.

Timetables are displayed on the staffroom noticeboard, in relief folders and in individual classes and programs.

Hours of Duty

The relevant award sets hours of duty for all staff. For teaching staff this is the Teachers (Non-government schools) (ACT) Award. By custom and practice, these hours include a period of thirty minutes before classes start and finish. Staff prayers will be said before school on Monday, Tuesday, Thursday and Friday mornings at 8:50am and all staff generally are expected to take part.

<i>Morning Supervision</i>	8:30 – 9:00am (First Duty – asphalt) 8:45 – 9:00 am (Second Duty – oval)
Morning Assembly (on the asphalt) Mondays and Fridays	9:00 am
Session 1	9:10 am – 11:00 am
Recess	11:00 – 11:30 am
Session 2	11:30 am – 1:00 p.m.
Lunch	1:00- 1:40 p.m. 1:00 – 1:20 p.m. First Duty 1:20 – 1:40 p.m. Second Duty
Session 3	1:40 – 3:05 p.m.
<i>Afternoon Supervision</i>	3:05–3:30 p.m.

Playground Supervision

All teachers are expected to perform playground supervision but the amount of such duties depends on the other tasks the teachers have. A supervision program is displayed on the noticeboard in the staffroom and a copy put in the relief folders. Variations can be negotiated between staff members however, because of legal implications adequate supervision must be provided at all relevant times and a member of the executive must be advised of any variation from the printed roster.

Playground supervision allows teachers to make sure that all children are safe in the playground, and that positive relationships are maintained. Playground supervision is a serious responsibility and it is most important that teachers on duty:

- are punctual in arriving for duty
- move around the supervised area, keeping an eye on likely problem areas
- encourage children to keep the yard clean
- are consistent in enforcing school rules.
- 'enforce the no hat, play in the shade' rule and are aware that children who do not wear a school uniform hat play under the verandah.
- move children who have not finished eating their lunch during the eating period to under the pergola to finish eating. Food is not to be taken onto the oval.

Boundaries

Students will be in the correct area at all times. Out of bounds areas include:

- classrooms unless accompanied by a teacher.
- administration area unless sent by a teacher.
- playing in toilets.
- courtyards in unsupervised areas.
- car parks, bike cage area and front of school; and
- corridors before school and during recess and lunch times.

At no time during the day are children permitted in the buildings without teacher supervision.

After school, children travelling home by car must walk to the car-park assembly area and wait for their parent to pick them up. At 3:30pm all children not collected from the car-park will be taken to the hall verandah. Children riding bicycles are asked to push the bicycle to the edge of the playground before mounting. Children riding bikes should be wearing bike helmets.

Children walking across the road between St John's and St Francis Xavier will be escorted across the road by a teacher.

Students catching a bus home will be escorted to the bus stop and supervised while boarding the bus by a teacher

Wet Weather Procedure

If rain prevents children from playing outside, the following guidelines apply:

- before school: students stay under verandah area until teachers are notified to collect students.
- at recess and lunchtime: one teacher from each unit/grade will remain on duty to supervise all children from that unit/grade.
- children going to the tuckshop use the corridor-service windows.
- children are encouraged to bring games or books to use on rainy days.

If the weather improves during, e.g. a lunch period, the teachers rostered for playground duty take the children outside when an announcement is made over the P.A. system.

Punctuality

Punctuality is an important component of professionalism and all staff are expected to be punctual. Certain situations involving Legal Liability (eg. supervising students) require particular diligence regarding punctuality.

Staff Absences / Leave

If a staff member is ill, or needs to be away from school for personal reasons, he/she will contact the appropriate executive member as early as possible so that arrangements can be made for an appropriate replacement. If the staff member needs to be away for more than two days due to sickness, a doctor's certificate must be supplied on his/her return.

Provisions for staff leave are explained in the *CE Policy and Administration Procedures Manual*, a copy of which is left in the staff room. Teachers need to submit an ESS form if they are absent from school.

Teachers away from school Register

If a staff member needs to leave the school at any time on school or personal business, this will be recorded in the Register located in the school's office.

Visitors to the School

A large number of visitors come to our school each year and they should always be welcomed in a spirit of true Christian hospitality. When they leave, they should have a positive impression of a caring school community.

Visitors to the school need to come via the front office, sign in and be given a 'Visitors' badge to wear while in the school.

Visitors (Helpers) must have a current Working With Vulnerable People card.

Parents wishing to collect their child during school hours do so from the front office. A sign out book is provided.

Excursions

Learning can be re-enforced by exposing the children to certain situations outside the school setting. Excursions to relevant places should be built into the program for each year. Some of these excursions will be local (e.g. a trip to the park) while others will involve leaving Florey (e.g. a trip to Parliament House). Before any teacher plans an excursion, permission must be obtained from the Principal or Assistant Principal to discuss the relevance of the excursion to the work being done in the class.

Permission notes are necessary before children leave the school premises and a Risk Assessment Form needs to be filed for every place visited.

If money is required or buses need to be booked the teacher is to discuss the outing with the Secretary Finance to ensure that there is enough money in the Excursion Levy fund to cover all costs of the excursion.

Ordering of Buses

Teachers planning excursions requiring buses must give details *in writing* to the office at least 7 working days before the buses are required. Office staff will confirm the booking as soon as possible. Ordering of buses is to be done by office staff only.

Staff Room Cleaning / Tidiness

As the staff room is for the benefit of all staff, each of us must keep it clean.

Staff members are rostered each week to maintain general tidiness.

Pigeon holes are for communicating with staff and should be kept tidy. They may be used for temporary storage only.

Cleaning Arrangements

Contract cleaners do the cleaning each evening. Classrooms are cleaned once a week and toilets and corridors daily. In special circumstances rooms may be vacuumed more regularly. Chairs are put up on the desks and teachers are asked to ensure that no large papers, etc. are left on the floor on the rostered vacuuming night.

Teachers must maintain the general cleanliness of their room throughout the week and each class should be tidied before dismissal each day.

All members of the school community should see the general cleanliness of the school as a joint responsibility.

Care of the School Grounds

Tidiness of school grounds is a joint responsibility of all students and staff. Teachers should make sure that the children keep the grounds clean. Large bins, lined with plastic bags are placed in strategic areas each day. The janitor empties the bags into the hopper after lunch each day. Boxes and bulky rubbish need to be crushed before being placed in the hopper. Compost is collected in compost bins. Class rubbish bins are left in the wet area for collection. Paper is collected for recycling and placed in the special containers supplied.

Security

Teachers should ensure that all windows and doors are secure at the end of each day and when classrooms are left unattended during the day. Items of valued are to be secured within the classroom or storeroom. A lockable filing cabinet is provided in each classroom for personal property including money and valuables.

The school is protected by an electronic, back-to-base, alarm system and each member of staff has a personal identification number, which gives them access throughout the school. All staff have keys sufficient to their role. Some staff have General Master Keys, that allow access to all areas, including the executive offices.

Role of the Executive

There are four members of the School Executive: the Principal, the Assistant Principal, the Religious Education Coordinator and a Primary Coordinator. The Executive helps in the administration of the school, in line with policy guidelines of the Archdiocese. Some specific areas of responsibility are allocated to each member of the Executive. Teachers should contact the relevant member of the executive for assistance in these specific areas.

Current executive staff are:

Principal	Matthew Egan-Richards
Assistant Principal	Philippa Brearley
Religious Education Coordinator	Tracy Donnellan
Coordinator	Anthony Ganley

School Community Council

The Executive of the Community Council is known as the Elected Council. This group deals with many of the issues previously dealt with by the School Board. The function of the Elected Community Council is to advise and assist the Principal on policy matters related to the school. Such issues are wide-ranging and may include forward planning of school and grounds development, major events and purchases, setting fees and levies, the collection of fees and policies on such matters as excursions and uniforms. Meetings are held in Week 3 and Week 8 of each term.

The Finance Committee, a subcommittee of the elected Community Council, considers and reviews the School Budget. Members of the Finance Committee are the Principal, Assistant Principal, Parish Priest, Chair, and Secretary Finance.

The Fees Committee (Secretary Finance, Principal, Chair and Parish Priest) meet to discuss recommendations from the Secretary Finance in response to requests for fee remissions

Fund Raising

Fund raising is usually arranged by the general body of the Community Council. The exceptions to this are:

- special programs funded on a user-pays basis (e.g. swimming lessons, overnight excursions).
- collections for the Missions - within the guidelines set by the CE.
- collections for three charities each year – within the guidelines set by the CE.

Care of School Property

Staff are responsible for maintaining school property in good order. Desks must be kept clean, ICT equipment must be used properly, sporting equipment must be returned immediately after use. The emphasis must be on personal responsibility and children should be reminded of the importance of caring for school property.

Lost Property

The Lost Property draws are located at the front office. Valuables such as money, keys and jewellery are to be sent to the office.

Clinic

The clinic is for sick students. It is under the direct care of the secretarial staff. *No child is to be left in the clinic without first telling the staff member on clinic duty.*

If a teacher believes that a child needs clinical assistance, they should have the child taken to the clinic by a responsible student and inform the staff member on clinic duty. Where necessary, the teacher who sends the child to the clinic must complete an accident report. The accident book is kept in the secretary's office.

If a child is in the clinic at the conclusion of recess and lunch times the secretary will notify the class teacher.

Children bringing medicines to school must leave these in the front office before school in a container with name, class and instructions. The office staff administer the medicines. Schedule 8 drugs are usually kept in a locked

container in the clinic. A letter from parents stating dosage and permission to dispense medication is to be supplied.

Children using inhalers for asthma are encouraged to carry them at all times. Children who use inhalers irregularly may keep them in a labelled container in the clinic.

When children hurt themselves on the playground, it is the duty of the playground supervisor to ensure that they are taken to the clinic or send for assistance if this is necessary. Teachers should use their discretion.

Staff and students must maintain strict hygiene and first aid procedures at all times. Copies of procedures are displayed in the clinic.

Copyright

Staff are reminded that this school is part of the Catholic Education System's licensing agreement with copyright agencies. This means that schools are granted special privileges under the Copyright Amendment Act (1980).

Observing copyright regulations is a moral issue as well as a legal one and it is a sign of our professionalism that staff recognise that authors have the right to make a profit from their work.

Fire Drill/ Lockdowns

Fire drills will be conducted from time to time in order to ensure that, in case of emergency, everyone knows what to do. Staff are asked to ensure these drills are taken seriously and that the correct procedures are followed closely.

Briefing of new staff will occur at the start of the year. Above all, it is essential when calling the roll to ensure that children who are marked absent are in fact absent that day, not simply missing somewhere in the school.

The Fire Brigade conduct an annual inspection each year. (Refer to Critical Incidents Policy)

Morning Memo

A weekly memo is emailed to all staff on a Friday afternoon. The memo contains general policy statements and also general news items.

Internal Communications

Each teacher is provided with a pigeon hole in the Staffroom into which all newsletters, notes to parents, messages and mail are placed. The trays are crucial in maintaining effective communication within the school and so, must be cleared regularly throughout each day.

Collection of Money / School Fees

Teachers collect money from children for special purposes. Money must be sent to the office before 10:00 a.m. in the bag provided for each class. Staff members are not permitted to request money from students without prior discussion with the Principal or Assistant Principal.

School Rules

The rules at the school have been kept simple. It is the duty of each staff member to know these rules and to ensure that all children observe them. A copy of the rules should be displayed in each classroom and another copy should be kept in this handbook. (Refer to Student Discipline Agreed Policy)

Staff Meetings

Staff meetings are held every Tuesday from 3.30pm – 5.00pm and before school on Wednesday mornings commencing at 8:30am.

Meetings take various forms including professional development, departmental or administrative. All teachers must attend unless they have approval from the Principal. Special consideration/arrangements are made for the part time staff.

Contacting Parents

From time to time it is necessary to contact parents about their child. Contact is best made in person or by phone or alternatively by email (details kept in STARS). In areas of concern, the Principal or Assistant Principal should be informed. In some situations it would be prudent to have a member of the Executive present during the meeting.

Parental access to Children

Teachers will familiarise themselves with the personal details of each child under their direct care (kept on STARS). In the case of separated or divorced parents where there are individual parenting arrangements, the teacher must take special note. A summary of Court Orders is given to relevant staff members. The Principal uses his/her discretion in deciding if the whole staff needs to be notified. Children must not leave the school grounds with any unauthorised person. Individual court orders are kept in the Principal's office.

Newsletters

A newsletter is sent (via email and the SkoolBag app) to parents each Wednesday. This informs parents of forthcoming events, as well as reporting on previous events. It is the main means of communication with parents and guardian. The Newsletter is also posted on the school website.

Staff Security

Staff should be aware that personal items e.g. personal possessions and money are not covered by the School's insurance policy. Wallets and handbags should be secured in the lockable space in each room.

If staff are staying after hours they should ensure that outside doors are locked and that they have recorded their name on the memo board near the alarm system. Staff need to be aware of the possible dangers of being by themselves after hours. The last member of staff to leave the building should activate the alarm.

CLASSROOM PROCEDURE

Class Rolls

Rolls are completed online. The class roll is a legal document. The roll can be requested for use as evidence in court cases, including divorce/custody, truancy and injuries. Accuracy in completing rolls is important.

Relevant reports from the online roll are to be submitted to the Assistant Principal at the end of each term or at such other times as requested.

Timetables

A classroom timetable will be displayed in a prominent position in each classroom. A copy will be handed in with the program in Week 4.

SCHOOL COMMUNITY DEVELOPMENT

Assemblies

Class assemblies are held after lunch each Friday afternoon. These are prepared to showcase the work being done in the class. A staff member and their class runs the assembly. Parents are always welcomed.

Classes assemble on the blacktop for a morning gathering if weather permits each day.

Focus Assemblies are held each Thursday morning and are a time of prayer and reflection.

Weekly awards are presented at the Friday morning assembly.

Morning Prayers

All staff are expected to be present at morning prayers. (Mondays, Tuesdays, Thursdays and Fridays at 8.50am and Wednesdays at 8.30am.) Staff members are rostered to prepare and lead prayers. The format of prayers is up to individuals to determine.

School Masses

Whole school Masses are held at appropriate times during the year.

Sacramental Program

Students in Year Three are prepared for Reconciliation and First Eucharist and receive the Sacrament when parents believe they are ready. Year Six are prepared for Confirmation. The parish, with teaching support from the school is responsible for the Sacramental Program.

Family Week

One week each term is allocated as *Family Week*. During this week it is hoped that children, parents and teachers are able to have a catch up week where there are preferably no meetings planned or homework given.

EQUIPMENT PROCEDURE

Curriculum Store Rooms

These rooms contain valuable resources, especially for Mathematics, English, Science and P.E. Staff (not pupils) may borrow the items. Resources are to be returned to the store rooms when no longer required. Children are not permitted in these rooms unless supervised. It is important that these rooms be kept tidy.

Counsellor

CatholicCare, in association with the Catholic Education, provides the school with a Counsellor on a part-time basis. Referral of a child by the classroom teacher should firstly be discussed with the Principal. Parents are then consulted and permission sought from parents before the Counsellor meets with the child. In Child Protection cases the counsellor may interview students without parental permission.

Health Services

Community Health Nurses carry out screening of all Kindergarten children each year, (with parental permission). Should parents or teachers of children in other grades feel concerned about a student's sight, hearing or other health matters, an examination may be requested through the Principal. The Community Nurse will seek parental permission before such an examination.

Banking

Students' bank books are collected on a set morning and sent to the school office. A volunteer parent processes the students' accounts and returns the books to the classroom teachers.

Policy Review

The St John the Apostle Administration Policy is reviewed at least once each five years in line with current Registration practices. The policy may be reviewed more often than that according to the need and educational trends.

Related Policies / Agreed Practices

- Attendance Policy
- Clinic and Injury Policy
- Communication Policy
- Critical Incidents Policy
- Excursion Policy
- Visitors Policy
- Awards Program Agreed Practice
- Budget Agreed Practice
- Student Discipline Agreed Practice

Review

The St John the Apostle Administration Agreed Practice is reviewed at least once each five years in line with current Registration practices. It may also be reviewed more often according to the need and educational trends.

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