



4.1.3

St Leonard's Primary School School rules and staff expectations Policy

Implementation:

- Children are not allowed inside school buildings at any time unless supervised by a teacher.
- Children are not allowed in corridors or classrooms before 8.30am. or during lunch and recess without a teacher being present. All corridor doors to classrooms must be kept locked until 8.30am. and teachers may choose to allow children in class before school providing they are supervised.
- Children are expected to attend all appropriate school functions. If children are absent from school they are expected to bring a note when they return. Teachers are expected to follow up parents if a note is not forthcoming.
- No children are allowed to attend the school grounds during the school day without permission from the Principal, Deputy Principal or Class Teacher. Any child leaving with permission must be signed out in the school office.
- Children are expected to keep the playground clean and tidy at all times.
- Children are not permitted to bring valuable toys or computer games to school.
- Liquid paper is not permitted at school.
- Chewing gum is not permitted.
- Children are to eat in classrooms. No food or papers to be taken outside.
- School Hats are compulsory during 1st & 4th term and the use of sun block is encouraged.

SCHOOL TIMES

- School commences each day at 8.45am.
- Recess is from 11.00 – 11.30am.
- Lunchtime is 1.40 – 2.30pm.
- School finishes at 3.15pm.
- Children and teachers need to respond to the bell as soon as it rings. Children in line need to be supervised at all times.

SCHOOL KEYS

- All staff are provided with appropriate keys and access to security system. The senior students use class teachers' keys to lock and unlock gates at designated times.

PLAYGROUND

- Children are expected to use the rubbish bins provided in the playground.
- Children must play in fenced area.
- Children are not allowed to climb trees on the school playground or play in the toilet areas.
- Children are not permitted to climb fences of properties adjoining the playground to retrieve balls or other items thrown over fences. (These items will be returned by the property owner to the school or can be collected by parents after school if possible).

BEHAVIOURAL STANDARDS

- Children are expected to use appropriate manners and behaviour at all times.
- Bullying and intimidation of children are not permitted.
- Bad language which is offensive and degrading is not in keeping with Catholic values and is not acceptable.
- Children are expected to obey requests from ANY teacher or visiting staff member.

CLASSROOM

- Children eat their lunch in the classroom, 10-15 mins. Before lunchtime.
- Children's desks and classrooms must remain neat and tidy at all times.
- School bags must be hung up neatly outside each classroom.
- Children must enter and leave the classroom in an orderly manner.
- No running inside the school buildings (ESPECIALLY CORRIDORS).
- It is the responsibility of the teachers who share a resource area to keep it neat and tidy at all times.

SCHOOL UNIFORM

- Full school uniform is to be worn each day. If uniform is not worn then the class teacher should request a note from parents as to the reason.
- Sports uniform is only to be worn on sports days.

STAFFROOM

- Children are not allowed in the staffroom, unless invited by a staff member.
- Children need to seek permission from the teacher on duty before knocking on staffroom door.

BICYCLES

- Bicycles are not to be ridden in the school grounds. Stack hats must be worn. A locked bike area is provided in the Outdoor Learning Centre on the south side of the school.

OUTDOOR LEARNING AREA

- Children can only use this outdoor learning space under the supervision of a teacher.

STUDENT SUPERVISION

LEGAL RESPONSIBILITIES

- Teaching in a Catholic School is a privilege, which carries with it certain responsibilities. It is important that all staff members have a sound knowledge of any legal constraints to which they are subject. Accordingly staff should be familiar with the Legal Responsibilities Policy.

YARD DUTY RESPONSIBILITIES

BEFORE SCHOOL 8.30 – 8.45am.

The teacher on duty is expected to:

- Check that children are not inside corridors or classrooms before 8.30am.
- Unlock student toilets.
- Supervise all students until the 8:45 bell rings

SCHOOL DAY

The teacher on duty is expected to :

- Teachers should move around the playground area they are supervising to observe the children at play. All staff on duty are to wear the fluro vests provided.
- Watch carefully for any dangerous activities or potential problems amongst children. **TAKE PREVENTATIVE ACTION, OR GIVE DIRECTION TO AVOID GREATER PROBLEMS.**
- If necessary children can be given time out.
- Encourage children to pick up papers and to keep the playground clean and tidy.
- Check the student toilet blocks from time to time.
- Direct children not to play ball games near windows or in major travel areas. No kicking balls on Playground B.
- Make sure that all ball games cease with the line up bell and encourage children to line up in an orderly fashion and wait for their teacher.

- When on duty in Playground C supervise the children and ensure that children don't play close to the fence line to ensure they are not causing a disturbance to neighbouring houses.

AFTER SCHOOL 3.15-3.30pm

The teacher on duty is expected to :

- Supervise children leaving school in an orderly fashion, particularly in the car park areas. Children waiting to be picked up by car should wait on the verandah.
- Follow up children who are still waiting to be collected at 3.30. These children are to sit in foyer.
- Check for windows and doors that may have been left open and inform the appropriate teacher, Principal or Deputy principal.
- Lock the gate between B & C.

ST LEONARD'S A – Z

ACCIDENTS All accidents should be reported to the principal as soon as possible and subsequently recorded in the Accident Report Book which is held in the School Office. All details, witnesses etc., should be clearly documented and the teacher who makes the report is required to inform the principal and have the accident report signed.

ADMINISTRATION The Principal is responsible for the administration of the school. The school Secretary acts as an administrative support, but fulfilling the following roles: reception, typing and photo copying, maintenance of records, requisitioning, bookkeeping, arranging excursions, etc. All requests from teachers for the secretary to undertake specific tasks must be made through the Principal. This enables the Secretary's work load to be prioritised on a needs basis across the school.

ASSEMBLY Each class is to prepare an item for Assembly on a rostered basis. The item may be for entertainment (song, poem, play etc.) or it may be an overview reflecting class activities. Currently this takes place at 2.40 Tuesday.

BOOKLISTS Booklists are prepared by class teachers in late September and given to the supplier to be presented to parents in time for book selling day in December.

BUDGET The School Board in conjunction with the Finance Committee and the Accountant set the levies and fees for each year. These levies are payable at the beginning of each school year. Other incomes are combined with the levies and divided into various categories and teachers are made aware of their individual budgets in subject areas.

CLEANING The school is cleaned by contract cleaners.

CURRICULUM DEVELOPMENT At the beginning of each year the staff have the opportunity to discuss and establish curriculum policy and program initiatives and priorities. This then provides a structure for curriculum development.

CANTEEN The school has a contractual arrangement with Classroom Cuisine to supply lunches for those families ordering online.

DOCUMENTATION It is the teachers responsibility to see that all documentation – rolls, work programs (including annual and term overview) and assessment records are to be kept up to date and be presented in a neat and professional manner. These are collected each year and archived.

ENROLMENT PROCEDURES St. Leonard's School is a Catholic Parish Primary School and accepts enrolments from Catholic families living in the Parish of Glen Waverley and other baptised Catholic children if places are available. All families enrolling their children are required to meet the Parish Priest and Principal to provide Baptismal and Immunisation Certificates.

FIRST AID Each teacher has a First Aid bag for use in the classroom and all other first aid supplies are kept in the Sick Bay. Children in need of first aid attention are sent to the school's First Aid Room which is located in the administration office. If a child is ill or seriously injured the parent or emergency contact will be notified. In the event of parents being unable to be contacted when a child has been seriously injured an ambulance will be called. We advise our parents to subscribe to the ambulance scheme. If a child has been ill at school or had an accident then the class teacher should inform the parents either by letter or personally. It is advisable for all staff to regularly up date First Aid qualifications. Medication will only be administered in accordance with the Medication Policy. Incident report forms are carried in First Aid bags.

GATES The property is fully enclosed. All gates need to be closed when children are out playing. It is the responsibility of staff on duty to ensure that appropriate gates are locked when going on duty.

INSURANCE The school carries a comprehensive range of insurances eg. Public Liability, Workers Compensation etc. However, it should be noted the school is not able to carry insurance which covers teachers personal belongings as it does not have a vested interest. All teachers are advised to carry their own insurances to cover personal property, which they may have as school. Each class is provided with a locked cupboard.

LIBRARY The Library is the central place for the storing of books, A.V. equipment and computers. The children may borrow books during library classes or when the library is opened at lunchtime. Teachers may borrow books and other equipment as it is needed for classroom use.

LOST PROPERTY All children's personal clothing and property should be clearly named and can then be returned when lost. Lost property which is not named is kept in a tub in the Multi Purpose Room. Property which is not claimed within a reasonable time will be disposed of.

MEDICAL The school uses the current information listed in Schools Operation Manual as a basis for procedures regarding infectious disease – children with head lice or impetigo (school sores)

NEWSLETTERS Staff Newsletters – from the Principal to the teachers are issued each Monday or as the need arises. The Principal uses the newsletter as a vital means of communication with all staff members and the contents should generally be regarded as confidential at the staff level. They are published on the 'My Classes' page. One printed copy is posted on the staff notice board in staffroom. Parent Newsletters are issued to parents each Friday. The newsletter is seen as a means of communicating a wide range of issues to parents, excursions, reminders, holidays, school policies, etc.

ORGANISATION The school is organised along traditional class structures, with year levels from Prep. To Year 6. The classes are organized into composite arrangements without crossing VELS levels. Each year the staff are provided with the staffing details and pupil numbers in order to discuss the best possible way of organising children into learning groups for the following year.

OUT OF SCHOOL HOURS CARE PROGRAM operates daily –
7.30 – 8.30am. 3.15 – 6.15pm.
This is outsourced to Camp Australia.

PARENT'S AND FRIENDS ASSOCIATION Membership is open to parents with children currently attending St. Leonard's. There is no limit to the number of members. The P.F.A. aims to provide opportunities for social meeting among members and to assist in the provision of equipment and facilities for St. Leonard's School.

PARENT TEACHER INTERVIEWS AND REPORTS Formal Parent Teacher Interviews are held in February and June of each year. Parents are also encouraged to contact teachers directly for an appointment at any time of the year if they are concerned about their child.

PASTORAL CARE Pastoral Care permeates the whole school community and involves all its members, priest, teachers, pupils and parents. Pastoral Care is what happens in a school which contributes to the growth of the whole child through the integration of the social, religious, academic, psycho-motor and cultural dimensions of a child's life. Pastoral Care is a climate or attitude within the school community which stems very much from the school's gospel values.

PLAYGROUNDS We have three separate playground areas. They are referred to as Playground A (passive garden on south side of classrooms), B (quadrangle) and C oval and adjacent asphalt area. All children are allowed to play anywhere with care and respect for others. Any children playing inappropriately may be restricted to a certain area for a certain period.

PRAYER Each school day is to begin and end with a prayer. Children should also be encouraged to say grace before meals.

PUPIL ABSENCES All children who are absent from school are required to bring a note from their parents when they return to school explaining their absence. Notes must be kept in the back of the Roll and all absences to be recorded in Roll according to the code at the front of the Roll.

SCHOOL EXCURSIONS School excursions are an important part of the school curriculum and aim to provide a rich variety of experience for the children. Therefore, it is expected that all children will participate in excursions which form the basis for class programs. All excursions need to be carefully planned with consideration for the educational value and safety of the children. Teachers are required to complete an excursion form outlining details of the planned activity, have it approved by the Principal and submit it to the School Office. All details such as booking buses, costing etc. are then organised by the School Secretary who will confirm the date with the Principal and teachers concerned. A notice to parents regarding the excursion listing the date, time of departure and return to school, any special requirements that children may need together with a permission form to be completed and returned by parents must be sent home prior to the excursion. Children who have not returned their excursion permission form on the day of the excursion will be excluded from the activity. Completed forms are carried by the teacher on the excursion.

SCHOOL FEES All families are expected to pay School Fees. Exemptions – the Parish Priest, the Accountant and/or the Principal from time to time grant exemption from paying School Fees based upon financial difficulties of the family. This information is kept strictly confidential.

SCHOOL HOURS The school is open from Monday to Friday with the exception of public holidays.

| | |
|----------------------------------|--------------------|
| School commences | 8.45am. |
| Morning recess | 11.00am – 11.30am. |
| Lunch | 1.40pm - 2.30pm. |
| School dismissal | 3.15pm. |
| Prep times vary during February. | |

SCHOOL POLICY

Each teacher has a St. Leonard's Policy Manual.

SECONDARY SCHOOLS The majority of St. Leonard's children continue their education in the local regional schools Avila and Mazenod. Families are notified of enrolment requirements through Link and T'n'T.

SPECIAL SERVICES The school uses a variety of specialist personnel on a needs basis.

STUDENT & FAMILY INFORMATION All families are required to complete a student and family information sheet each year upon which the school administration base its official records. This form requests parents to sign a permission note for the Principal to seek medical attention on behalf of the children in an emergency.

STUDENT TEACHERS

The school participates in the training of student teachers from the Australian Catholic University by accepting students for teaching experience. From time to time students from other Teachers Colleges are also accepted for teaching experience if it is appropriate at the time. Students are generally assigned to a specific teacher and year level for a teaching round.

Students from regional schools in the area are also accepted for work experience. The school administration sees our responsibility for the training of future teachers for Catholic schools as important to the development of our school system.

TEACHERS

Teachers are expected to be on duty in their classroom or teaching station by 8.30 and remain until 3.30pm. Children must never be left in a classroom unsupervised.

Classrooms should not be opened in the morning until the class teacher is present.

All money should be handed into the office daily (via a cash book) and NOT left in classrooms.

Children should not be excluded from the classroom for disciplinary reasons eg. Standing outside the room.

In the case of serious disciplinary problems the Deputy Principal or the Principal should be consulted.

Interruptions during class times should be kept to a minimum and only for important or urgent matters.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was reviewed by Principal in 2012.

It will be reviewed again in 2013