

### **2.10.7 Insurance**

In order to expedite the processing of insurance claims, the following procedure has been implemented:

- ❖ In the event of a break-in to school premises where Education Security has attended, a yellow Insurance Details form will be sent out. Please complete all details and return it to the Manager Corporate Services office with 24 hours.
- ❖ If you discover any evidence of a break-in where goods have been stolen from your classroom or office and Education Security **has not** attended, it is your responsibility to advise the Manager of Corporate Services urgently.

### **2.10.8 School Gates**

The gates to Knightsbridge Way, Discovery Drive, Cavalier Court and Castle Court are closed after the start of the school day and opened again at the end. They are to remain locked during the day. Any staff member wishing to enter or exit, through these gates, during the school day must lock them afterwards.

### **2.10.9 Asbestos Register**

All school works must be done in conjunction with the School's Asbestos Register and the appropriate materials handling policies and procedures followed. The Asbestos Register is kept in Administration.

### **2.11 Conference Room**

The Conference Room is adjacent to the Staffroom and can be booked for meetings. Bookings can be made via the diary in Reception.

### **2.12 Room Bookings and after hours use of facilities**

#### **After Hours Use of Facilities:**

If you are planning an after hours activity please check with the Manager Corporate Services to ensure that you do not clash with external users and ring Education Security to advise of closing time.

#### **Meeting Room and other School Resource Bookings (School Time and After Hours):**

You are advised to book the following rooms for group meetings via the Bookit system on-line.

- Computer labs
- Performing Arts Centre
- Gymnasium
- Library

### **2.13 School Uniforms**

School uniform is compulsory in all public schools. After consultation with student representatives, parents and the wider community, a range of school uniform items was determined.

***Students and families are aware of our requirements before accepting enrolment at our school.***

Students dressed in full school uniform are all part of the public image, which is important to a school. They are the face we present to the community. It is in all our interests to ensure our school maintains a high profile and a positive image in the community.

If families face financial difficulties in regards to uniform, the school can assist through the student assistance scheme. All enquiries to the Principal are confidential. All items of school uniform are available at the school's Uniform Shop (except for school shoes).

The Uniform Shop is operated by an external provider – Uniform Concepts. Located at 3/9 Yampi Way, Willetton. It is open on Monday to Friday 9am – 5pm (Thursday 6pm) & Saturday 9am – 1pm.

Thornlie's Uniform Policy can be read in detail in the Appendix Section of this handbook.

## 2.14 Communication

It is essential that all concerned with the life of the school communicate effectively with one another to obtain maximum benefit for everyone.

The most efficient means of communicating absence, excursions and school activities in this school is the use of Reception's **School Movement Diary**. It is essential that all movement and activity is recorded in this Diary.

### 2.14.1 Day-to-Day Notices

Being in a large school, communication to all staff and students can be a challenge. Day-to-Day Notices are communication via the following resources:

- Teacher's email
- Connect
- Term Planner
- Thornlie Times email
- Daily Notices (read out to all students in Homeroom)
- Public Address system – ideally to be used sparingly or in urgent circumstances

### 2.14.2 Curriculum Information

All students will receive information regarding course selection. Parents should read this and an appointment made with one of the Deputy Principals if further information is required.

### 2.14.3 School Magazine

A whole school magazine is published to parents via email at regular intervals and is available via the website. Staff are invited to submit articles and pictures for the magazine to the School Officer of Senior School.

### 2.14.4 Notes to Parents

Various forms of letters are sent to parents, including;

- Interim Reports, indicating concerns for student progress
- Letters of Commendation or concern about the student's performance in a particular subject
- Selection forms regarding subjects for the following year are issued mid-year
- Reports and references are available at various times during the year
- Letters pertaining to the Reward System
- Financial accounts
- Absentee information

### 2.14.5 Parent Communication and Support

At the annual Semester 1 Report afternoon in Term 3, all teachers are available to issue and discuss reports with parents. This is an essential part of our parental communication, with between 70% and 80% of parents taking this opportunity to communicate with staff.

Over the course of the year parents are invited to a range of relevant Parent Information Evenings to assist them with the challenging decisions of Course Selection and to provide information on assisting their child as they progress towards becoming a young adult. Year Level Coordinators and clerical officers work closely with students and their families on a daily basis and are available by phone to answer any immediate queries or concerns.

Thornlie's Communicating with the School Policy can be found in the Appendix Section of this handbook.

## **2.15 Attendance**

### **2.15.1 Compulsory Attendance**

The Education Act requires that all students must attend school daily until the end of the year the student turns seventeen. Record of daily attendance is kept electronically, enabling access by any government agency and may be subpoenaed for legal purposes. Poor performance is closely linked to poor attendance.

### **2.15.2 Special Exemption**

A student may be permitted to leave school the year they turn fifteen in certain circumstances. A secure and guaranteed job with a training component is required and the mandatory Notice of Arrangement application form (supplied by the school) must be completed by the employer, parents and the Principal. The Minister for Education must grant final approval.

### **2.15.3 Absences**

Absences must be for legitimate reasons. Any absence for part of a day, all day, or many days, must be covered by a written explanation from the parent or guardian to Student Services. Such notes should be dated and specify the actual date(s) and the reasons for absence. If a note is not supplied, truancy may be suspected. Absentee notes must be given to the relevant School Officer or Homeroom teacher.

When a note is supplied, it needs to be acceptable in law. For example, a note which states “Johnny was absent with my permission” is not a legitimate reason for absence. A parent is not entitled to keep a student away from school without a good reason. Such reason is usually sickness, or urgent family business.

Swimming carnivals, athletic carnivals and other school-organised activities are treated as normal school days. All absences affect a student’s school performance.

### **2.15.4 Leaving the School Grounds**

Thornlie is a “CLOSED SITE”. No student is permitted to leave the school grounds without prior approval through communication between the parent and school administration. Any student leaving the school (apart from excursions/camps) must have the official DoE leave pass, obtainable from the appropriate office.

### **2.15.5 Truancy**

Truancy is illegal. The South Metropolitan Education Region Student Attendance Policy will address truancy. Parents of those who so offend may be liable to fines and other action. Concern has regularly been expressed that much crime, especially that of breaking and entering, is committed by juveniles who are truanting from schools. Police patrols often return truanting students.

### **2.15.6 Punctuality**

There is a moral obligation on parents to ensure that their children are punctual in attendance, and are properly equipped for their studies that day. It is expected the student be punctual and prepared for each lesson. After 8:50 am all student latecomers must report to the Student Services office where a late note is issued. The student then reports to class with this note.

### **2.15.7 Time of Arrival at School**

Students should be punctual to classes at 8:50am but should not arrive at school before 8:20am as duty of care cannot be guaranteed.

### **2.15.8 Student Drivers**

Students are not permitted to park their cars on the school site. Public parking is available on Discovery Drive, adjacent to the school oval. Student motor scooters can be parked in the marked M/C bay in the main staff car park. Please refer to the Student Parking Policy in the Appendix of this document for more information.

STUDENTS ARE NOT PERMITTED TO USE THEIR VEHICLES TO LEAVE SCHOOL DURING BREAKTIMES.

### **2.15.9 Attendance Recording Procedures**

# Teachers are issued with a school iPad to accurately record Student Attendance.

12/16/2019

Compass

## Roll

Knowledge Base > Roll

Sub-Articles

[Mark the Roll in App](#)

### Table of Contents

- [How to Mark Your Roll](#)
- [Adding a Note/Approval from the Roll](#)
- [Notes & Checkboxes](#)
- [Sending an Email from the Roll](#)
- [Adding a Chronicle Entry from the Roll](#)
- [Student Information from the Roll](#)
- [Roll Views](#)
- [Unmarked Rolls Alert](#)
- [CRT or Staff Member Not Timetabled or Scheduled to a Class](#)

A separate Knowledge Base article exists for Attendance management. [Click here](#) for more information.

### How to Mark Your Roll

When you log into Compass, your homepage will be displayed. A display of your schedule, including all of your classes for the day, is located on the left of the screen. Select which roll you would like to mark by clicking on the corresponding class session within the schedule.

Classes in a schedule yet to be marked will display with a red and white striped bar on the left-hand side. Any classes that have been marked will display with a solid green bar.

Clicking on the relevant class session from your schedule or another staff's schedule will open up the Dashboard of the Class Page.

The screenshot shows the Compass software interface. On the left, there is a class schedule for Tuesday, 04 September 2018. The schedule shows a 9:00 AM session (02GEN\_02B - BABB) and a 12:30 PM session (02GEN\_02B - BABB) which is highlighted with a red and white striped bar. Below it is a 4:00 PM session (School Council Meeting) with a solid red bar. On the right, the 'Compass' dashboard is visible. It includes a 'My News' section with the following items:

- There are 1 Chronicle Entries requiring your approval.** Please click here to view and approve.
- There are 7 Professional Development Activities requiring your feedback.** Please click here to view and respond.
- There is 1 Professional Development Activity requiring your approval.** Please click here to view and approve.
- You have 113 unmarked rolls (1 from today).** Please click here to view and mark these rolls.

Below the news section, there are two announcements:

- School Newsletter out now!** Please see attached for our Fabulous School Newsletter! We've also attached a guide to the Ship Wreck Coast Trail that the Grade 6 students studied. [ShowreckTrail.pdf](#) [School Newsletter.pdf](#) Aug 6th by Amelia THAMRIN.
- Weekly Bulletin & Staff Changes** Good morning staff! Please see the attached document for this week's bulletin. [Staff changes this week:](#)

The date, class session start time and 'Current Session' will display. Click on 'Mark the Roll', located on the right-hand side to open the roll for this session.

The class roll of all currently enrolled students in the class will be displayed.

Student	Status	Detected Information	Comments
Margaret ATWOOD, 10B	P	NP L	
Alyssa BENNETT, 10D	P	NP L 10OCC1E	
Hope BETTS, 10D	P	NP L	
Annalise BRERETON, 10A	P	NP L	
Millicent BULSTRODE, 10B	P	NP L	
Naomi CAHILL, 10C	P	NP L	
Brandon CHANG, 10A	P	NP L 01GEN_01A 10TRAC see 1 more	
Braden FLETCHER, 10C	P	NP L	

Compass' intelligent attendance system will preselect the status of students dependent on current attendance information. If any attendance information is detected, Compass will display the status and the reason.

**For Example:** A parent has added an Attendance Note via their parent portal or the app to inform the school their child will not be at school today as child is ill. The student's status will display as Not Present - NP: Illness on the roll.

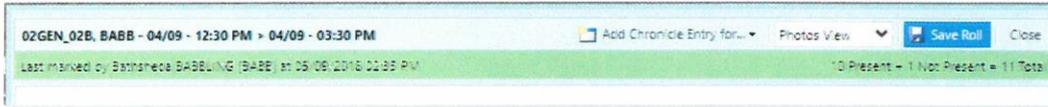
If Compass does not detect any attendance information the student's status will be preselected P - Present.

As the teacher, you just need to verify the preselected statuses are right with the students in front of you and make any relevant attendance status changes.

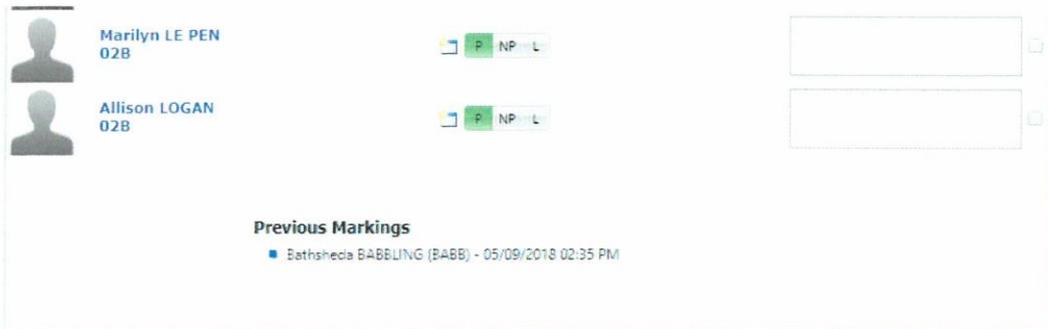
To change a student's attendance status, click on the corresponding radio button beside their name to reflect the appropriate status (see table below):

P	<b>Present</b> - Student is present in the class and arrived before or at the start of the session.
NP	<b>Not Present</b> - Student is not present in the class.
L	<b>Late</b> - Student arrived at class after the designated start time of the session.

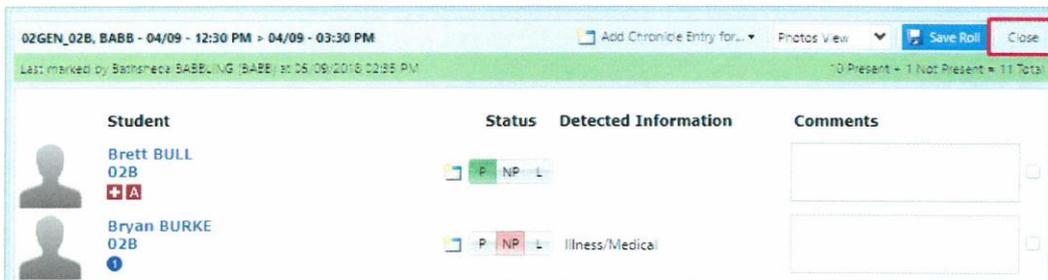
Once the attendance status for each student has been correctly selected (or left at the default value if correct), click 'Save Roll' on the top right-hand side to save all changes. The pink bar at the top of the roll will then change from pink to green and a green pop-up will state the roll is saved.



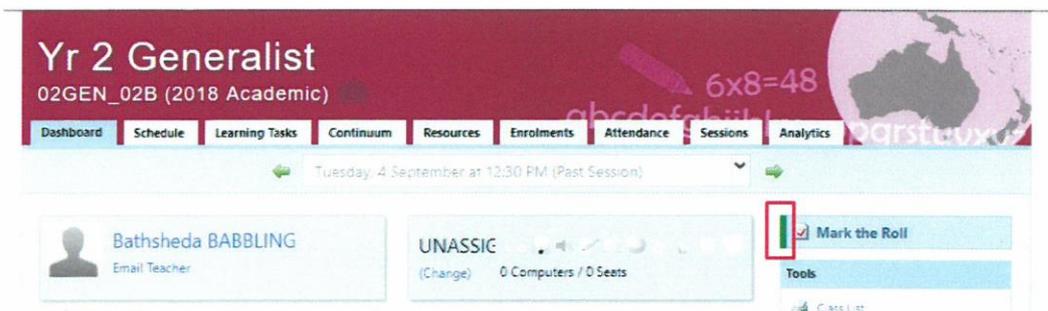
Each time a roll is marked it is date and time stamped with the staff member's name who saved the roll. This information is displayed at the bottom of all marked rolls under Previous Markings.



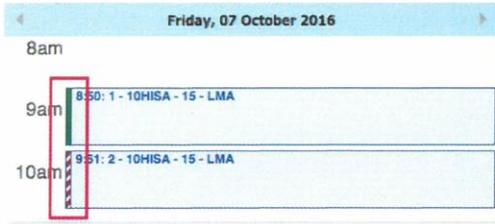
Click the 'Close' button at the top right-hand side to return to your class page.



You will now notice the indicator bar on the 'Mark the Roll' button for this session has changed from a red and white striped bar to a solid green bar on the left-hand side.



This indicator bar will reflect that the roll for the session has been marked throughout Compass. Classes in a schedule yet to be marked will display with a red and white striped bar on the left-hand side. Any classes that have been marked will display with a solid green bar.



You can re-mark a roll at any time. For example, if a student has been marked as Not Present (NP) for a class when the roll was first marked and they have arrived late, you can go back into the roll and mark them as Late (L). **Please note:** this will not approve the student's late arrival, this will only change the status of their whereabouts. A note/approval will be required to cover the time that the student was not in class.

Each time you go in to a roll to make and save changes, the Previous Marking list at the bottom of the roll will display the date and time stamp of each save with the staff member's name.

**Previous Markings**

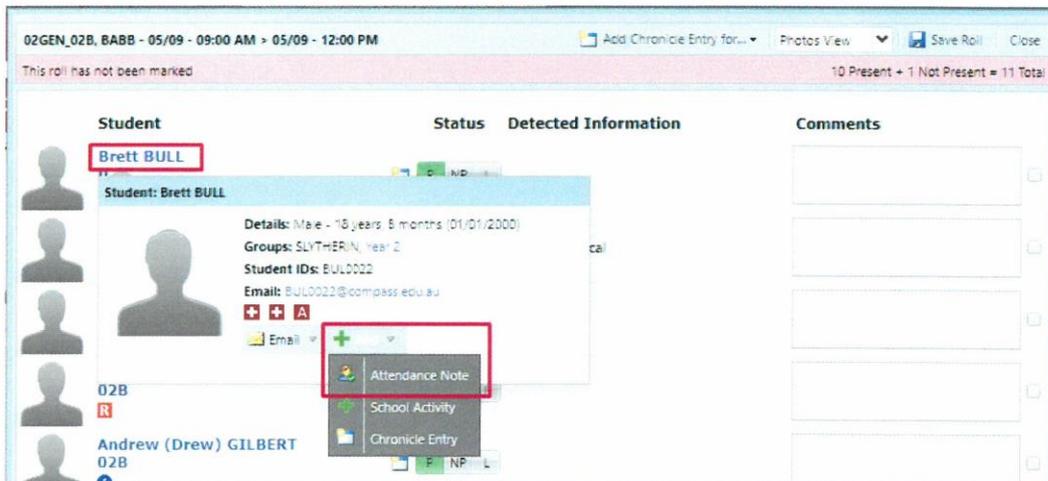
- Albus DUMBLEDORE (PRIS) - 04/09/2018 01:15 PM
- Albus DUMBLEDORE (PRIS) - 04/09/2018 01:15 PM
- Albus DUMBLEDORE (PRIS) - 04/09/2018 01:19 PM
- Bathsheda BABBLING (BABB) - 05/09/2018 02:42 PM

### Adding a Note/Approval from the Roll

If the school has allowed teaching staff to add notes and approvals to approve student absences or late arrivals, teaching staff will be able add these from the Roll or on the student's Profile Page. You can turn this feature on or off by contacting the Compass Support Team via [support@compass.edu.au](mailto:support@compass.edu.au).

You do not need to go to the specific roll for the date of the Attendance Note, you can add the Attendance Note from any roll the student is listed on.

When you hover over a student's name in the roll, a pop-up will display with the student's profile details. Click the '+ Add' button and select 'Attendance Note'.



This will open the Attendance Note screen and you can then add the approval details that were provided from the parent (reason, comment, date range) and click 'Save'. The Attendance Note will then be added to the student's record and their attendance data will update accordingly.

## 2.16 Teacher Leave Procedures

### 2.16.1 Early Notice

If you are unwell and know in advance that you will be taking the following day off please let the school know immediately to enable early contacting of external relief teachers.

In case of absence, ring the Human Resources Officer on the Relief Line in the evening until 9:00pm, or between 6:00 to 7:00am in the morning. Please also inform your HOLA.

Relief Line number is **0419 925 238**

A call at school at 8:30am is likely to result in a relief teacher not being available to cover your classes and internal reliefs being required.

**ALL requests for planned absences should be discussed with the Executive Team and approved prior to being written in the Relief Diary.**

### 2.16.2 Relief Lessons

It is important that the teacher who takes your classes in your absence has a suitable outline of the work to be covered.

- If the absence is advised in advance the preparation should be left in your pigeon-hole in the Staffroom. Class lists for absences will be printed for you.
- In the case of sickness, an outline of the work to be covered should be emailed to the school before 8:30am. This should be emailed to the Human Resource Officer **and** your HOLA or TIC. It is the responsibility of the HOLA/TIC or Second In Charge to present the work in a suitable format.
- Clerical staff will not be provided to photocopy materials for your relief lesson.



# THORNIE SENIOR HIGH SCHOOL

## DETAILS

<b>DAY:</b>	<u>(Enter Day of Week)</u>	<b>DATE:</b>	<u>(Enter date)</u>
<b>RELIEF FOR:</b>	<u>(Enter your name)</u>	<b>RELIEF TEACHER:</b>	<u>(Leave blank)</u>
<b>PERIOD:</b>	<u>(Enter period)</u>	<b>ROOM:</b>	<u>(Enter room number)</u>
<b>CLASS:</b>	<u>(Enter class name)</u>	<b>P/COPIER CODE:</b>	<u>(Enter code if needed)</u>
<b>CLASS LIST:</b>	<u>(Yes or No)</u>	<b>SEATING PLAN:</b>	<u>(Yes or No)</u>

## RESOURCES

*(Enter the resources that will be needed and used)*

## LESSON OUTLINE

*(Enter lesson details here for the relief teacher.)*

### **SPECIAL INSTRUCTIONS**

**WITHDRAWAL Room NO:** *(Enter the room number)*

*(Enter here if there are particular instructions relating to particular students).*

## LEARNING INTENTIONS

## SUCCESS CRITERIA

### RELIEF TEACHER FEEDBACK

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**Students Absent**

## 2.17 Application for Leave – All Staff

An application for leave must be made for each absence, which is not related to your teaching work. Applications for Sick Leave should be submitted by the employee **immediately** upon their return to work or they can do this whilst they are on leave using the Employee Self Service function within the HRMIS system located on the DoE portal homepage. Leave should be booked using this method. In the event an employee is unable to access the HRMIS to book their leave, the line manager may book it on their behalf. In such instances a leave form must be completed.

Approval for short leave, long service leave, LWOP and study leave must be obtained from the school **prior** to taking these types of leave. Application forms are available in the staff room. Please note that all Long Service leave applications must be made no later than 2 years after the date on which an entitlement to Long Service Leave has accrued.

Please refer all Teacher leave queries to the Principal or the Human Resources Officer.

Please refer all Non-Teaching Staff leave queries to the Manager Corporate Services or the Human Resources Officer.

### 2.17.1 Sick Leave – All Staff

Each staff member accrues 12.5 days per year on full pay. This may be accessed for five days without a doctor's certificate with a maximum of three consecutive days. These days may also be used for Family Carer's leave (a certificate is not required but a reasonable explanation must be given and noted on the Leave Form). **All leave will be deducted from the 12.5 days.** The residue of this leave will accumulate over your career. Please refer queries to the Principal or the Human Resources Officer. LWOP and LSL are allocated through the school. Other leave (i.e. study leave) will be approved by Central Office, and will have been applied for in the previous year.

### 2.17.2 Paid Partner Leave

This entitlement is five consecutive days from birth of a child (certificate must be provided).

### 2.17.3 Relief Teachers

Feedback with regards to how relief teachers carried out their duties would also be appreciated since this will enable us to obtain the best possible replacements.

Wherever possible, teachers who are accessing Professional Learning are encouraged to do so in their own time for which they will be reimbursed without disadvantaging their students.

While the above procedures will not solve all the problems related to absences and teacher relief, they should assist in minimising the impact of absences on all members of the school community.

### 2.17.4 DOTT Time

All teaching staff are required to be at school during their Duties Other Than Teaching time. Staff should arrive at school by 8:35am and depart after 3:20pm. Staff are not covered by Department Insurance off school grounds unless having signed out via the School Movement Diary and a member of the Executive Team has been notified.

### 2.17.5 Professional Learning

Professional Learning should be in context of your Performance Management Agreement and its appropriateness ratified by your Head of Learning Area or TIC before submitting to the Manager of Operations. Please be aware that there are very real constraints upon resourcing Professional Development. It may be necessary to collapse classes and/or cover relief classes within the Learning Area.

2.17.6 Professional Learning Application

Thornlie Senior High School
Professional Learning Application



This form is to be completed for ALL Professional Learning Development courses, meetings, seminars...

Name: \_\_\_\_\_

Learning Area: \_\_\_\_\_

COURSE DETAILS Please attach all relevant documents to this application e.g. course brochure, registration form
Course Title: \_\_\_\_\_
Venue: \_\_\_\_\_
Date: \_\_\_\_\_ Time: \_\_\_\_\_
Total number of course hours
During School: \_\_\_\_\_ Out of School: \_\_\_\_\_
Brief Description of Objectives:
\_\_\_\_\_
Linking to the School/LA Plan:
\_\_\_\_\_
Relevance to Students:
\_\_\_\_\_

Staff electing to attend the PL do so on the understanding that are required to disseminate the knowledge / skills acquired to other staff in their LA and/or the whole staff at an appropriate time.

Please complete the required evaluation sheet on completion of course and return to the HR Officer.

Attendee Signature: \_\_\_\_\_

RESOURCES REQUIRED
Registration Cost: \_\_\_\_\_ Funding Requested: \_\_\_\_\_
(NB: Once approved, you must complete an order form for all cost centre expenditure, and be submitted to the Finance Officer with a copy of the Registration Form)
Relief Required: Yes / No Relief Time Required: \_\_\_\_\_ hours / \_\_\_\_\_ days
Cost Centre Account: (please tick)
[ ] Big Picture (834) [ ] Dance (822) [ ] HPE (825) [ ] Maths (828) [ ] Student Svcs (833)
[ ] Business Ed (820) [ ] D&T (823) [ ] Home Ec (826) [ ] Music (829) [ ] Visual Arts (832)
[ ] CAVE (821) [ ] English (824) [ ] Language (827) [ ] Rugby (837) [ ] PD/Misc (838)
[ ] HASS (831) [ ] Library (836) [ ] Science (830) [ ] Yr 7 (839)
Line Manager Approval: \_\_\_\_\_
Cost Centre Manager Approval: \_\_\_\_\_
Manager of Operations Approval: \_\_\_\_\_

# Thornlie Senior High School

## Professional Learning Evaluation & Plan



This form is to be completed for ALL Professional Learning Development courses, meetings, seminars...

Name: \_\_\_\_\_

Learning Area: \_\_\_\_\_

Learning Undertaken

Quality of Professional Learning

Would you recommend other colleagues (where relevant) attend?

Action to be Implemented as a result of Professional Learning			
Strategy	Planned Implementation Date	Implemented	Completion Date
		<input type="checkbox"/>	

	Plan Approved	Plan Completed	Signature
Line Manager	<input type="checkbox"/> Date: _____	<input type="checkbox"/> Date: _____	
Attendee	<input type="checkbox"/> Date: _____	<input type="checkbox"/> Date: _____	

Line Manager Approval: \_\_\_\_\_

Cost Centre Manager Approval: \_\_\_\_\_

Manager of Operations Approval: \_\_\_\_\_

## 2.18 Staff Details

This information is to be supplied by ALL STAFF.

At the commencement of employment, and at the beginning of each school year you will be issued with a Personal Details Update form. Please carefully update/complete the form and return to the School Officer: Reception for processing.

## 2.19 General Information

### 2.19.1 Belongings

All belongings, including books and clothing, should be clearly marked with the student's name. This increases the chance of recovery of lost property and deters potential thieves.

Large sums of cash and valuable jewellery should not be brought to school, as the school cannot guarantee their security. Money and other valuables should not be left in unattended school bags, classrooms or change rooms. These should be entrusted to teachers or Year Coordinators.

### 2.19.2 Requirements for Physical Education

- A Blue Thornlie PE Department Polo Shirt
- Sneakers or joggers with socks.
- Elastic bands for hair and a hat for summer.
- Appropriate bathers for swimming and a towel.
- Navy blue shorts.

### 2.19.3 Bicycles

Bikes can be parked in the bicycle enclosure near the Administration block. Students should equip bikes with a sturdy locking device. Bike areas are out of bounds, other than at arrival and departure times.

### 2.19.4 Buses

Transperth buses operate to and from Thornlie Senior High School. The services numbers that pass by our school's entrance are 212, 745 and 746. Timetables are available via the Transperth website.

### 2.19.5 Financial Assistance

The Department of Education WA provides an allowance to assist eligible families with secondary schooling costs for students in all years. Up to \$350 per student is available to assist with payment of school contributions and charges. Parents and guardians who hold a Centrelink Health Care or Pensioner Concession Card, which is current at the start of the school year, are eligible to apply. Applications must be completed at the school prior to the end of Term 1 of each year.

### 2.19.6 Mobile Phones / Audio Devices

In a changing society mobile phones and audio devices have almost become a necessity. The school therefore acknowledges that students bring phones and audio devices to school. The school policy requires that these phones and audio devices be used within the constraints of the School Mobile Phone Policy. This policy can be found in the appendix section of this handbook.

### 2.19.7 Library

The library is open from 8:20am to 3:30pm during the school year. It houses an extensive range of resources and is computerised. The Librarian aims to co-operate and work with subject teachers, in order to

- promote the centre as a source of materials for leisure activities, literature and audio visual work.
- actively support the educational aims and programs of the school.
- foster positive attitudes toward learning.
- encourage resource based, research orientated teaching and learning.
- co-ordinate a sequential research skills process that spans all curricula and all years at school.