

Beverly Hills Intensive English Centre

Introductory Handbook

For New Staff



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Welcome to Beverly Hills Intensive English Centre. These notes have been compiled to help you understand how the Centre operates. If there are issues or practices that are not covered here please tell the Head Teacher so that the appropriate amendments may be made.

On your first day please ensure that:

- **you have completed an OASIS staff information form (all staff)**
- **you 'sign on' in the 'sign-on book' located in the staffroom foyer. You will need to be allocated a number.**

If you are a new appointment, your entry-on-duty notice should be handed in.

New casual relief staff may need a Tax Exemption form and a Direct Deposit Authority. Both of these are available from Claire Lynch (School Administration Manager).

Pay claim forms (blue form) for casual staff are found in the front office (ask the School Assistants) or in the staffroom, on the wall above the phone. The school code is 0815. You will be advised of the account code to be used on the day.

Claim forms should be returned to Claire or, if on more than a daily relief basis, left in the tray at the front office counter window for signing.

Casual Relief Staff should receive a pro-forma with classes to be taken for the day. Please make notes of the lessons taught as they help the regular teacher with continuity. It would be appreciated if you would attach any worksheets used, and leave the pro-forma on the desk of the teacher you are replacing.

TEACHING STAFF

Michael Harmey	Deputy Principal	
David Rice	Head Teacher	Reception / International Students
Gudrun Meyering	Counsellor	
Irene Orr	Maths	Discipline
Kathy Yeo	Maths	
David White	Science	OHS
Chris Lawrie	Art	School Website
Susan McInerney	Computing,	
Simone Murphy	PD/PH/PE,	Timetable / Reception
Luke McAdam	PD/PH/PE, Snr & Jnr Sexuality	Sport
Lisa Lum	English	International Students
Kerry Best	English, Music	
Thea Goreta	English, Maths	
Irini Ellis	English, Work Experience	
Maree Derwent	English, History	Federation Representative
Carole Crowley	Geography	
Rosa Vargas	English, Jnr Science	SRC
Joan Macquart	English, History	English Resources
Francine Commeignes	English,	
Suzie Fermanov	English, Work Experience	
Chris James	English	
Rosa Lu	Maths, Science	
Sarah Funell	English, D & T	

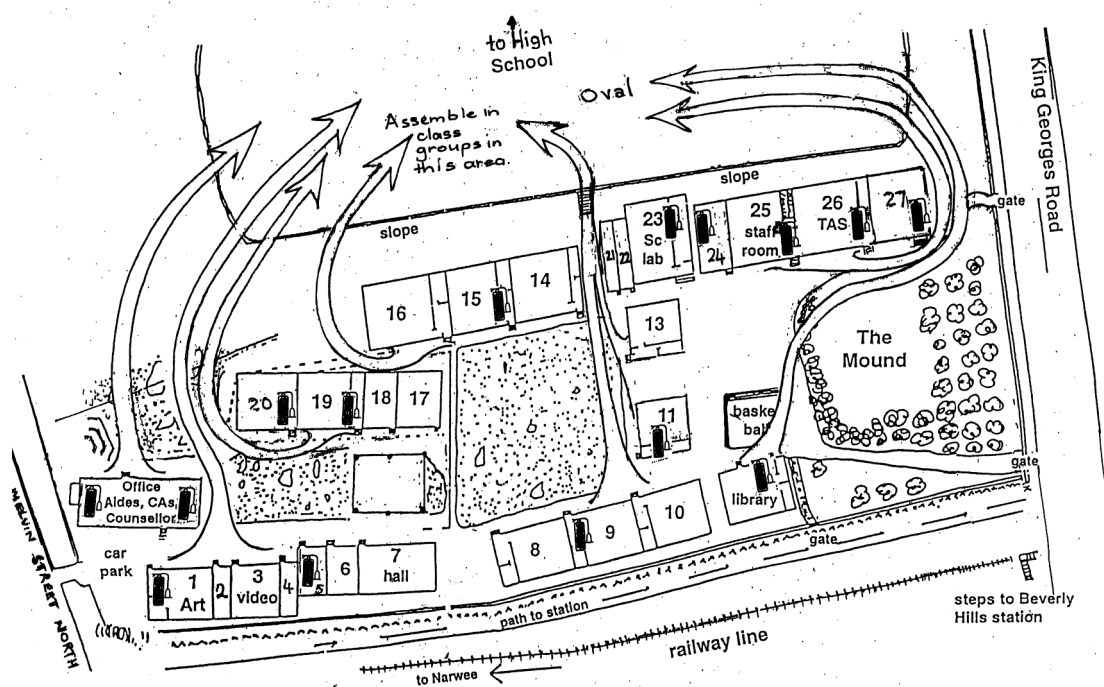
SAS STAFF

Claire Lynch	Office Manager
Rosemary Mollica	Office Assistant
Carma Marshall	Office Assistant
Yen Lieu	Mandarin & Vietnamese
Chung Ja Kang	Korean
Monica Stuart	Spanish
Karen Wong	Mandarin & Cantonese Chinese
Ke Fan	Cantonese
Suhandi Kosasih	Indonesian
Mikhael Kallon	Krio
Jwan Youkhanis	Arabic
Violet Maricic	Croatian/ Bosnian

TEACHERS' AIDES:

The teachers' aide works with the teacher/students in the classroom as directed by the teacher.

Teachers wanting to make a booking with an aide should contact them directly preferably with a day's notice or at the beginning of the day. Permanent bookings can be made; aides will incorporate them into their timetable.



Time Table For Bells

	Monday Tuesday Thursday	Wednesday	Friday
Reading	8.35 am - 8.55 am	8.35 am - 8.55 am	8.35 am - 8.55 am
Period 1 & 2	8.55 am - 10.10 am	8.55 am - 10.10 am	8.55 am - 10.10 am
Recess	10.10 am - 10.25 am	10.10 am - 10.25 am	10.10 am - 10.35 am
Period 3 & 4	10.25 am - 11.40 am	10.25 am - 11.40 am	10.35 am - 11.50 am
Lunch	11.40 am - 12.20 am	11.40 am - 12.20 am	11.50 am - 12.30 am
Period 5 & 6	12.20 pm - 1.35 pm	12.20 pm - 1.35 pm	12.30 pm - 1.40 pm
Recess	1.35 pm - 1.45 pm	1.35 pm - 1.45 pm	1.40 pm - 1.50 pm
Period 7 & 8	1.45 pm - 3.00 pm	1.45 pm - 2.30 pm	1.50 pm - 3.00 pm

EMERGENCY EVACUATION PROCEDURES

The B.H.I.E.C Evacuation procedures and maps are displayed at the front of each classroom. Procedures for an Evacuation and Lock Down are translated into the main languages to assist teacher if an emergency occurs. In all cases the Deputy Principal (DP) or his Deputy is the Officer in Charge.

1. Evacuation:

- a. SIREN – long, rising blasts - similar type of sound to the bell.
- b. refer to procedures on wall of classroom.
- c. As per Evacuation map, take whole class to the western end of the oval via the route highlighted on the map for the classroom.
- d. Roll to be marked and await further instructions from DP.

2. Lockdown:

- a. SIREN – Continuous short blasts -similar type of sound to the bell.
- b. Ensuring safety, direct any students outside classroom back in.
- c. Lock door, close blinds, everyone to crouch low out of sight.
- d. Await instructions from DP via phone or intercom.

3. Lockout:

- a. No designated SIREN.
- b. The Deputy Principal may call a lockout in which he will ensure the locking of all gates.
- c. Classes to return and stay in classrooms until advised.

INTERCOM

Across the whole school is an intercom system, both for playground and classrooms, with the exception of the oval and volleyball/ mound area.

The white phone handset on the wall of each classroom is directly linked to the Office. Just pick up the handset to call. The office can also call each classroom if needed.

The intercom can be used to call for assistance from the office for any routine issue, incident assistance, or emergency situation.

OH&S

An OHS Committee is setup to enable consultation arrangements across the whole staff for health and safety issues.

- Chairperson – David White. Members – Michael Harmey, Simone Murphy, Mikhail Kalon, Claire Lynch (secretary/admin).
- Meets once a term unless necessary otherwise.

Hazard Reports

If any OH&S concern, hazard, or risk they must be reported. Use the “HAZARD REORT” form, blank available in the foyer of the staffroom outside the toilets. Complete and submit to David White or his desk. In his absence report any serious hazard to the Deputy Principal.

Notable Hazards to be aware of:

- Uneven footpaths and walking irregularities. Take care in footing, particularly in the wet, do not run.
- Stairways to elevated classrooms, care using, hold on to hand rails.
- Cramped and crowded staffroom.
- Manual handling, bend the knees, keep back straight. Avoid lifting or moving and TWISTING at the same time.



CLASS ROLLS

Student attendance is marked twice daily, during the first lesson and after the afternoon recess (after lunch Wednesdays only).

- If you are timetabled on ask a student to collect the roll from the office and bring it to you to mark.
- Mark the roll with an “a” for any absent students.
- Send the roll to the office with a student.
- Late students should not be admitted without a yellow late note from the office.
- School Support Staff will make corrections to rolls for those students who arrive after roll has been sent up to the office.

Students known to be present at school but absent from lessons should be reported to the Discipline Co-ordinator, Mrs Irene Orr or the Head Teacher, David Rice.

TIMETABLE:

The timetable changes when a class graduates or when new classes are added during a term.

Prior to a new timetable, teachers complete an Allocation Form from which class subject allocations and specific timetable requests will be made. The allocation form is given to the Head Teacher, David Rice to assist in planning and organising the timetable.

Minor temporary timetable variations should be expected when changes to school routine (e.g. excursions; work experience; school experience) take place.

READING

The school operates a "DROP EVERYTHING AND READ" (DEAR) scheme for 20 minutes every day. The students have allocated Reading rooms which they go to at DEAR time. Both students and teacher are expected to engage in reading at this time. Remedial literacy groups also operate during DEAR time. If you feel a student in your class would benefit from one-on-one reading, please refer them to David Rice.

Students may read any material in English. They are not permitted to change library books during reading time; this should be done during normal library lessons, at morning recess or lunchtime.

- ❖ Mark the roll located in the top draw of the teacher's desk.
- ❖ Do not accept students that are not on the roll.

LIBRARY

The Library is available for class borrowing and research.

If the Library Assistant, Ms Monica Stuart, is not in the Library please note:

- Students' bags must be left in the foyer.
- If the library is locked, there is a library key attached to the 'big key' hanging behind the staffroom door.
- Remind students to keep books tidy and to put them back in the same place on the shelves.
- No borrowing or returning should occur if the Library Assistant is not present.
- If you require help call the Aides room for assistance.
- LOCK the Library when you leave.

RESOURCES:

Teaching materials, including CD players, stationery, extra O.H.P.s and class sets of most textbooks are found in Room 20. Please see Mrs Violet Maricic, the Aide who has responsibility for this area.

Readers (class sets) can be found in the library. Students borrow these using their library card as they would any other library book. Ms Monica Stuart will assist when available. Folders of worksheets, CDs and Videos/DVDs are stored with the readers and are available for the teacher to borrow.

Reference materials can be found in the staffroom. These have been sorted into categories (eg. grammar, writing etc) by the use of coloured stickers. Please take care to return resources you have borrowed to the correct shelf.

T.V./Videos DVD Players are found in:

DVD players	room 3 room 13 room 14 room 15 (HSIE room)
Video	room 3 room 13 room 14 room 15 (HSIE room)
Projectors	room 3 room 7 (hall) Library

A **booking sheet** for video/DVD rooms is located on the side of desks facing the staffroom coffee tables. It is filled in according to class exit dates – class teacher of class next to leave has first choice of booking.

For temporary bookings, pencil in your name and date.

For permanent bookings, write your name using a pen.

You will need **keys** to access the equipment in each room as it is locked in a storeroom or cabinet.

Keys

room 3 - currently stored in Irene's desk drawer

room 26 (TAS room) – attached to the 'big key' located behind staffroom door

room 26 storeroom – located under the box on the fridge

room 14A – See Luke McAdam

room 15A (HSIE room) – see Marcia Silva

Library Key – also attached to the 'big key' located behind staffroom door

PLAYGROUND DUTIES

The Playground Duty Roster is printed on the bottom of the timetable.

Please note the school rules below before undertaking playground supervision.

- When going on playground duty take a clipboard with you. Duty clipboards are located next to the door in the staffroom.
- Record details of any incident that occurs and the names of students involved on the clipboard.

Students are not allowed in the classrooms during the breaks (except during wet weather). If you see students in the classrooms ask them to come out and **LOCK the door** with the key attached to the playground duty clipboard.

There are two duty areas at first recess and lunchtime. One is the oval and canteen area and the other is the grounds of the IEC. One teacher is required to be on duty at each of these two duty areas.

One teacher only is on duty for the short afternoon recess. The upper area school oval and canteen are out-of-bounds during this time.

If an incident occurs on your playground duty, send a student with the **red 'assistance required' card** (attached to the clipboard) to the office and someone will come immediately.

CERTIFICATES

It is important that teachers use positive reinforcement in the classroom to encourage, motivate and reward good work/ behaviour. Teachers are encouraged to hand out up to two red certificates per day.

5 red certificates = 1 blue (presented in assembly)

5 blue certificates = 1 gold (presented in assembly)

SCHOOL REGULATIONS & RULES

- 1.** Be at school every day. Students must be present for every lesson. Bring a note for any change to routine, eg not participating in school activities such as sport, swimming, excursions, P.E. or leaving school early.
- 2.** Bring a note with the reason for your absence and give it to the office staff.
- 3.** Stay inside the school grounds. Senior students (18 years or over) are permitted to leave the school at lunchtime if they have a card and if they report to the office on leaving and returning to the school.
- 4.** Be on time to all lessons. First lesson begins at 8.35am.
- 5.** If you are late for class, get a note from the office before returning to class.
- 6.** Obey any requests by the teachers, ethnic aides, or ancillary staff.
- 7.** Do not mark or damage any school property in any way. You will be asked to pay for any damage to school property.
- 8.** Wear appropriate and modest clothing. Wear suitable clothing to P. E. and Sport.
- 9.** Do not wear hats inside the classroom.
- 10.** Always treat all other students with respect. Do not fight or be aggressive to each other. Do not swear in any language.
- 11.** Do not remain in classrooms during lunch and recesses (except in wet weather). The library is open to students at recess and lunch times.
- 12.** Do not eat or drink in the classrooms and keep the classrooms clean and tidy.
- 13.** Put your rubbish in the rubbish bins and paper in the recycling bin.
- 14.** Do not bring chewing gum to school or any school excursion.
- 15.** Play ball games only in the game areas.
- 16.** Do not smoke at school.
- 17.** Do not swing from the crossbars on the covered walkways.
- 18.** After you buy food in the BHGHS canteen at morning recess or lunchtime, return immediately to the IEC playground area.
- 19.** Mobile phones are to be switched off at school.
- 20.** Do not bring MP3s, ipods or PSPs to school or on school excursions.
- 21.** Do not bring valuables or large amounts of money to school.
- 22.** Sit quietly on buses and trains when travelling to school.

DISCIPLINE

There are 6 classroom expectations and they are posted at the front of each classroom. They are:

- 1. Stay in your seat**
- 2. Hand up to speak**
- 3. Complete set work**
- 4. Be on time**
- 5. Respect others, Respect property**
- 6. Listen when others speak**

When a student is not focused on learning:

Step 1: **Warning 1** – Refer to appropriate class rule as displayed in class (Oral / name on board)

Step 2: **Warning 2** – Refer to appropriate class rule and send to **In-class Time-Out** for 5-10 minutes. The student should be in the teacher's sight at all times and should be encouraged to work along with the class. Following this 'time-out' the student should return to his/her seat and continue working. This step should be repeated if necessary.

Further steps

If the **Time-Out procedures fail** to help the student to settle down and work productively or an incident eg. **refusal to cooperate** or **a fight** occurs, the teacher should call the office using the Intercom System for immediate assistance. The Deputy Principal/ Head Teacher will come to assist or remove student.

If a problem occurs outside class eg. on playground duty or during a P.E/ sport lesson, send a student with the **red 'assistance required' card** (attached to the clipboard) to the office and someone will come immediately.

Teachers are encouraged to be positive when disciplining students and to provide a way out if possible.

DISCIPLINARY ACTION

Minor classroom problems are best dealt with on the spot or after class with a short recess or lunch detention. More serious problems should be recorded on the playground duty sheet or referred to the Discipline Co-ordinator (Irene Orr) or the Head Teacher.

In general, three infringements of rules will result in a Wednesday afternoon detention.

ASSEMBLIES

Assembly is held once a week on Wednesday afternoon.

Senior assemblies are organised by Carole Crowley and junior assemblies by Kerry Best; they occur on alternate weeks.

Staff timetabled for assembly must attend the assembly and sit with and supervise the class.

The teacher in charge of assembly sets the hall up sometime prior to the assembly. When the bell is rung, classes should be taken immediately to the hall by the teacher timetabled. Staff should assist by getting all students into the hall and seated as quickly and quietly as possible.

Student interpreters are used at the assembly. Interpreters are selected before the assembly and made familiar with all they will need to translate beforehand. All notices for assembly must be given to the Head Teacher prior to afternoon recess, to enable time for briefing of interpreters.



THE ROLE OF THE CLASS TEACHER

Educational Duties Related to the role are:

- To have control over programming of lessons taught to the class.
- To liaise with other teachers of that class in deciding which language outcomes each teacher will have responsibility for.
- Write a class program each term and submit it to Head Teacher by end of Week 3.
- To organise reports to parents in the second and final terms of students' stay.
- Raise concerns about students' performance with other class teachers and the Head Teacher.
- Refer students of concern to Counsellor by filling in the 'Referral to Counsellor' form located in the filing cabinet in the staffroom foyer. Place it in Gudrun Meyering's pigeon hole.

Administrative Duties related to the role are:

- Class roll: Maintain a check on absentees and ensure an absentee note is returned to explain an absence.
- Check that the office has current addresses, telephone numbers of students.
- Complete reports for the parent/ guardians



EXITING CLASS TEACHER CHECKLIST

1	Make appointment with Gudrun to discuss next term's leaving students <u>Week 10</u>
2	Parent Teacher Meeting Thursday <u>Week 2</u>
3	Completed High School Applications to Office <u>Week 3</u>
4	Exit Reports by Friday <u>Week 4</u>
5	Scales by Friday <u>Week 5</u>
6	Unassisted Writing by Friday <u>Week 5</u>
7	Buddy Letters by Friday <u>Week 5</u>
8	Student References by Friday <u>Week 5</u>
9	Make appointments to visit high schools for school experience in <u>Week 8</u>
10	Prepare students graduation folder <u>Week 10</u>

EXITING CLASS

The leaving class has a defined program to follow. Copies are available on file.

If there is a student who the class teacher and subject teachers feel should be at the Centre longer, the student should be transferred to another class before entering the leaving stage.

PROGRESS REPORTS

These reports are for parents and should be completed in the second term of a class' enrolment and again in the final term.

A pro-forma exists on the staffroom computers which is printed and photocopied, it is then given to the appropriate teachers to complete. Once there is a report for all the subjects studied by the class in that term, it should be given to Michael Harmey to write his comments. Aides will translate reports (Chinese, Vietnamese, Arabic, Spanish, Croatian).

This is a 2 week process, so it should be taken into consideration so that reports are given to students before the end of term.

HEALTH and MEDICAL DETAILS

A Nurse from Peakhurst Community Health Centre attends the Centre for Health screenings for students.

Any student suspected of hearing, sight or other health or medical problems may be seen on referral from a teacher, with consent from parents.

Referral is via discussion with the Counsellor.

Dental Screenings for 12 - 14 yr. olds only are conducted by SOKS (Save Our Kids Smiles) teams twice per year.

Parents receive written notification of test results and any follow-up required.

Referrals by any Health care professionals and a copy of the test results are placed in students' files.

EX-STUDENTS

Link Days are held at the end of each term (on Graduation Day) for those students who have exited the previous term only. It is an opportunity for ex-students to talk to their teachers and graduating students about their experiences at High School. Attendance is marked on the day and roll lists faxed to the high schools concerned.

All visiting students should sign in and obtain a Visitor's pass (wrist band) from the Office.

CLASS EXCURSIONS

Any teacher can arrange a class excursion by completing the green "Variations to Routine" form and Risk Assessment. Discuss with Deputy/Head Teacher and then with Claire Lynch.

Two weeks notice of excursions is required.

Students must have their Excursion permission forms completed, signed by parent or guardian and returned to school before the excursion, along with any money, if it has been requested.

Notice should be given to the whole staff in the Staff meeting.

WHOLE SCHOOL EXCURSIONS

Term 1 - Shelly Beach for a Science Rock Platform excursion

Term 3 – Royal National Park

Term 4 - Kurnell, HSIE excursion.

TRAINEE TEACHERS

Requests from various Tertiary establishments for Practicum placements are sent to the Head Teacher during each year and passed onto the Liaison Officer at the Centre. The Liaison Officer asks appropriate teachers to assist with the placement of the trainee teacher.

WORK EXPERIENCE:

This takes place for students over 15 years of age usually in Week 6 of the final term. The work experience teacher prepares students for work experience through preparation of resumes, role playing interviews and writing of job applications. The Work Experience Organiser, Marcia Silva, finds jobs for students, organises paperwork (insurance forms, permission notices) and confirms their attendance at work. Students will be visited during their week at work.

Students not participating stay at school.

PURCHASES

All purchases must be done through the office by filling in a 'Purchasing Form' located next to the pigeon holes.

STAFF MEETINGS:

These are held from 2:30 to 3:30 pm on Wednesday afternoons. Chairing of meetings, minute taking and supervision of detention are according to roster.

STAFF MORNING TEA:

This is held Friday morning recess time (25 mins). Four teachers and/or support staff are rostered to provide morning tea for the whole staff. Playground duty is also by roster during this time.