



# Yarraman Oaks Primary School

## Staff Information

### Booklet

2022

## Introduction

Welcome to Yarraman Oaks Primary School and the 2022 school year!

I look forward to working with all staff to achieve great outcomes for our students.

This Staff Information booklet is designed to provide staff with important information about how our school is structured and the organisational systems we will use in 2022.

Additional information about our school, such as school policies and school goals, can be found on our school Compass portal and our school website.

Best wishes to all staff for a successful year!

Kind Regards,

*Tina Ersch*

Principal

## School Contact Details

<b>Address</b>	27 Liege Avenue, Noble Park, 3173
<b>Telephone</b>	9792 4406
<b>School e-mail</b>	<a href="mailto:yarraman.oaks.ps@edumail.vic.gov.au">yarraman.oaks.ps@edumail.vic.gov.au</a>
<b>Website</b>	<a href="http://www.yarramanoaksp.vic.gov.au">www.yarramanoaksp.vic.gov.au</a>
<b>School Facebook Page</b>	<a href="https://www.facebook.com/YarramanOaksPrimarySchool">https://www.facebook.com/YarramanOaksPrimarySchool</a>
<b>Principal</b>	Tina Ersch 041 333 2608
	Maree Williams 0408 013 304

## 2022 Staffing Structure

### Leadership

Principal Tina Ersch

Learning Specialist Jacinta Batt

### School Improvement Team (SIT)

Tina Ersch Jacinta Batt Amy Webb

### Curriculum Teams

Literacy

Health/Maths

## Curriculum Leaders

Art	Sarah Philpott-smith
Digital Technology	Paul Greenfield
French	Lisa Ferracane
Health/PE & Maths	Amy Webb
Inquiry	Sue Campbell
Literacy	Jacinta Batt
Performing Arts	Brendan Callery & Sarah Esdale
Student Voice & Agency	Jo Williams

## Key Responsibilities

Camp & Interschool Sport	Brendan Callery
Early Years Liaison Coordinator	Merinda Duff
Graduation & Grade 6 Transition	Sue Campbell
OSHC Coordinator, PSD & Wellbeing	Elissa Sewell
Swimming	Brendan Callery
Website	Paul Greenfield
Welfare Team	Elissa Sewell & Tina Ersch

## Wellbeing Coordinator Role

Breakfast Club Community Engagement DHHS Environment Club Health Screenings  
Koorie Students (Engagement, Welfare & PSG Meetings) Playgroup PSD  
State School Relief Student/Family Welfare checks & follow up action Social Skill Groups

## Grades

Foundation	Sarah Philpott-smith (3 days Mon - Wed) Merinda Duff (3 days Wed – Fri)
Foundation	Shaun Nugara
Grade 1/2	Michelle Stephenson
Grade 1/2	Mechelle Siegle
Grade 3/4	Amy Webb
Grade 3/4	Lisa Ferracane (3 days Mon - Wed) Jacinta Batt (2 days Thurs & Fri)
Grade 5/6	Jo Williams
Grade 5/6	Sue Campbell

## Specialist Roles

Art Support	Bec Strange (12:40-3:30 Mon-Thurs)
Digital Technologies	Paul Greenfield (Tues & Wed)
Library Support	Doreen Dale (11:40-3:30 Fri)
Tutor Learning Program	Suzana Cirkovic (Tues & Wed)
PE	Brendan Callery (Wed & Thurs)
Performing Arts	Brendan Callery (Tues F-2) Sarah Esdale (Fri 3-6)

## Office

Business Manager	Peter Stelzer
Office Manager	Lana Clough

## Educational Support- Integration

Doreen Dale	Babita Dass	Monica Gessert	Jennie Yu
Alysha Morris-Thomas	Roopa Guru	Bec Strange	

## Staff Roles & Responsibilities

AEU Representative	Peter Stelzer
Art Room Upkeep & Displays	Bec Strange
Assembly	Jo Williams
Bins	Senior Building
Buildings & Grounds	Tina Ersch & Peter Stelzer
Community Board	Alysha Morris-Thomas
Emergency Management	Tina Ersch
First Aid	Lana Clough
Footy Tips & School Facebook Page	Shaun Nugara
Lost Property	Grade 3/4 monitors & Doreen Dale
OHS	Tina Ersch, Lana Clough & Babita Dass
Peer Mediation	Sue Campbell
Playgroup	Alysha Morris-Thomas
Pre-Service Teachers	Michelle Stephenson
Student Leaders & House System	Jo Williams
SRC	Jo Williams
Staff Social Functions	Shaun Nugara & Alysha Morris-Thomas
Tattslotto	Peter Stelzer
Calendar & Specialist Timetable	Jacinta Batt
Yard Duty Roster	Michelle Siegle

## Staff Absences

Who to Call If You Are Sick or Unable to Attend Work- Please contact **Jacinta Batt** if you are going to be absent from work. Jacinta's mobile number is: **0427 159 614**. Please put this number in your phone.

If after your initial absence, you will be absent for a subsequent day/s, it is requested that you notify the school prior to 3 pm so that, if possible, the same CRT can be booked. Having consistent CRTs when staff are absent assists with the delivery of our teaching and learning programs and is less disruptive for both students and other staff.

Edupay- Edupay is DETs portal for tracking staff leave. When absent, staff are asked to enter their leave on Edupay. If you have any questions about Edupay or your leave balances, please see Peter Stelzer.

LSL- Please see Tina Ersch in person if you wish to apply for Long Service Leave. LSL requests should be made well in advance of the time you wish to have leave. Once approved, please enter your LSL request on Edupay.

## Assemblies

At Yarraman Oaks PS assemblies are held every Friday afternoon in the Hall at 3pm. Assemblies involve singing the National Anthem, singing our School Song, reciting our Declaration and informing students, teachers and parents of special notices. We also endeavour to showcase and celebrate the learning that is happening throughout the school and highlight special events and achievements (E.g. Excursions, camps and students reading their writing pieces).

Staff are asked to have their class seated and ready to start at 3pm and assist their students to listen and behave respectfully during assemblies.

## Bell and Session Times

At Yarraman Oaks PS all teachers open classroom doors and welcome students inside at 8:50am. Learning starts 9am and our school day finishes at 3:30pm. Our message to students and the school community is:

*Doors open at 8:50 and learning starts at 9!*

Specialist lessons run for one hour and our recess and lunch breaks are 40 minutes each.

Bell times are as follows:

<i>Morning Block:</i>	9:00 - 11:00
<i>Recess:</i>	11:00 - 11:40
<i>Middle Block:</i>	11:40 - 1:40
<i>Eating Lunch Time Inside:</i>	1:40 - 1:50
<i>Lunch:</i>	1:50 - 2:30
<i>Afternoon Session:</i>	2:30 - 3:30

## Class Rolls, Cashbooks & Student Banking

- Rolls: Please mark the roll on Compass at the beginning of each day and straight after lunch each day.
- Late Arrivals: Children arriving late to school MUST sign in at the Office. Staff are to direct students (and their parents) to the Office to sign in if they go straight to the classrooms. It is essential that we have accurate attendance records for emergencies and also to avoid the embarrassing situation of calling a parent/carer to ascertain the reason for an absence when a child is at school.
- Cash Books: If students give you money/payments, please fill in cash book sheets, place the money in the cash book and send the cash book to the Office first thing in the morning.

## Communication

Good communication is a key factor in creating a positive staff school culture and an environment where all staff feel connected and on the 'same page'. Good communication is also necessary if our school is to operate successfully. Our goal is to have all staff, regardless of their role, informed and working together collaboratively.

With this knowledge and goal in mind, at Yarraman Oaks PS we share information in the following ways:

Compass Portal- Our school Compass portal is our main avenue for staff communication. Staff are asked to check Compass news and emails daily.

Edumail- Staff are asked to check their emails daily.

## Dress Code

Staff are asked to dress appropriately and look professional (E.g. No thongs, ripped jeans, low cut tops, midriff showing, etc.).

As we are a Sunsmart school, all staff and students must wear a hat in Terms 1 & 4 when on yard duty.

## Duty of Care

Supervision: Teachers have a duty of care to protect children from foreseeable risk and to provide adequate supervision at all times. Please do not leave students alone or unsupervised in buildings and please send children in pairs when they need to leave the classroom during learning time (E.g. When going to the toilet or delivering a message).

Accidents/Hazards: Please report any accidents or incidents to Tina Ersch, Lana Clough or Babita Dass.

Student Wellbeing Concerns: Please report any student wellbeing concerns to Tina Ersch or Elissa Sewell.



## Emergency Management

Emergency Management Plan (EMP) - A copy of our Emergency Management Plan (EMP) can be found in the Office. A second copy can be found in our Emergency Kit (also located in the Office).

Evacuations and/or Lockdowns- Staff are asked to familiarise themselves and their students with the procedures for evacuations and/or lockdowns. Staff are to take note of the exits and assembly points and the duties they are to complete. Please refer to the Emergency Response Guides located in all rooms.

Alarms/Sirens- An alarm/siren or continual ringing of the school bell over the P.A. system, loud hailer or a hand-held bell, will indicate that an evacuation/lockdown is necessary or that a drill is occurring.

Practise Drills- We conduct one practise drill each term. Drills are scheduled on different days and at different times over the year.

## Excursions/Incursions

Yarraman Oaks PS excursion/incursion protocols can be found on our Public Drive. All staff are asked to adhere to these protocols. (Please see section on notices)

## First Aid

First Aid- Our First Aid area is in the Administration Building opposite the Office. Several staff at YOPS have completed First Aid training. A First Aid Summary sheet showing who these staff are can be found on the OHS notice board in the staffroom.

First Aid trained staff are rostered on each recess and lunch time to administer first aid if needed. When students receive first aid, staff on duty will make an entry on Compass and notify parents via Compass. If staff, students or members of our community require first aid at other times during the school day, please seek assistance from the Office.

Anaphylaxis & Allergies: Photo Sheets showing students with Anaphylaxis and/or Allergy action plans are on display in the first aid area and in the classrooms these students are placed. Copies are also placed in our Yard Duty Folders.

Edusafe- Please see the OHS section.

## Guidelines for Staff Leaving & Returning to School during the Day

When arriving late, leaving early and/or leaving the school grounds during the school day, please record this in the diary at the Office. In the case of an emergency, it is important for us to know where staff are (E.g. an evacuation or a lockdown).

## Heating and Cooling

All classrooms in Buildings 1 and 2 have split systems for cooling and wall units for heating.

When using split systems for cooling, staff are asked to close the sliding doors across double classrooms (middle doors can remain open) and set the temperature at a minimum of 22.

When days of high temperatures are forecast, staff are asked to start cooling their rooms using the split systems at the beginning of the day and to leave them on throughout the day.

As these units have thermostats, they will maintain the set temperature and work more efficiently if they are left on rather than turning them on and off during the day. In addition, staff are asked to turn on fans in the shared spaces of the building at the beginning of the day when days of high temperatures are forecast.

## Maintenance Issues

Please report any maintenance issues or concerns to Peter Stelzer.

## Meeting Schedule

Designated teacher meeting times are:

- Tuesdays 3:45 – 4:45pm
- Thursdays 3:45 – 4:45pm

ES Staff will meet 2-3 times per term. These meetings will:

- Be scheduled at the beginning of each term and placed on our Term Calendar.
- Include both the sharing of information, professional development and opportunities to discuss student progress/concerns.

When needed, meetings involving all staff will be scheduled (E.g. Professional Development sessions relevant to all staff).

## Mobile Phones & Social Media

Staff are to refrain from answering/using mobile phones and using social media during teaching and learning sessions, meetings and/or professional development sessions. If you are expecting an important phone call (E.g. family illness) please advise the office staff at the beginning of the day.

Staff are asked to refrain from having students and parents as friends on Facebook. Staff are also asked to refrain from making comments about members of our school community and our school in general on their personal social media accounts.

All students with mobile phones, and/or other digital devices, must give them to the Office upon arrival at school and pick them up from the Office when departing school. Students are not to leave their mobile phones/devices in their school bags or lockers/tubs, or have their mobile phones/digital devices minded by staff during the school day.

Students attending the YOPS OSHC must give their mobile phones/digital devices to the OSHC Coordinator upon arrival at the OSHC program. Mobile phones, and/or other digital devices, will be returned to students when they are collected by their parents/carers.

## Notices

All notices being sent home to families or to the wider community must be checked by Jacinta Batt or Tina Ersch before they are sent out. Staff are asked to proof read their own notices before they are submitted to Jacinta or Tina and to submit notices for checking well before they need to be sent out. Once approved, please supply a hard copy of your notice to the office so that Lana and Peter are able to answer parent/student queries.

## OHS

OHS Team- Our OHS team members are Tina Ersch, Lana Clough and Babita Dass. The OHS team meets once a term to address any OHS concerns and to ensure that our school is adhering to DET and Worksafe guidelines.

OHS Issues/Concerns- If you have any OHS issues or concerns, please report this to a member of the OHS team (E.g. you have identified a hazard). OHS information can also be accessed from our OHS notice board in the photocopy room.

Accidents/Injuries- If you have had an accident/been injured at school, please inform a member of the OHS team at the time the accident/injury occurs. Accidents/injuries must also be reported to DET using the Edusafe portal. Staff can make entries on Edusafe themselves or ask a member of the OHS team to make an entry on their behalf.

Workplace Inspections- Each term the OHS team complete walk-through inspections in all areas in the school. The purpose of these inspections is to identify hazards which represent a safety risk to staff and students. When a hazard is identified, the OHS team will take action to either remove the hazard or to reduce the risk.

## Policies

School policies can be found on our school website.

## School Open Hours

Staff are asked to arrive at school no earlier than 7:30am and to leave no later than 6pm.

## Security

Building alarms are turned off by our OSHC Before School Care staff member in the mornings and turned on at night by our cleaners.

Please keep BER buildings and the Hall locked during the day.

At the end of the school day, please:

- Check that all heating, cooling and fans have been turned off.
- Ensure that all exit doors are locked and windows closed.

## Smoking

Smoking is not allowed on school grounds or within 5 metres of school grounds.

## Work Programs

It is a legal requirement that all teachers have a weekly work program. Teacher work programs should be completed prior to each Monday and uploaded to Compass by 8am on the Monday of the relevant week.

Teacher work programs should include clear details of tasks ES staff members are to complete. Teachers are asked to provide a copy of their work programs to ES staff members. Teachers and ES staff are also asked to set a regular time to discuss work program activities and student progress/concerns.

## Yard Duty

When completing yard duty, staff are to wear a fluorescent vest, carry their mobile telephone and a yard duty bag. Our yard duty bags contain first aid supplies and a folder with relevant information (E.g. A yard duty timetable, details of students with allergies, anaphylaxis, medical conditions). Staff are asked to be punctual for their yard duty and to be alert and aware of what is happening in the playground. Please record incidents in the yard duty books- both positive and negative.

Yard Duty Timetables- Yard Duty Timetables are created at the beginning of each Term and can be found on Compass and in our yard duty folders.

Building passes- If children are sent into the Admin Building to go to sick bay or for a special reason, they are to be given a Building pass or First Aid pass by a staff member on yard duty.

Hats- Yarraman Oaks P.S. is a Sunsmart school. All staff and students must wear a hat in Terms 1 and 4. Children who are not wearing a hat are to sit outside the Grade 5/6 classrooms during Recess and Lunch times.

Time Out Area- Students not following school rules in the playground may be directed to our designated Time Out area. The Time Out area is located at the end of Building 2 and is visible from the Staffroom. Students are not to spend more than half of their recess or lunch break in Time Out. If a decision is made to direct students to the Time Out area, staff must record this in our yard duty folders.

Occasionally, students may be sent to Time Out for not following school rules during class time.