



Staff Expectations Policy

Written 2019

Reviewed



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St Francis of Assisi Catholic Primary

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1. Rationale

St Francis of Assisi Catholic Primary School's Staff Expectations Policy is written to ensure a safe and productive working environment for all members of the school community. These expectations allow the school to run smoothly, ensuring the best possible working environment for all staff, and for all staff to feel they are valued. Staff expectations are based on the Code of Conduct. They are guiding principles that all staff agree to adhere to.

2. Professional Expectations

- Dressed neat and professionally. Jeans and denim of any colour are not considered professional dress. Tattoos must be covered. See Staff Handbook for details
- Arrive at school before 8:00am and be in classroom by 8:10am, leave after 3:00pm
- Staff are expected to do their own MyHR for absentees within 48hrs of returning to work - must be approved by Admin first (see handbook for details)
- Staff are expected to attend the following each year and non attendance must be approved ahead of time by the Principal:
 - First Holy Communion Mass
 - Confirmation Mass
 - AGM
 - Christmas Concert
 - Thanksgiving Mass
- Lock hall & sports shed straight after use - area to be left tidy and free of clutter
- Classrooms and wet areas to be locked at the end of the day
- Staff should only be responding to parents/staff communication in line with the Communication Policy
- Programs must be ready for the cluster leader to review by week 4 each term

3. Duty

- Eat duty is after playtime (with the exception of Kindy). Staff member must supervise students eating outside their classroom. If the weather doesn't permit this, then students eat in the wet area of their block.
- Be punctual to all duties. Move when the bell rings. Remember someone is waiting.
- Students not to be released onto the oval until two staff members are on duty (does not include 'Shadow Duties')
- Supervise children as they move around the school from building to building. Teachers to model walking quietly
- Teachers are encouraged to acknowledge children when moving around the school and use names where appropriate
- When on duty, staff must wear their fluoro vest and hat and carry their first aid bag
- Irene McCormack walk duty leaves at 2:50, drops students outside the front of IMCC on the grass then return

4. Classroom Expectations

- Students to enter the classroom in an orderly manner
- Class doors open 8:20am - teachers to greet students at the door
- Classroom dividing doors closed before school starts - separate YearB and YearW greeting and morning work
- Students line up in two lines outside the classroom door before recess and lunch
- School bags must all be on the racks, none on the floor (photo to be displayed of how bags should look)
- Student work on display should be added to and changed regularly (classrooms not wet areas)
- Class time table is to be displayed on classroom door
- Students must not be positioned with their backs to the boards and TVs
- A productive learning environment conducive to student engagement must be achieved
- Classroom should be left tidy, free of clutter on floor at the end of the day
- Folding doors between classrooms must be closed for all Literacy & Numeracy lessons
- Literacy and Numeracy lessons must be held in morning blocks and before lunch where timetabling permits
- Literacy takes priority and should be taught before recess where timetabling permits
- Teaching staff must maintain high expectations with regards to students presentation of work
- Teaching staff must keep students accountable for no graffiti on desks

- Every Literacy and Numeracy lesson must begin with a warm up, and WALT and WILF clearly displayed on the board
- Each classroom must have a reward system that recognises positive behaviour
- The first bell goes at 2:40pm. Students should be packed away by 2.40pm. This is the time for prayer and notes. Dismissal is at the bell at 2:45pm

5. Religious Education and Prayer

- All staff are encouraged to attend staff prayer
- Staff are encouraged to pair up for staff prayer until they feel comfortable leading prayer on their own
- Classroom prayer includes:
 - Morning prayer
 - Before lunch prayer
 - End of day prayer
- Prayer focus within the classroom (prayer table) is expected to have a coloured cloth that matches the colour of the Liturgical season
- Staff are responsible for retaining RE accreditation - one PD in school time then next one in own time.
- Whole school masses on days of obligation are compulsory. No DOTT will be swapped, all staff must attend.

6. Professional Development

- PD days are only approved when they are aligned with the school's priorities
- All devices closed whilst people are talking unless specified otherwise. No teams messaging or emailing during PDs

7. Minimising Distractions

- Crunch-n-sip is a 5 minute break only
- Toilet breaks for Year 3-6 students must be one girl and one boy at a time
- Drink bottles are to be kept inside the classroom
- When entering another teacher's room during a lesson, please wait patiently for a break in their teaching before interrupting

8. Internal Communication

Staff Meetings (Weekly)

- Staff meetings on Wednesdays start at 3:05pm (see handbook)
- Attendance is mandatory, unless previously arranged with Admin
- If you miss a meeting you must read the minutes

- All items must be on agenda otherwise they will not be discussed
- All devices closed whilst people are talking unless specified otherwise. No teams messaging or emailing during meetings

Principal Memo (Weekly)

- Read the memo every week

Cluster Meetings (Fortnightly)

- Attendance mandatory, unless previously arranged with Admin

Daily Memo/Powerpoint

- Staff need to check the daily memo/Powerpoint each morning

Emails

- Check emails before school and after school each day
- Use emails for external communication
- Any sensitive or major issues email will be used to request a meeting and **not** to solve the issue. Even if parent made the first contact.
- Teachers will respond to emails from parents within two school days. Any emails received on a Friday will be replied to by Monday afternoon.
- Emails are not to be checked during teaching time - expect a reply during break times or after school

Teams

- Check teams before school and after school each day
- Teams is to be used for internal communication
- Teams is not to be checked during teaching time - expect a reply during break times or after school

Block Phones

- No phone calls are to be made from the office to class teachers before recess (during Literacy Dedicated Time) unless an emergency.

Parent Letters

- All letters are required to be checked by a member of the Leadership Team and will be replied to within two school days. Any letters received on a Friday will be replied to by Monday afternoon. Please address your relevant cluster leader and cc a copy to everyone in the leadership team.
- Any students who are receiving a 'D' in a learning area will have their parent contacted before week 6 of the report term to have a parent meeting. Teachers can choose to organise this meeting through a phone call or email, however, it may only be to request and face to face meeting to discuss their child's progress. The email must not state that the child is receiving a 'D'. For example....

Dear (parents name)

I would like to request a meeting to discuss (child's names) progress this semester. Are you able to meet (time and date)?

Thank you

(teachers name)

- *All formal meetings between staff and parents must be documented on SEQTA.*

Handover (Yearly)

- Teachers are to formally 'handover' to the next years teachers at the end of the school year. This must include...
 - Academic progress
 - Behaviour
 - Family Circumstance
 - Referrals
 - Outside support being received

9. Excursions

- Admin will investigate allocating a budget for whole school science, NAIDOC, Literacy and Numeracy Week incursions
- Scope & sequence for excursions and incursions will be developed- try not to book the same across different year levels
- Ideally 2 excursions and 2 incursions per year

10. Assembly and Merit Awards

- Merit awards must be aligned to the the four BCPS values.
- Every child to receive at least 1 merit award per year
- Assembly items - 1 per year

11. SeeSaw

- Each term the following is the minimum requirement:
 - 2 English, Mathematics and Religion pieces
 - 1 piece for all other Learning Areas
 - 1 piece from Learning Support (Reading Recovery, LLI, EMU, HOTs and other support)

12. Teacher Assistants

- To be discussed and completed at PD first week of term 3