

## Robertson State School: Pre-Service Teaching Information



### Arrival and departure

- ❖ Please sign in and out at the school office each day. You must advise the office if you leave the school before 3.00 pm (including break times).
- ❖ You are required to be at school no later than 8.15 am. If your supervising teacher is not available at that time, use your time to familiarise yourself with the many resources in our school library. Adequate board and general preparation should be completed prior to the start of the school day.
- ❖ Staff meetings are held every Monday afternoon until 4.20 pm. Please be available to attend these.

### Car Parking

Staff parking areas include:

- ❖ Staff car park accessed from Musgrave Road, at the front of the school.
- ❖ Estoril street car park – accessed from the back of the school.

**PLEASE NOTE:** street parking is not available on the school side of Musgrave Road as this is a drop off zone.

### Appropriate Dress:

- ❖ Clothing and footwear need to be comfortable and professional.
- ❖ Footwear needs to suit the context i.e. sports shoes for outdoor activities.
- ❖ Ensure that the clothing and footwear worn does not have any inappropriate images or exposed body-parts i.e. midriff or cleavage, and reflect a professional image. If necessary, the Principal or Deputy Principal may request you leave the school grounds and return appropriately dressed.
- ❖ Facial piercings need to be removed.

Absences: Please contact the office on 3452 4111 before 7.00 am and leave a message. We also have a night service operational for after school hours.

Behaviour Management: Please read the Robertson's Responsible Behaviour Plan thoroughly and adhere to the school procedures for managing student behaviour. You are a role model within this school and will need to be proactive and build good relationships.

Confidentiality: all information pertaining to students, their families and personal information about staff, the classroom, incidents and behaviours are to remain confidential. Please be particularly careful when you are in public discussing your work to ensure that conversations are not overheard by the public. Always remain professional.

Duty of Care: as an adult, you have a duty of care to ensure that all students are safe. Always report to your supervising teacher, if you have any suspicions of child abuse or neglect.

Intranet: the school intranet is accessible only by school staff. You are welcome to read the morning notices and other information, however this will need to be done through your supervising teacher's log in. A calendar of events can also be found on the Intranet. It includes events and activities relevant to the school community.

Mobile Phones: please make sure that your mobile phone is switched off or on silent during school hours. Only check your phone at breaks. Phone calls should not be taken during school hours.

Observations / reflections: ensure that these are given to your supervising teacher before 8.30 am the following day.

Personal Details: complete the personal details form at the first meeting with the Preservice teacher coordinator and return it immediately.

Photocopying: please show all requests for photocopying to your supervising teacher for approval prior to placing it in the appropriate tray in the teacher aide area. To ensure that the copying is completed, place your work in the tray the afternoon prior to your need for it.

Photographing students: if you wish to photograph the classroom consult with your mentor teacher to check if the students have provided the school with a media release. No names may be used and photos can only be used in your assignment and not placed on the web in any form.

Playground Duty: You are expected to attend all playground duties with your supervising teacher and to take bathroom breaks during break times. A copy of the roster has been given to your supervising teacher and a copy can also be found in the staffroom and office. Strict adherence to the roster is essential. Please be prompt in arriving to your duty and do not leave until the next duty person arrives. Move around whilst on duty to ensure the maximum coverage of the area.

Please support the rules as identified in the Responsible Behaviour plan.

Professional Development: please take every opportunity offered to you to attend professional development sessions whilst with us.

Punctuality: always be punctual to class at the commencement of the day as well as when returning from breaks. Ensure your supervising teacher knows where you are at all times.

Specialist Lessons: it is expected that you accompany your class to all specialist lessons for the first 2-3 weeks of your prac. After that period you may wish to observe lessons or meet with your supervising teacher at that time. For example it might be relevant or interesting to observe a bilingual class, a multiage gifted class etc.

Staff meetings: these occur every Monday afternoon for an hour commencing between 3.15 pm and 3.20 pm. All preservice teachers are expected to attend all scheduled meetings and to arrive on time. If unable to do so, please speak with the Preservice teacher coordinator.

Staffroom: our staffroom is well stocked with appliances and there is a small supply of visitor mugs for your use. Beverages and food are strictly BYO.

Tuckshop: The school tuckshop is open Tuesday to Friday. Healthy meal options are available including a daily special. Food needs to be ordered and paid for before 9.00 am each day. Hot food can then be collected at first break.