

Revised:

16 Jan 2020

**Saint Kentigern College**

**Relief Teacher**

**Handbook**

**2021**

Mission Statement

The Mission of the Saint Kentigern Trust Board is to provide education which inspires students to strive for excellence in all areas of life for the glory of God and the service of others.

Welcome

Welcome to Saint Kentigern College and thank you for assisting us with the very important job of teacher relief cover. We trust you find the information contained within this booklet useful and welcome any suggestions you may have that would better assist relievers understand what is required of them and how the College operates so they can effectively carry out their relief role.

The Manager of Teacher Relief is **Mrs Susan Mudford** and her mobile number **021 861 963**. Her office is located adjacent to Main Reception. Please contact Susan should you have any issues with the relief arrangements that have been set for you.

Relief staff are normally contacted at least a day before they are required, but on some occasions there are last minute requests. In such cases relievers would be txted or phoned before 7.30am that day.

Relievers are expected to report to the Manager of Teacher Relief by 8.30am each morning that they are employed. You will receive your instructions for the day and any other information that may be required. You will also collect a laptop or I-pad to use for the day. At the end of the school day, or when you finish for the day, please return laptop/I-pad to the Teacher Relief office and provide any feedback about your day as needed.

We encourage you to explore our website to find out about the history of our College, our core values and Special Character – all of which are integral to our Saint Kentigern community and the way in which we do things.

[www.saintkentigern.com](http://www.saintkentigern.com)

# Bell Times

|  |  |  |  |
| --- | --- | --- | --- |
| 8.40am | – | 8.50am | Tutor Group roll call, notices etc |
| 8.50am | – | 9.40am | Period 1 |
| 9.40am | – | 10.30am | Period 2 |
| 10.30am | – | 10.50am | Interval |
| 10.50am | – | 11.40am | Period 3 |
| 11.40am | – | 12.30pm | Period 4 |
| 12.30pm | – | 1.00pm | Assembly / Chapel / Extended Tutor Time (ETT) with Tutor Group |
| 1.00pm | – | 1.45pm | Lunch Break |
| 1.50pm | – | 2.40pm | Period 5 |
| 2.40pm | – | 3.30pm | Period 6 |

# Assembly / Chapel/ Extended Tutor Time (ETT)

In the 30-minute slot following Period 4 and before the lunch break, students will either be at Assembly, Chapel or in their Tutor Group rooms.

Relief teachers are not expected to attend Assemblies or Chapel. They may be required to cover an ETT (tutor group) slot during this time.

Assemblies: Senior College - Thursday (Elliot Hall/Sports Centre, Gym 1)

 Middle College - Tuesday (Elliot Hall/ Sports Centre, Gym 1))

 Whole College – As scheduled (Sports Centre, Gym 1)

Chapel & ETT: The Manager of Teacher Relief will advise what is required of you during this time

# Duties

These take place during Interval and Lunchtime. The Manager of Teacher Relief will inform you if you are required and where the duty is.

## Wet Lunchtimes

Indicated by 3 bells at the start of the lunch break (1.00p.m)

If you are assigned Elliot Quad, where Year 9 &10 students are based, they are to go to the Jack Paine Centre (JPC building). Please accompany and supervise them.

Otherwise, if you have an outside duty, head for a sheltered spot from which you are able to oversee the area.

OLE (Online Learning Environment)

This is the Learning Management System used across the 3 Saint Kentigern Campuses. It is where staff, students and parents go to access or view all sorts of information:

* Daily notices for students
* College Calendar (trips, events etc.)
* Teachers leave work instructions for students when they are away. Always check the OLE for the work for each class you are taking.
* Recording Student Attendance

The OLE is accessed by clicking on the Internet Explorer icon or Saint Kentigern icon on your home screen of your device.

You will be issued a username and password (which you will be asked to personalise when you are onsite). You will be asked to change the password every 6 months. You can only do this on-site.

Once you are all set up, you should be able to access the OLE from home should you need or want to. You will be given a Saint Kentigern email address, which you should check each day when you are working and can check from home (via the OLE) should you wish to.

##

## What happens if there is a problem with your laptop or I-pad?

When you collect your laptop/I-pad you should check it is working and that you can log in to the College OLE. If you have any issues, it is best to see ICT in the first instance. If an issue arises during class, if possible avoid leaving your class to do this, but ideally wait until you have a break.

## What happens if there is a problem with a student’s laptop or accessing the OLE?

If it is an individual student, send them to the ICT department if there is no other option. If appropriate, they can work with another student in the interim and go to ICT during their break.

If the whole class is affected you will need to contact the respective HoD for work (contact them directly if you know who they are).

# Marking Student Attendance

Knowing where our students are at any time of the day is essential. Therefore, marking attendance accurately and on time each day is a very important task for all teaching staff.

**Electronic Rolls**: We record attendance electronically via the OLE and/or Synergetic. There is an attendance button for each class you are allocated, shown on your OLE home page.

The general rule for marking attendance is that if a student is not in front of you at the time you mark the roll, even if they are at school, they are marked absent. There is no set time at the start of a period for marking the roll, but we suggest you wait for 10 minutes before doing so. In addition to calling the roll please take a head count to confirm the number of students present before submitting it. When marking the roll, only mark those students who are absent (i.e. students are assumed to be present).

If you need to change an entry e.g. a student turns up after you have taken the roll and they have a valid excuse, you can go back into the roll and make the change and resubmit the class record.

## Submitting Attendance

Rolls are taken for every period including 8.40am Tutor Group roll call time.

Ideally they should be submitted each period. However, this is not always possible. In this case the key times for submitting attendances are:

* By the end of 8.40am Tutor Group
* By interval (for periods 1 and 2)
* By the end of lunch (for periods 3 and 4)
* By 3.45pm (for periods 5 and 6)

Rolls are not taken for ETT (12.30pm) slots.

# Student Misbehaviour

We expect our students to conduct themselves in an appropriate manner at all times. Please report any issues to the Manager of Teacher Relief in the first instance.

**No mobile phones** and/or earphones are allowed to be used by Students on the campus from 8.15am to 3.30pm, including morning tea and lunch break. Students are not permitted to play games on their laptops during class time or visit internet sites which are not associated with their class work. If you suspect any inappropriate use of laptop devices please send the student to the ICT Centre with their laptop, or follow up with the student’s Head of House.

# Parking

Staff normally park in the main Carpark on the right when entering the College. Staff car parks are designated by yellow lines. There is parking around the back of the College by the swimming pool, in front of the Chapel and at the back of Mungo’s Shop. Please do not park on the grass or in the Visitor’s Carpark. If you are a regular reliever please collect an SKC car windscreen sticker from Student Reception that identifies you as a member of staff. This should be placed on the inside top left part of your windscreen.

# End of Day Staff Cars & Bus Lines

The road coming from the Chapel is coned off by the car park attendant before 3:30pm so that over 1,400 students can walk safely to their buses. When the students are loaded, the staff bus duty team release any cars waiting at about 3:38pm. The cones are put back to release the buses between 3:40pm and 3:45pm.

PLEASE:

* If you have urgent business out of school and can’t wait until 3:38pm – don’t park down the road past the Chapel that day
* If it is a last minute emergency, let the bus staff know and we will get you out safely
* Don’t move the cones yourself
* Smile at the staff bus duty team – they aren’t there to frustrate your travel plans

Thank you for your assistance in keeping our students safe.

Fire Evacuation & Lock Down

Please make yourself familiar with the evacuation instructions which should be located on the inside wall next to each classroom door.

**Fire**: Indicated by a long continuous bell. Should this happen, only the people in the building where the alarm is sounding (plus those in close proximity if threatened) need to evacuate to their assembly point.

**Lock Down**: Indicated by a long intermittent bell. Should this happen take students indoors, if not already, lock the classroom door (if possible), sit on the floor, turn the lights off, open the blinds and turn computer/data projector off. Stay on the floor, even if the bell has stopped ringing, until a Senior Manager comes to your room, identifies themselves, and gives the all clear. All staff will be emailed with further information once lock down commences. After the all clear, when the whole College assembles in Gym 1, all relievers should notify the Manager of Teacher Relief of their presence as soon as possible.

Student Reception

This is located in the north-eastern end, Level 1 of the MacFarlan Centre (adjacent to the Health Centre and Print Room).

# Staffroom

This is located on Level 2 above Student Reception in the MacFarlan Centre. Please help yourself to tea and coffee.

Staff Toilets

Staff can use student or staff toilets. Staff toilets are located between G1 and ICT in the Goodfellow Quad, in the English Department (upper level), Jack Paine Centre (upper level), Sports Centre (next to Sports Centre Lounge) and on Level 1 and 2 of the MacFarlan Centre.

# Saints Café

A wide range of food is available for purchase from the Senior College café on the lower ground floor of the MacFarlan Centre.

# Student and Staff Health Centre

The Student Health Centre is located opposite Student Reception, Level 1 in the MacFarlan Centre. Students who are unwell should be sent to the Health Centre with another student. They are not allowed to ring their parents to be collected.

If there is a medical emergency with a student or teacher, contact the Health Centre immediately (by ‘phone and sending two students). The extension is 9331 (if using your mobile ‘phone, the College number is (09)5770749).

# Reporting Student Accidents

There is a form on the OLE which needs to be completed and handed to Student Reception if a student under your care (whilst covering their class or observed out on duty) has an accident and injures themselves.

If you have an accident, you should seek treatment immediately. There is also a form on the OLE which will need to be completed.

# Staff Briefings (Mornings)

These take place on Monday and Wednesday mornings in the staffroom from 8.20a.m – 8.35a.m. Relief staff are welcome to attend.

# Relief Teachers’ Contract and payment

All relief teachers are required to sign and return a copy to this contract to the Trust Services HR Department (Level 2 of the MacFarlan Centre), Sandra Melhuish, HR Coordinator.

The Manager of Teacher Relief provides Payroll with a record of days/hours worked each week. Relief teachers are paid fortnightly.

# Social Club

The College has a fairly active Social Club. Staff contribute $2 per pay if they wish to join. At the end of each month the Social Club put on drinks and nibbles which are free to members. There are also subsidised events during the year. Regular relief teachers can join the Social Club and will have the $2 payment deducted as and when they are paid for their relief work.

Dress Code

The dress code for all teaching staff is practical, conservative ‘smart casual’ work clothes. Most male staff usually wear a collar and tie in Terms 2 and 3.

# 2021 Term Calendar

|  |  |  |
| --- | --- | --- |
|  | Start of Term | End of Term |
| Term 1 | Tuesday February 2 | Friday April 16 |
|  Term 2 | Monday May 3 |  Friday July 9 |
|  Term 3 |  Monday August 2 |  Friday October 1 |
|  Term 4 |  Monday October 18 |  Tuesday December 14 |

There are various Teacher Only Days and public holidays within the terms.

Health and Safety

Saint Kentigern takes your safety as well as the safety of others seriously. If you have any concerns at all please report these to the Manager of Teacher Relief or to any other Manager / Head of Department. There is also a place on the OLE where you can also report Health and Safety issues. Simply click on the Health and Safety icon.



Please note that the College Campus is Smoke Free.

# Useful College Contact Extensions

Manager of Teacher Relief 9743

Health Centre Nurse 9331

Attendance Officer 9303

PA to Principal 9359

Student Reception 9410 or 9414

Main Reception 0

The College telephone number is 577 0749 (to get to the main switchboard)

List of Heads of Department/Faculty

Art Mr Rod Stratton

Biology Mr Steve Martin

Chemistry Mr Sachida Naidu

Christian Education Dr Jeremy Sievers

Commerce Mr Brian Peel

Dance Mr Geordan Wilcox

Drama Ms Jess Acheson

English Ms JoAnn Wordsworth

Science Mr Gerard Hodgson

Geography Mr Richard McCallum

History Mrs Bridget Anitelea

Humanities Mrs Natalie Burridge

Languages Mrs Christine Leishman

Maths Mr Jamie Sneddon (acting to August 2021)

Music Ms Mary Lin

Outdoor Education Mr Richard Lange

PE Mr Paul Bennett

Physics Mr Jacob Naude

Social Studies Ms Merryn Ward

Technology Ms Miriam Aitken (Mr Garth Horsnell and Mrs Shannon Gwilliam - acting Term 1 2021)

Head of Year 7 Mr Kevin Taylor

List of Heads of Houses

Cargill Middle School Mr ieti Fetalaiga

 Senior School Mr Paul Venter

Chalmers Middle School Mr Tony Arrol

 Senior School Ms Susie Rock

Hamilton Middle School Mrs Ashleigh Misiloi/Ms Shannon Stojkoski

 Senior School Ms Naomi Wilson

Stark Middle School Mr Joe Cunningham

 Senior School Ms Justine O’Dwyer

Wilson Middle School Mr Al Ronberg

Senior school Mr Keith Taylor

