

**Saint Kentigern College**

**Relief Teacher**

**Handbook**

**2023**

Revised:

7 February 2023



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 in the corridor past Main Reception and towards the Science Block. 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)

Covid-19

The College has various procedures in place for operating under the Covid Protection Framework as directed by the Government. Please ensure you are fully familiar with those whenever onsite.

# Bell Times (might change on special days)

|  |  |  |  |
| --- | --- | --- | --- |
| 8.40am | – | 8.50am | Period 0 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 an Assembly of some kind, Chapel or in their Tutor Group rooms.

Relief teachers are not expected to attend Assemblies or Chapel (although you are welcome to do so if you are free and would like to). You may be required to cover an ETT (tutor group) slot during this time.

 Usually, if you don’t cover an ETT you will likely be asked to do a duty.

# 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 (1.00pm)

Some of the duty areas change if it is a wet lunchtime:

* Fields to the Gyms
* Elliot Quad, Music & Languages to Elliot Hall Foyer and surrounding corridors
* Elliot Hall Carpark to Corridors of Rooms 21-39

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. They might refer the class to OneNote (on their laptops).
* 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 Head of Faculty or Head of Department 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. There is an attendance link 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 8.40am 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.

There are a small number of exceptions to the phone/ear-phone rule (eg JPC subjects such as Art etc). The teacher should have indicated this in their lesson instructions. Or, ascertain the class’s usual routine by asking a reliable student.

# 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 further up the hill on the right, as well as around the back of the College by the swimming pool, in front of the Chapel and further down the Chapel road towards the Languages block. Please do not park on the grass or in Visitors’ Carparks. 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.

3.25pm- 3.40pm No driving on the interior road from the College roundabout past EMC and T Block.  This is to prioritise student safety as they rush out from T Block, JPC and EMC up to buses and across to Manor Park.

# End of Day Staff Cars & Bus Lines (note from the Bus Team)

The road coming from the Chapel is coned off by the car park attendant before 3:30pm so that over 1,800 students can walk safely to their buses. Exiting from the carparks adjacent the Chapel, Mungos and Goodfellow Centre is likely not to be possible until 3.50pm at the earliest.

* If you have urgent business out of school and can’t wait until 3:50pm – 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.

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 the 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 the Gyms, 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).

If a student shows signs of being unwell (especially Covid symptoms), you can send them to the Health Centre.

# Reporting Student Accidents

The College needs to be notified 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 and let the Manager of Teacher Relief know.

# Relief Teachers’ Employment Agreement and payment

All relief teachers are required to sign their Casual Relief employment agreement (which will most likely have been done online with HR).

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.

# 2023 Term Calendar

|  |  |  |
| --- | --- | --- |
|  | Start of Term | End of Term |
| Term 1 | Tuesday January 31 | Thursday April 6 |
|  Term 2 | Monday April 24 |  Friday June 30 |
|  Term 3 |  Monday July 24 |  Friday September 22 |
|  Term 4 |  Monday October 9 |  Tuesday December 5 |

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 Mrs Stephanie Mellsop

Christian Education Dr Jeremy Sievers

Commerce Mr Brian Peel

Dance Mr Geordan Wilcox

Drama Mr Dave Sheehan

English Mr Dave O’Brien (Acting)

Science Mr Gerard Hodgson

Geography Mr Richard McCallum

History

Humanities Ms Merryn Ward (Acting)

Languages Mrs Christine Leishman

Maths Dr Jamie Sneddon

Music Ms Mary Lin

Outdoor Education Mr Matt Cloonan

PE Mr Paul Bennett

Physics Mr Jacob Naude

Social Studies

Technology Ms Miriam Aitken

Head of Year 7 Mr Kevin Taylor

List of Heads of Houses

Cargill Middle School Ms Dana Harrison

 Senior School Mr Ieti Fetalaiga

Chalmers Middle School Ms Katie Gordon

 Senior School Ms Susie Rock

Hamilton Middle School Ms Shannon Duffy

 Senior School Mr Will Gage-Brown

Stark Middle School Mr Joe Cunningham

 Senior School Mr Peter Harries

Wilson Middle School Mr Al Ronberg

Senior school Mrs Naomi Wilson

