

VC 22181 – Ringwood Technical School 1982

Various documents covering Policies, Roles, Structure, Procedures, Camp Rules, Pay Rates etc. Donated by Joan Pickford (nee Dear) 2022. (Prefect 1970-71).

Scanned in 6 parts due to volume of pages. Most pages are not numbered.

Contents of Parts:

Part 1

- General Educational Policy
- Procedures Adopted By The Curriculum Board In Order To Implement The Educational Policy

Part 2

- School Administrative Structure
 - Operational Structure - Operations Committee
 - Curriculum Board
 - Org Chart
- Role of the Senior Teacher
- Role of Head of Department
- Role of Assistant with Responsibility
- Role of Year Level Coordinator
- Role of Section Leader

Part 3

- Role of the Welfare Officer
- Bell Times 1983
- School Layout
- Evacuation Procedure and Diagram
- Recording of Students' Attendance
- Staff Absences
- Concerning School Rules

Part 4 - SRC

- Students; Representative Council – Constitution and Rules

Part 5 – Camp Duncan, Excursion etc

- Camp Duncan Disposition of Duties 1983
- Receipts/forms pro-forma
- Some Facts About Camp Duncan
- Camp Duncan Date 1983
- Student Checklist and Luggage Requirements for Camps and excursions
- Confidential Medical Report for School Camps
- Parental Permission Form

Part 6

- Education Department Victoria
 - Pay Advice and Allowance Table
 - Subject Coding
 - Leave
 - General Advice on Transfers
 - Excursion procedure, Approval Form
- Student Assembly Points

(Ken Briscoe, 25/6/2022)