

ROLE OF THE WELFARE OFFICER:

The Welfare Officer will help pupils and staff identify more satisfactory solutions to personal/social problems which may be having an adverse effect upon their lives as members of the School community.

The Welfare Officer will be directly responsible firstly to the Principal and then to the Vice Principals as required :-

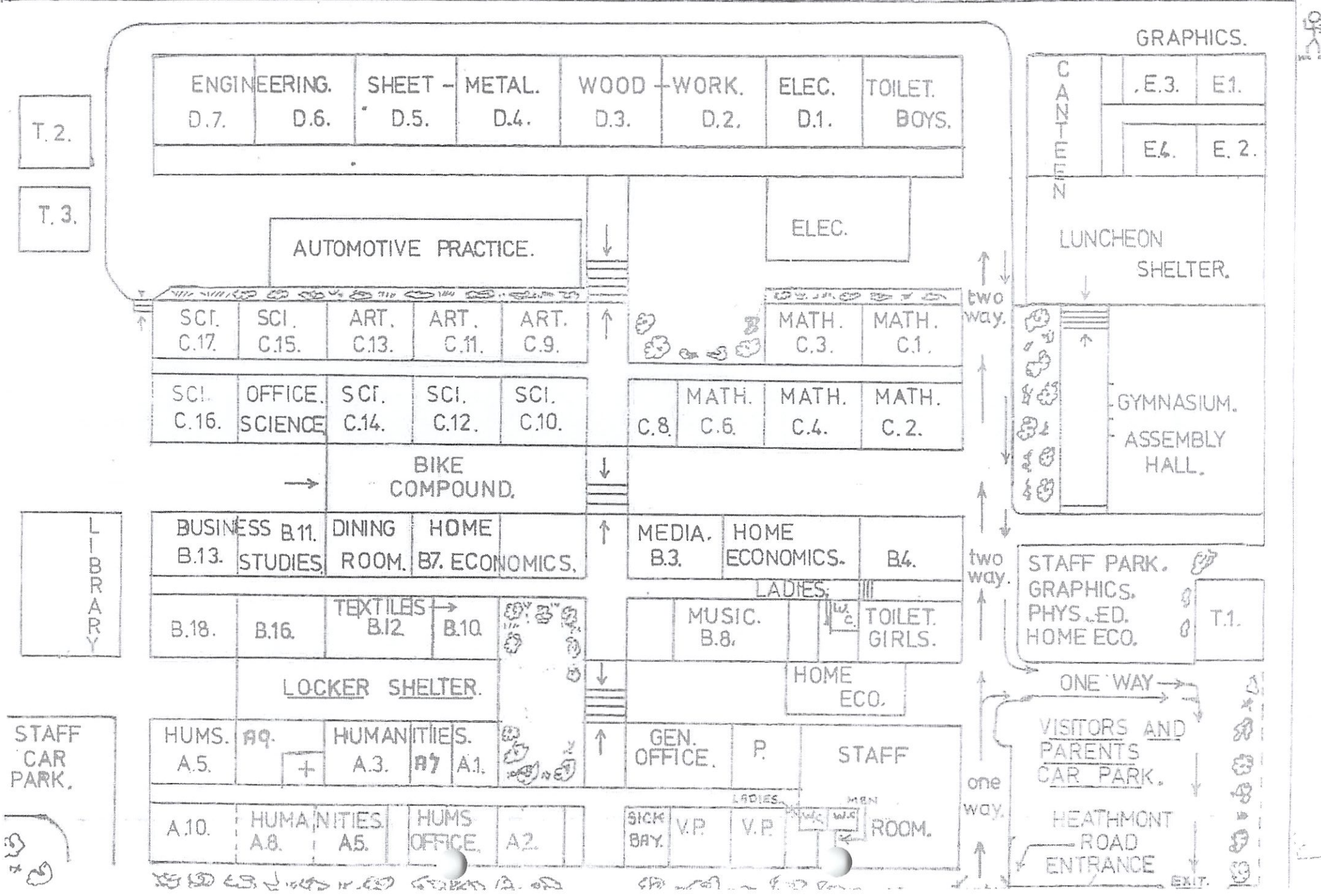
1. The Welfare Officer will help and support students to cope with their education.
2. Within the context of the Welfare Officer's responsibility to the Principal the Welfare Officer's confidentiality will be maintained at the times.
3. The Welfare Officer should help the staff to
 - (a) understand the motivational drives and limitations of their particular students and offer support and information which may be considered to be of value in allowing staff to relate to students in a meaningful and productive manner.
 - (b) understand themselves, their own feelings, needs and attitudes as these affect teacher/student relationships.
 - (c) organise meetings and In-service activities with a view to increasing teacher awareness of individual needs and drives.
4. The Welfare Officer will with regard to students : -
 - (a) liaise with community welfare agencies and youth organisations such as clinics, children's courts, School Medical Service, C.G. & C.S., Social Welfare Department, and others as necessary.
 - (b) follow through on referrals and assist in the implementation of recommendations made.
 - (c) counsel staff in the teaching of students with special needs such as epileptics, diabetics and other physical or learning problems.
 - (d) liaise with other schools in the acquisition of relevant student information
 - (e) develop a comprehensive and confidential record system.
 - (f) contact parents through parent groups, parent-teacher evenings and home visits.
 - (g) assist with the re-integration of institutionalised children back into the school and the community.
 - (h) participate where possible in "extra curricula" activities which are part of the overall school life.

RINGWOOD TECHNICAL SCHOOL

BELL TIMES 1983

<u>CIRCUIT 1</u>		<u>CIRCUIT 2</u>	
<u>MONDAY - THURSDAY</u>		<u>FRIDAY</u>	
8.24	Lockers	8.24	Lockers
8.34	Form Assembly	8.34	Unit 1 Start
8.46	Changeover	9.24	Changeover
8.49	Unit 1 Start	9.27	Unit 2 Start
9.41	Changeover	10.17	RECESS
9.44	Unit 2 Start	10.34	Warning Bell
10.36	RECESS	10.37	ASSEMBLY
10.53	Warning Bell	11.01	Changeover
10.56	Unit 3 Start	11.04	Unit 3 Start
11.48	Changeover	11.54	Changeover
11.51	Unit 4 Start	11.57	Unit 4 Start
12.43	LUNCH	12.47	LUNCH
1.33	Lockers	1.37	Lockers
1.40	Warning Bell	1.44	Warning Bell
1.43	Unit 5 Start	1.47	Unit 5 Start
2.35	Changeover	2.37	Changeover
2.38	Unit 6 Start	2.40	Unit 6 Start
3.30	Finish	3.30	Finish

GREAT RYRIE STREET.



EVACUATION PROCEDURE

Philosophy - Safeguard personnel:- evacuate all persons, avoiding panic; teacher is responsible for each class room group.

Fire or Other Emergency

- render first aid
- inform administration
- phone authorities
- set off "FIRE ALARM" - any person can set off alarm.

Method of Evacuation

1. On alarm close windows.
2. As students file out teacher counts heads, closes classroom door and walks with students out nearest exit. (If fire in corridor outside door: - exit through windows).
3. Walk as a group to oval No. 1. keep off the road
4. Mark roll on oval and sit students down - then report to Vice Principal in charge of assembly, that all class members are there.
5. Teacher then stands with his group.
6. Students at toilet rejoin their group on the oval.
7. Students at the library or elsewhere stay with that teacher.

Duties

Administration - Check and clear "A" Block North and take assembly on the oval.

Heads of Departments - check and clear faculty areas then close doors at the end of the corridors.

Bicycle Compound - unlocked by teacher in charge.

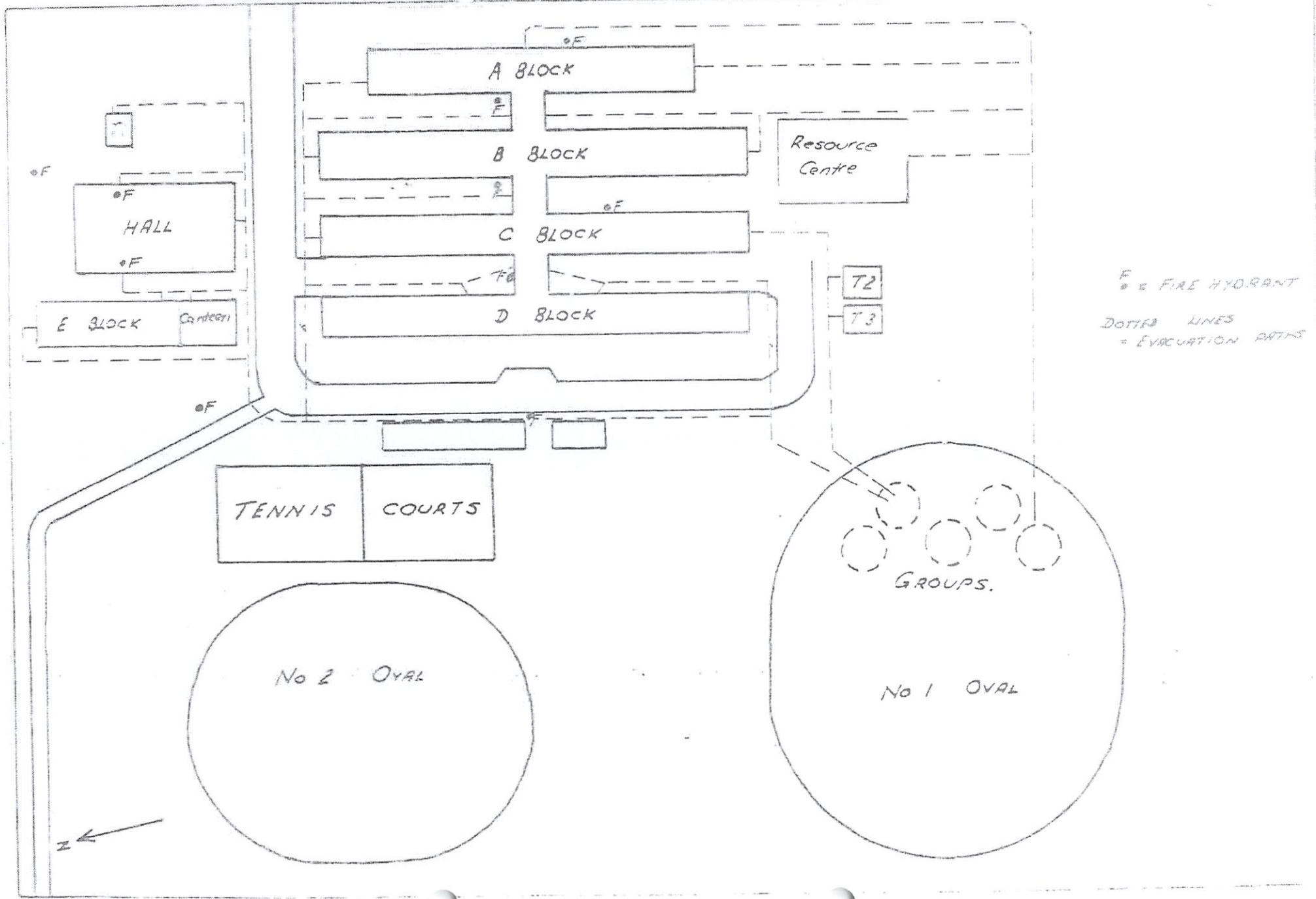
Teachers on Prep. - Report to Head of Department to take his class to the oval - also teachers without classes have marshalling duties.

Vice Principal in charge of assembly - Check each area reported is clear and dismiss the assembly.

Additional Points

1. All doors at the ends of corridors and toilets must be closed.
2. Don't let students split up - if possible follow the route marked on the evacuation map of the school.
3. Staff cars nosed to the kerb of "C" block are parked at owners risk and must not be moved.
4. Students' bicycles are stored at owners risk and must not be removed from the unlocked bicycle enclosure.
5. Keep all roads clear as much as possible. Students only cross over road when absolutely necessary.

HEATHGATE ROAD



F = FIRE HYDRANT

DOTTED LINES
= EVACUATION PATHS

TENNIS COURTS

No 2 OVAL

GROUPS.

No 1 OVAL



RECORDING OF STUDENTS' ATTENDANCE

Each classroom teacher has the responsibility of keeping an accurate and up-to-date record of the attendance of students in his or her classes.

This record is a legal document and official record of a students attendance.

The subject rolls must be marked in the first 10 minutes of the unit and an attendance chit completed. Note the sample below. Please ensure that all details are completed.

RINGWOOD T.S. UNIT 6
DATE 21 MAY 1983

SECTION	NAME	A	L	O	E
10.1	SMITH, F	✓			
10.1	HARDING, M.		✓		

TEACHER CODE RD

Note 1 Where double or triple unit sessions are held your subject roll must record attendance for each unit not session. There are occasions when a student is absent for a part only of double or triple unit sessions. Mid-year and final reports will then be completed in terms of number of units attended.

Note 2 One chit is sufficient for double or triple unit sessions. However, another chit is necessary should there be any changes during the session. Write the word "amended" on the chit.

Note 3 A means absent.
B means late.
O means no absentees.
E means elsewhere (i.e. you know student is at school and at some scheduled activity).

RINGWOOD TECHNICAL SCHOOL

STAFF ABSENCES

A. Unexpected Absences

Please inform the school of your absence before 8.15 a.m. Allocation of 'extras' is underway at 8.20 a.m. Please give an indication of the reason for and duration of your absence. If it is necessary that you stay away longer than previously indicated please inform the school of that fact as soon as possible.

B. Anticipated Absences

Give the extras person as much notice as possible so that emergency teachers can be employed. Please help by filling out the appropriate number of extras slips (sample below) indicating the work left for your classes. Extra slips are available from the time table officer.

TO: _____ PLEASE TAKE THE FOLLOWING EXTRA DATE: 27/8/

UNIT	CLASS	SUBJECT	ROOM	STAFF AWAY
3	9.3	SCIENCE	C14	SMITH

WORK LEFT Hand out
books "Science for Living"
Students read Ch. 4 and
answer questions.

REASON FOR ABSENCE

ILLNESS MEETING CAMP/EXCURSION
TIME OFF LATE OTHER



THE RINGWOOD TECHNICAL SCHOOL

HEATHMONT ROAD, HEATHMONT, 3135

Telephone
870 4556

CONCERNING SCHOOL RULES


Principal
B. K. Knox

It is conceded at Ringwood Technical School that the criteria for good manners and behaviour are covered by -

- (a) Courtesy - to all people at all times.
- (b) Safety - for all people at all times.

The following specific points must also be noted and followed:-

1. Absences: After each and every absence students must bring a note from their Parent or Guardian indicating the reasons for their absence.
2. All students must wear school uniform.
3. All students must wear appropriate clothing for sport and physical education.
4. All students must wear protective clothing for all practical subjects as directed. e.g. apron, overalls, strong shoes, hair covering.
5. School starting time is 8.30 a.m. and students are expected to be punctual. School finishing time is 3.30 p.m.
6. Students are not permitted to leave the school during school hours without permission of a Vice Principal. (Lunch-pass holders are excepted for lunch time only).
7. Permanent lunch passes will be issued to students whose parents request by letter, that they wish students to eat at home.
8. Students who become ill or are injured are not to leave the school without permission of a Vice Principal.
9. Students wishing to leave the school early, e.g. for doctor or dentist appointments, or for any other reasons, must bring a note to the Vice Principal before school commences.
10. The wearing of jewellery (other than wrist watches) or other valuables is not allowed.
11. No transistor radios or cassette decks are to be brought to school. No responsibility for theft, loss or damage, will be taken by the school authorities if these items are brought into the school.
12. Students are permitted to carry only essential keys. e.g. locker, house and bicycle lock - skeleton keys are banned.
13. Smoking and the drinking of alcohol by students are not permitted under any circumstances whilst under the control of the school. All lighting instruments (matches etc.) are banned.
14. No student is to carry sharp instruments at any time.
15. No bicycle is to be ridden in the school grounds except on the bicycle path leading to Great Ryrie Street.


B.K. KNOX.
PRINCIPAL.