

Subject: IMPORTANT - START 2021 on the RIGHT FOOT with this NEED TO KNOW Information!
Date: Monday, 25 January 2021 at 4:20:04 pm Australian Eastern Daylight Time
From: Rick McLeod
To: #Staff - General Admin, #Staff - Generic Logins, #Staff - Instrumental Staff, #Staff - Lab Assistants, #Staff - Library, #Staff - Shlichim, #Staff - Student Assistants, #Staff - Teachers ALL, #Staff - Teachers Creche, #Staff - Teachers ELC
Attachments: image005.jpg, image006.jpg, image009.jpg, 2021 Yard Duty Attachment.pdf, image001.gif, BIALIK CALENDAR (MASTER) 2021.pdf, 2021 Bialik College COVID-Safe Plan - as at 25 Jan 2021.pdf

Welcome back, and a warm welcome to those new to the Bialik family!

Below are some important operational information items which will assist you in making **2021** run as smoothly as possible. There's a lot to take in, so you may want to save it for future reference. **Returning staff** – please read as there is a lot of new info below.

1. Term 1 begins on Monday 1 February – it is a **WEEK 1**.
2. If you have an excursion planned in Term 1, your paperwork should be well underway. Those who have excursions in the first 3 weeks should have everything in by Monday 1 Feb at the latest.
3. There are 6 staff MYKI cards. If you are on a school excursion, or planning one, please include how many you require for staff on the Excursion Approval Form in the travel info section. Cards can then be collected from reception on the day, or the day before and need to be returned to reception on completion of the excursion.
4. There are 2 Curricular camps this term - Year 7: Feb 16-19 and Year 5: March 9-12.
5. 23 Feb is Student Photo Day (and for any staff that may have missed having their photo taken on 27 Jan). More info to come.
6. Friday 26 February is Purim. Stay tuned for activities and duty timetables from The Informal Team. There are no classes on this day.
7. Monday 8 March is Labour Day. There is no school on this day.
8. If you have an event that is not in the attached calendar and should be, please let me know ASAP.
9. Term 1 Lunchtime Activities schedule will be out and up and running by Wednesday 10 Feb. If you have a club or activity you would like to run during lunchtimes, please let me know!

COVID-Safe: PLAN & CHANGES

- The most up to date COVID-Safe Plan can be found on the CLE Homepage in the top banner titled "LATEST CORONAVIRUS INFORMATION." I have attached it to this email for your convenience.
- For new staff, please read through this document in its entirety. Changes made to this live document will be highlighted in yellow for quick reference.
- Here are some quick reference highlights of the updated plan and a few safety changes as suggested by DHHS during our inspection:
 - 🚦 Staff and Year 6 and above must carry a mask and wear when unable to socially distance.
 - 🚦 Masks to be worn on all school arranged transport.
 - 🚦 Room maximums increased to 1 per 2 square metres.
 - 🚦 Household member isolating – student can attend if person is not a close contact and CAN NOT attend if is a close contact.
 - 🚦 Students who get tested must provide negative result to HOS PA's who will distribute.
 - 🚦 Year level and sub school assemblies are permitted inside. As long as there are no external visitors (parents, carers or visitors), density limits do not apply.
 - 🚦 No sharing of food. Group food must be distributed by person with mask and gloves.
 - 🚦 2-in-1 wipe dispensers being installed in staff, Shuk & ELC kitchens.
 - 🚦 Touch and flip lid bin tops removed.

- ✚ Additional paper towel holders installed.

STAFF PARKING

- There is first come first serve staff parking for all staff (swipe card accessible) at 9-11 Cato Street and 21 Cato Street (Sports Centre). **For security reasons, you must swipe in before entering any car park – even if the gate is open. This goes for bicycles as well.**
- The small car park at 431 Auburn Road is designated parking. Those with permission have been given a schmoigie/remote for access. If you are a full time employee and interested in using this car park, let me know and I can add you to the waiting list.
- In all car parks, staff are required to park in designated car spaces ONLY. If there are no car parks available, you need to park on the road or in the FREE car parks on Auburn Road.
- Check that no one has tailgated you into a car park. If someone does and they are not Bialik staff, contact security or reception immediately.
- IN ALL CAR PARKS - Parking on the pedestrian path or in a NO PARKING area is strictly prohibited and may result in your car being towed.
- **Bicycles & Motorcycles:** There are designated parking bays (an extra one has been added this year to accommodate the increased number of staff riding to work – woohoo!) beside the bike cage in the sports centre car park with lockers. There are also bike racks at the Auburn Rd entrance.

SECURITY

- Staff must have their staff ID with them at all times.
- For new staff, your cards will take a couple of weeks after staff photos are taken on the first day. In the meantime, security at the main entry points have a list of new staff.
- Access/swipe cards will give all staff access to campus entry points.
- If you are expecting a guest, please let security know by including the following in your calendar invite (which can be found in the school global address book): #sign-in kiosk (invite@looplearn.com).
- If you need to park your car overnight in one of the school car parks, please notify security (ESS@bialik.vic.edu.au) and reception (reception@bialik.vic.edu.au) and include the following information: make, model and colour of car, registration, which car park, and dates car will be parked there.

BOOKIT (Casual Room Booking System)



- Bookit can be found in the following location: **I:drive/Administration/Bookit2/bookit** (I suggest right clicking the file and clicking on “Send to” and then select “Desktop.” This will add the Bookit icon to your home screen for quick access).
- Classes that are currently timetabled in the Theatre, Sports Centre Seminar Rooms, Library, Drama Studio, Kitchen, and Mifgash will be put in to Bookit as permanent bookings. **If you would like to book any spaces right away, only do this for the FIRST week and a half of Term 1 (1-10 February), as I will be putting in permanent booking that aren't timetabled next week which will overwrite any casual bookings.**
- **You can make bookings in all areas yourself**, except for the HALL, A007 Boardroom, Mifgash and Drama Studio. **For bookings in these password protected areas, please contact Reception (5001/5002).** Please ensure you include set up requirements for Hall requests. In addition, you need to put on the Maintenance Help Desk for all set up, and if you need any AV set up, ensure that you log your request on the AV Help Desk.
- **Please check Bookit to make sure these spaces are available before requesting a booking.**
- Kitchen Bookings are through Julie Hart (5204). Anyone booking the Kitchen must complete an online Food Handling and Hygiene certificate and complete an induction with Fay Pittito.
- If you would like a permanent booking in any bookable space, please forward me your request(s) no later than **Tuesday 2 February.** I'll do my best to fulfil your requests, but no promises... :)

- If you have already sent through requests, thank you and stay tuned!

EXCURSIONS

- All Excursion information is available on the CLE under **Teacher Resources/Activities & Excursions/Excursions**, with all necessary policies, instructions, forms, risk management info, medical, etc.
- When planning an excursion, ensure you give yourself ample lead time for the approval process. Paper work should commence at least 6 weeks prior to your excursion.
- Remember to **CHECK** dates with me **BEFORE** going ahead an planning an excursion. That way, I can put it into the calendar as tentative until you have received approval from you HOS/HOD and/or Coordinator.
- **Note:** ALL **off campus events** require going through the excursion process in full.
- If you have any questions about the process, please don't hesitate to ask me.

CALENDAR

- The calendar for the entire year is available on the CLE. I have also attached the most up to date calendar to this email in list format for your reference. **NOTE – this calendar changes DAILY, so don't print and use as reference for more than the first week of Term 1.**
- Calendar items/requests are due to me no later than the 15th of each month (or the closest school day) for the following month. February calendar items should already be with me. If not, you need to get the ball rolling ASAP. March 2021 calendar items are due no later than **Monday 15 February 2021.** This is your reminder!

YARD DUTY

- Attached is important information regarding yard duties. This docs is also available on the CLE under Teacher Resources/Yard Duty Information.
- A reminder that all staff need to be wearing a hat during yard duty from September until the end of April (or when the UV is above 3). This is not only for your own safety, but is good role modelling, particularly for our younger students.
- All staff who do yard duties are issued with a Bialik branded high vis vest. If you don't have one, reception can arrange for you. For the moment, there will not be lanyards with students at risk of anaphylaxis. In the event of an accident while on duty, contact reception who will contact the School Nurse.

PRINT ROOM

- The Print Room operating hours are from 7.45am – 4.00pm and managed by Rachel Davis.
- The Print Room is unattended from 1.00pm-1.40pm daily.
- All staff are required to fill in a **Job Request Form** for all jobs submitted in person. A form is not required when submitted via email.
- Plan in advance. Turnover for each job is dependent on the Print Room's workload at the time. Please discuss with Rachel if you have an urgent job.

THE SHUK (CANTEEN) - - - YUMMY Food!!

- For catering from the The Shuk, **a catering form must be completed and submitted 5 days before your event.** Shuk staff can assist regarding quantities, dietary requirements and special requests.
- Recess and lunch duty at The Shuk requires staff to: Ensure no running, watching the queues are lining up in an orderly manner and ensuring students put all rubbish in the bin as they leave tables.
- When possible, it is best if staff get food from The Shuk outside student recess and lunch times.

If you need to purchase during student recess or lunch, staff can go to the front of the queue in front of the hot food fridge. Please be patient, as we all know how busy it can get!

- You may pre order food over the Flexischools website. If you wish to pre order over the counter, you may do so between 7.30am-8.30am only.

SPORTS CENTRE

Below you will find information (some that is necessary by law) that will help to ensure the smooth and safe operation of the Gringlas Sports Centre. Please take a moment to familiarise yourself with it, and then pass on any pertinent information to your classes when using the Sports Centre so that there is consistency in the message/rules by which we want them to abide.

1. Justin Kim is the Sports Centre Manager (and Sports Coach). He can be contacted for Sports Centre information, casual bookings of the seminar room and other usable areas of the sports centre at kimj@bialik.vic.edu.au or on EXT 5197.
2. During school hours, all students must be accompanied by a teacher or coach in the Sports Centre
3. Incident report forms and folder can be found at the main Sports Centre reception. Please ensure you fill one of these out if there is an accident, particularly if first aid or medical attention is needed. If treated by the school nurse (Frances Postma), she will complete the appropriate paperwork.
4. There is a **First Aid Kit** at the main reception, as well as plenty of stock in the Sports Centre First Aid Room.
5. A **defibrillator**, **Asthma pack** and **Epipen** are located at the Sports Centre reception.
6. **Emergency numbers** are posted at the Sports Centre reception.
7. The **assembly area** when required to evacuate the sports centre (outside of school hours) is Cato Street.
8. Entry for Emergency Services is via the 407 Tooronga Road gate.
9. There is a folder at the main Sports Centre reception with all SDS's (Safety Data Sheets). These sheets contain information about all Hazardous and Dangerous substances stored on this site, as well as First Aid, handling and treatment for the substance. Really interesting stuff! Essential none the less. These are necessary for Emergency services when attending the site.
10. **SWIMMING** – Currently, staff can swim on Tuesday and Thursday mornings from 6am-7.30am. Please introduce yourself to the coach/lifeguard on deck and let them know you are Bialik staff. They will direct you to the staff lane. **NOTE: Lap swimming only.**
11. The **Health Club** which is operated by EFM runs morning sessions Monday to Friday from 6am-10am. Evening and weekend sessions are Monday-Friday from 4-7.30pm and Saturdays from 9-11am. To join or for more information, please contact Jackie on 0415 366 847 or make the trip up to the sports centre (it's not that far – REALLY!). Staff rates apply which are also salary sacrificed for huge savings.
12. There is a free fitness class each week that is available after school, throughout the year, for staff to attend. The class is on Wednesdays: Pilates from 6.15pm-7.15pm. You need to sign a one-off waiver with the EFM staff member on duty prior to participating in your first class.
13. The seminar room in the sports centre can be booked via **Bookit**.
14. The large gate separating the ELC from the Sports Centre automatically opens at 7.30am and closes at 4.00pm daily. If you need access via this gate at any other time, there are swipe panels on either side.
15. The undercover car park is for staff only. ****REVERSE PARKING ONLY**** If you have parents coming to assist in class during the day, they must make their own parking arrangements. There is no intercom access to the Sports Centre. Again –you must swipe when entering every time.
16. Sealable water bottles are OK. **No food or drink in the Sports Centre during the school day.** Please be diligent about this, particularly if you have a class in the stadium courts.
17. Only proper swimming attire in the pool. No T-shirts, shorts, underwear, etc.
18. Only proper non marking rubber soled sports shoes on the stadium courts. No high heels (definitely).

19. No shoes are to be worn in the gymnastics hall. Please have students remove shoes inside the gymnasium before getting on the blue carpeted area.
20. No food is permitted on the mod grass bat tennis courts OR the 4 mod grass tennis courts. If you see any students with food on these courts **(teachers on recess & lunch duty)**, please ask them to eat it **OFF** the courts.

Thanks everyone and have a great, healthy and safe 2021!

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**Bialik. Cultures of
Thinkin?**

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