

# Term 3 Secondary Duty Roster 2020: Updated 12 August 2020

\* Please note Change in Before and After school duty locations / instructions \*

Times	Area	Monday (Staff Prayer 8.00 - 8.10)	Tuesday	Wednesday	Thursday	Friday (Staff Prayer 8.00 - 8.10)
<b>Before School</b> 8:15 - 8:35	<b>BS 1&amp;2</b>	BS1. Valentine St: Deb K BS2. Flag Pole: Iain L	1. Valentine St: Alicia H 2. Flag Pole: Wayne J	1. Valentine St: Roz S 2. Flag Pole: Deb P	1. Valentine St: Kev L 2. Flag Pole: Wayne J	1. Valentine St: Deb P 2. Flag Pole: Wayne J
<b>Recess</b>						
10:30 - 10:50 (20 mins)	<b>Sec 1</b>	Jessica A	Tristan H	Ann W	Angela A	Erana O
10:30 - 10:50 (20 mins)	<b>Sec 2</b>	Mikyla H	Deborah K	Jessica A	Brad A	Lizette S-J
10:30 - 10:50 (20 mins)	<b>Sec 3</b>	Steve C	Sathi P	Tristan H	Dave F	Iain L
<b>Lunch 1</b>						
12:40 - 12:55 (15 mins)	<b>Sec 1</b>	Tristan H	Ann W	Iain L	Steve C	Jess T
12:40 - 12:55 (15 mins)	<b>Sec 2</b>	Clare L	Bel K (John C)	Dave F	Alicia H	Sathi P
12:40 - 12:55 (15 mins)	<b>Sec 3</b>	James P	Mandi M	Jana F	Mandi M	Mikyla H
<b>Lunch 2</b>						
12:50 - 1:15 (25 mins)	<b>Library</b>	D French	D French / A Jackson	D French	A Jackson	A Jackson
12:55 - 1:15 (20 mins)	<b>Sec 1</b>	Angela A	Allison W	Rhonda H	Tristan H	Hayley W
12:55 - 1:15 (20 mins)	<b>Sec 2</b>	Sathi P	James P	Bel K (John C)	Erana O	Brad A
12:55 - 1:15 (20 mins)	<b>Sec 3</b>	Kevin L	Lizette S-J	Alicia H	Kevin L	Clare L
12:55 - 1:15 (20 mins)	<b>Sec 4</b>	Deborah K	Dave F	Hayley W	Rhonda H	James P
<b>After School</b> 3:05-3:25	<b>AS 1&amp;2</b>	AS1 Valentine St: Bel K (John C) AS2 Flag pole: Lizette S-J	1. Valentine St: Jess T 2. Flag pole: Mikyla H	1. Valentine St: Mandi M 2. Flag pole: Clare L	1. Valentine St: Brad A 2. Flag pole: Elmarie K	1. Valentine St: Mel R 2. Flag pole: Rhonda H

## Pastoral Care Etiquette:

We are given very important Duty of Care under the law, for our students. Teachers are responsible for the students in their area during the allocated duty time.

It is also important to honour one another in arriving punctually to Pastoral Care Duty and to tag the previous teacher to ensure you have changed over shifts. We must be vigilant during these times to ensure all our students are playing and socialising in a safe and inclusive manner.

## Reporting of incidents:

Staff are to use SEQTA to report and record any hat, uniform or behavioural breaches, as early as practicable.

For serious breaches of the Student Code of Conduct, students may be sent to the Head of School or relevant Year Mentor teacher.

## Duty Area Descriptions:

### BS 1: Before School: Valentine St Carpark, on the access road, near carpark.

Staff members are to be present at 8.15am and **visible in high visibility vest**. Staff will actively supervise students in Valentine St carpark area between 8.15am to 8.35am. They will encourage students to move to classes after 8.20 am.

### BS 2: Before School: near Flag Pole, Lakes Rd carpark.

Staff members are to be present and **visible in high visibility vest** at the Flag Pole area where students are dropped off and collected by parents. Staff will actively supervise students between 8.15am and 8.35 am. They will encourage students to move to classes after 8.20 am.

\* Note student will be moving to classes after 8.15am and Staff will remain in duty area until the bell at 8.35am.

### AS 1: After School: Valentine St carpark areas, on the access road, near carpark.

Staff members are to be present at 3.05pm and **visible in high visibility vest**. Staff will actively supervise students in Valentine St carpark area between 03.05pm to 3.25pm. They will encourage students to move to the Student Services area near the Administration block after this time.

### AS 2: After School: Near Flag Pole, Lakes Rd carpark.

Staff members are to be present at 3.05pm and **visible in high visibility vest** near flagpole area. Staff will actively supervise students around Lakes Rd carpark area and the lawn area between 3.05pm to 3.25pm. They will encourage students to move to the Student Services area near the Administration block after 3.25pm. The staff member will then notify the Student Services Staff member of students remaining on school site, outside the Admin Block. Towards 4pm, if students remain at the College, Administration staff will contact parents for collection.

**Secondary 1:** Moving around the Middle School Block, including the Courts and Grassed Areas. **(End of Recess & Lunch: Check MS rooms to allow student access to collect books if unattended by class teacher.**

**Secondary 2:** Moving around the Science/ Home Economic Block/ Café, Moving around Senior School. NB. Back of Tech Centre is out of Bounds.

**Secondary 3:** Oval 2 (Secondary Students only) moving around Multi-Purpose Hall and Oval, passing behind Senior School.

**Secondary 4:** Walking around the Goodwill Centre and then to the Senior School Common Room, Second half of lunch.

**NB: There is a 5 min crossover of time. There should be NO time when the area is unattended.**