Kruger Team Expectations:

Best Effort

Be Safe

Be Respectful

School Hours: 8.20am – 2.30pm

We appreciate your punctual arrival by 8.15am to allow you to prepare for your day.

Session Times

8.20am    First Bell
8.25am    First Session Commences
10.30am   End of First Session

First Break 10.30 – 11.20am
10.30am – 10.50am Eating Time
10.50am – 11.15am Play Time (warning bell)

11.20am   Second Session Commences
1.00pm    End of Second Session

Second Break 1.00pm – 1.25pm
1.00pm – 1.20pm Play Time (warning bell)

1.25pm    Last Session Commences
2.30pm    All Students Dismissed
Before School Routine

- Sign in at office, collect and sign for room key and collect and wear a name badge.
- If given playground duty or NCT, please check map to find where you will be needed.
- Read this relief folder.
- Submit photocopying for the day (photocopying allowance is 3 class sets per day). Please do not use class teachers photocopying unless asked to do so.
- Introduce yourself to the teacher next door.
- Check weekly timetable on wall in classroom.
- Check to see if a daily plan has been left by absent teacher, otherwise please use your own plan.
- Check class roll to make yourself aware of STUDENTS WITH MEDICAL/DISABILITY ISSUES.
- Library is open for you to access resources.
- Turn off mobile phone whilst teaching or on duty.

Morning Routine

- Rolls to be marked at 8.30am and sent to office straight away. See instructions on the relief plan for the day. If a student is late send them to the office for a late arrival slip.
- Tuckshop boxes to be sent to the tuckshop.
- Establish expectations/routines with students.

Safety

Classroom
- Basic first aid kit in classroom.
- Send students to office for other medical treatment with completed Sickness/Injury Notification (white form) – kept in blue playground folder and blue relief folder.
- Be aware of students with medical issues.
- Fire Evacuation and Lockdown procedures are in this folder, please read.
- Hot drinks are not to be taken outside of staffroom unless your mug has a lid.
- DO NOT use FOOD for rewards.
- Students being collected early by parent/caregiver must have an early departure slip from the office. Please ensure that the child recognises the person collecting and that they feel comfortable leaving with them.
- Lock doors each time you leave the room for a break or at the end of the day.

Playground
- Playground duty is active supervision of entire area.
- Playground Duty Folder is available in classroom or from the office.
- Teacher must wear hat and yellow vest (in duty folder) on duty.
- No hat NO play.
- No tiggy on playground equipment.
- Children are to wear shoes at all times.

Afternoon Routine

- Rolls to be marked at 1.30pm and sent to office straight away.
- No early departures after 2.15pm.
- Dismiss all students at 2.30pm. Some prep – Year 2 classes keep students in the room until parent/caregivers collect them.
- Tidy up, leave rooms and equipment as you found it.
- Leave a note making teacher aware of the days events.
- SECURITY. Lock window and doors and turn off lights, computers and fans.
- Call into the office to drop in folder, sign in key and return name badge.