



WELCOME TO KRUGER STATE SCHOOL

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**.