

- Primary Rolls will be collected by Deputy Principals.
- Secondary Rolls will be collected by Associate Principal (F block, R12), Deputy Principal [Simon] (H block, D Block) and Deputy Principal [Lauren] (C Block, G12).

### **Uniform Policy**

- Primary students – class teachers to remind students about uniform policy when possible.
- Secondary students who are not following the school uniform policy are to be referred to the administration office. They will be issued with an ID attend receipt to indicate they have attended the office.

### **Late to School**

- All students who are late to school must attend an administration office on arrival.
- Student will be issued with an ID attend receipt to indicate they have attended the office.

### **Mobile Phone Policy**

- Ensure that you are familiar with the **Off and Away** phone policy.
- All mobile phones and head phones should be out of sight as soon as the bell rings
- If a student is using a mobile phone or have head phones visible, discuss policy and ask student to adhere to policy.
- If student fails to adhere, direct student to administration office to submit the device.

## **Secondary Year 7 - 12**

Secondary Year Co-ordinators will be visiting Home Groups each morning.

### **Timetable Adjustment Procedure**

- Students with blank spaces in their timetable are to see Deputy Principal at the time of the lesson if it is on the first day.
- If the blank appears on a subsequent day or there is an error in subject selection, the student is to attend the secondary administration office at breaks to remedy the issue.

### **Secondary Year Level Assemblies**

- o Will commence week 3. Students will be in HomeGroups each morning for week 1 and 2. (Day 9 – Friday week 2 – Student attend Lesson 1 first due to Secondary Assembly later in the day)

### **To be addressed in Curriculum Classes:**

#### **First Lesson Expectation**

- During the first lesson of each subject, it is an expectation that teachers will develop with students the non-negotiables for classroom expectations.
  - o Entry expectations, Seating plan, Laptop BYOd processes etc
- Notebook expectations such as dating work, margins should be outlined.
- Unit Overviews should be provided and glued in to all student notebooks.
- Unit assessment expectations should be outlined.

### **Late to Class**

- If a student is late to class, ascertain if they are late to school or just this class.
- If the student is late to school, direct student to administration. If the student is late to class, meet greet and seat student.
- At the end of class, discuss lateness and apply an appropriate consequence where applicable.
- Late passes will not be issued through ID attend for late to class.

## First Week Procedures 2025

For all classes and teachers from P-12 to ensure a great start to 2025.

**Tuesday 28nd January 2025**

<b>Primary</b> Students assemble in assigned area. Introduce DICE and 'You Can Do It' focus of the week. All students attend normal classrooms with teachers. Q Learn Induction: Outline of Expectations – (Uniform, Late, Phone Policy and Absence Procedures)	<b>Secondary</b> Student Timetables will be in HomeGroup Teacher Pigeon holes.  Yr 7 Students will meet in MacPAC to be distributed to HomeGroups New to Earnshaw Students will go to Secondary Admin to get TT  <b>Home Group</b> <ul style="list-style-type: none"> <li>- Send 2 good senior students to MacPac to collect Year 7's</li> <li>- Day 8 Paper Roll and ID-Attend</li> <li>- Notices</li> <li>- Introduce DICE focus for the week</li> </ul>	
	Period 1a Homegroup classrooms	Q Learn induction: Distribute Timetable (Year 7 get 2 copies) Outline of Expectations – (Uniform, Late, Phone Policy and Absence Procedures), year 7 buddies assigned (year 11 or 12 student paired with a year 7 student in their homegroup)
	Period 1b A BELL WILL RING	Home group teachers to bring students to the Sports Hall for a short Assesmbly. Students will have expectations set by Exec. Introduce Year Level co-ordinators
	Period 2	Normal Classes
	Period 3	Normal Classes
	Period 4	Normal Classes

**Wednesday, Thursday, Friday (please note Friday has no assembly due to morning Homegroup)**

<b>Primary</b> All students attend normal classrooms. Reinforce: DICE and 'You Can Do It' focus of the week.	<b>Secondary</b> Home Group <ul style="list-style-type: none"> <li>- Day 8 Paper Roll and ID-Attend</li> <li>- Notices</li> <li>- Introduce DICE focus for the week</li> </ul>	
	Period 1	Normal Classes
	Period 2	Normal Classes
	Period 3	Normal Classes
	Period 4	Normal Classes

### Prep – Year 12

#### **Roll Marking Procedure - Day One to Day Eight**

- In addition to ID attend, paper rolls are to be marked for each Home Group from Day One to Day Eight.
- Mark each student as present or absent, complete a head count and initial the teacher signature box at the bottom of the page.

Present:	Absent:
Teacher Signature	
Date:	# Notes:

- Paper rolls will be collected before the end of Home Group by a member of the administration team, do not dismiss your class until the paper roll is collected.
- Rolls are to also be marked through ID attend for period 1 to period 4 of each day as per normal operating procedure.