

## Contact Personnel

**Principals :** Mr Peter Dunning  
Tiffany Hennessey

**Assistant Principals:** Mr Ryan Kenny  
Mrs Kelly Penkala  
Mrs Rachel Kelly

**Manager Corporate Services:** Mrs Robyn Reynolds

**Executive Assistant to Principal:** Mrs Naomi Jones

**School Officers:** Mrs Kate Cameron  
Mrs Tamara Matthews

*Thank You for your assistance and co-operation.*

*We hope to see you again!*



Falcon Primary School

[www.falconsps.wa.edu.au](http://www.falconsps.wa.edu.au)

Principal Tiffany Hennessey | 30 Baloo Crescent, Wannanup WA 6210 | P.O. Box 5018, Falcon WA 6210 | Phone (08) 9584 7100 | ABN 99 993 506 288



A Western Australian Independent Public School

## Information for Relief Staff



**Welcome** to Falcon Primary School!  
We trust your stay with us will be happy and rewarding.

Falcon Primary School takes enrolments from Kindergarten to Year 6.

The staff at Falcon Primary School appreciate the efforts of relief teachers & support staff.

*The purpose of Falcon Primary School is to facilitate personal learning and promote values that enable each student to learn to live successfully in a changing society.*



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## ARRIVAL

Each class has a 'Relief Teacher File' for relief to refer for teaching. Relief staff are reminded to please sign in at the front office and collect a current class list to mark student attendance and receive a relief teacher visitor badge.

Prior to 8.25am	Students who arrive at this time wait in the senior under-cover area
8.25am	From this time children may access their classroom to prepare for the day. (Physical games not allowed)
8.40am	School commences (siren)
8:50am-9:50am	Quarantined Literacy Block
10.50am-11:30am	Lunch 10.50-11.10 play time 11.15-11.30 eating time
1.30pm—1:50pm	Afternoon Recess
2.50pm	School close (siren)

## DUTY

- Please check the Duty Board located outside the staff room to see if the teacher you are relieving is scheduled for yard duty.
- There are duty clipboards by the duty board which you will need to take with you on duty to record student misbehavior.
- In the clipboard are raffle tickets which can be given to children for positive behaviours, and a record sheet to record unacceptable behaviours. Students sent to the office must be given an office Notification Slip (green) explaining purpose (sick, work).
- Take note of Medic Alerts identifying students with serious medical conditions. These students also wear a red hat and/or wristband (Anaphylaxis)

## Some Basic School Expectations from Students at Falcon Primary:

1. Running and playing are only allowed in designated lawn areas.
2. Bicycles/Scooters must be walked in and out of school grounds and must be placed in the bicycle rack and scooter cage provided.
3. Students are only allowed in classrooms when supervised by a teacher.
4. No child is permitted to leave the school grounds during the day without clearance from the school office. This will be in the form of a yellow slip authorised by a school administrator.
5. Jewellery including bangles, necklaces, bracelets and long earrings are not permitted at the school. One pair of stud or sleeper earrings is acceptable. (Refer to the Student Dress Code).
6. Collar length hair is to be tied back (boys and girls)
7. Closed in footwear is to be worn at all times, especially for Physical Education and Science.
8. Hats are to be worn outside only. "No hat—No play" in the sun. (All year). Blue hats and caps are required as per Dress Code.
9. Chewing gum and bubble gum are not permitted at school.

## GENERAL

If you need any other information, please see any of the staff in the office area who will be very pleased to assist you. Before leaving the school premises, please ensure that you complete the red relief file with all the details of your relief to ensure that you are paid with a minimum of delay.



## DELIVERY OF CHILDREN TO SPECIALISTS CLASSES

*When students visit specialist teachers, the class teacher delivers them. As part of Positive Behaviours we expect at Falcon PS students are encouraged to walk quietly through the school when they move from one class to another*

## NEWSLETTER

*A school newsletter is emailed home Friday fortnightly via Compass commencing with the first Friday of each term. They are also placed on the school website and hard copies are available at the office.*

## STAFF SCRIBES

*This is circulated via email each Monday to all staff. A hard copy is placed in the staff room.*

*Scribes is a staff information circular.*

## EVACUATION

*An evacuation plan is displayed in every work area. Please familiarise yourself with this plan in case an emergency occurs.*

*Any of the following alarms require evacuation OR lockdown*

- *Intermittent short blasts of the school siren AND/OR*
- *Mayday call on PA*
- *Indoor Lockdown—continuous siren*
- *Continuous whistle blasts if power failure.*

## SICK CHILDREN/FIRST AID

*Covid-19 requires any child unwell to go home.*

*In the event students need basic first aid in class please treat using the basic first aid kit in each teaching block. If you consider the child to be unwell or should be sent home, please send child to office with a green slip notification.*

- *Minor first aid equipment is kept in each block. For more serious injuries, please arrange for children to be sent to the office.*
- *Please check the medical details of children on display in the staff room, in each teaching block and the Teacher Resource Area (near photocopiers). Please refer to specific plans on display in classroom*



## GENERAL HOUSE KEEPING

- 1 *Student attendance—mark checklist provided (or complete on Compass) and return to reception. Return checklist by 9.00 am and again at 2:00pm.*
- 2 *Communication folders—are collected at 2.00pm and returned to the office before 9.30am the following morning.*
- 3 *Any money collected should be logged into the class money book in black pen and sent up to the office (in the communication folder) by 9.30am. No money should be left in classrooms.*
- 4 *Each class should have an A3 timetable displayed prominently in their classroom. Timetable copies for the whole school are displayed at reception.*
- 5 *Photocopying should be kept to a minimum. There are two photocopiers located in the Teacher Resource Room (in the Library) for use by staff. The copier in the staff room is for restricted admin use*
- 6 *External classroom doors should be pulled closed to lock whenever you are not present. A teacher in the block holds a key and a spare left in the office.*
- 7 *Ventilation—windows open for natural ventilation and mechanical ventilation (airconditioner/purifiers) are required to be used one hour before school to one hour after school.*

## MANAGING NEGATIVE CONSEQUENCES IN THE CLASSROOM

**STEP 1: Warning (rule reminder/record name)**

**STEP 2: In Class ISOLATION (5 minutes reflection/Think Sheet)**

**STEP 3: In Block ISOLATION (15 minutes reflection buddy class work provided)**

**STEP 4: Fast Track to the Office**

## DOTT

*If the teacher you are relieving has DOTT we may ask you to take another class. This depends on the number of continuous days taught at the school and will be coordinated by an Assistant Principal.*

## DUTY AREAS

*ECE—ECE Playground **K/PP***

*Area 1 — Junior Play Equipment, Block 5 **Y1***

*Area 2— Block 2 under cover, grassed area behind Block 3 **Y2/3***

*Area 3—Main under cover/quadrangle/grass outside Library **Y3/6***

*Area 4— Oval, Basketball Court **Y3/6***

*Other duty responsibilities include bus or additional supervision in designated areas. Students remain in classrooms during wet weather.*

***A student wearing a red hat/cap usually has a medical condition.***

## LUNCH TIME

- *We promote a nut free school. Some students have other anaphylactic allergies to banana, eggs etc.*
- *Children sit and eat lunch from 11.15am to 11.30am.*
- *Children are to be seated for eating and drinking at all times.*
- *Canteen food purchased during breaks, to be consumed in the relevant undercover area.*

