



Noble Park English  
Language School

# STAFF INFORMATION BOOKLET



# Noble Park English Language School

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# Noble Park English Language School

## SCHOOL ADDRESS AND CONTACT DETAILS

Noble Park Campus	21-35 Thomas Street, Noble Park 3174 Phone 9546 9578 Fax 9558 5683 Email: noble.park.els@edumail.vic.gov.au
Casey Campus	58-96 Fordholm Road, Hampton Park Phone 9799 0288 / 9798 0522
Cranbourne Campus	9 Brunt Street, Cranbourne, 3977
Springvale Campus	355A Springvale Road, Springvale Phone 9548 3496
Stonnington Campus	166 Grange Road, Glenhuntly Phone 9571 0908

## POSITIONS OF RESPONSIBILITY

Principal Class

Principal

Enza Calabro

Assistant Principals

Inna Gvozdenko

Beverley Berger

Sandra San Martin

Susan Cox

Administrative Staff

Business Manager

Kalvin Inn

Administrative Officers

Sharmila Chengabraydoo

Jenny Ung

Rathna Senthil Vel

Carmel Martin (Casey)

Sharon Winwood (Enrolment officer)



# Noble Park English Language School

## Leading Teachers & Duties

P10 Co-ordinator

Monica Aschauer-Magon

Campus Coordinator (Stonnington)

Sarah Hoggart

Campus Coordinator (Springvale)

Ann-Marie Biviano

Transition Officer

Sue Asimoudis

Danielle Wightman

Vanessa Cho

Transition/Outreach Officer

Seb Gate

Curriculum leader

Prachi Patkar

Wellbeing leader

Hayden Owens

Disability and Inclusion leader

Colleen Avontuur

Learning Specialists

Ben Sutherland

Rebecca Carman

Edoardo Nucci - ICT

Sean Kelleher - Maths

Priyanka Osidacz

Payal Yadav

Selve Jayaram

Wellbeing Officers

Rubina Nawabi

Duska Tesic

Shahnaz Omid Bahar

Speech Therapist

Fiona Dobell

Mental Health Practitioner

Katie Parker-Vukusic (NP and Casey Secondary)

Youth Worker

Dakin Dunn (NP)

Christina Roumeliotis (Casey)

Mental Health and Wellbeing Primary leaders

Maxine Mann (NP and Springvale)

Carolyn McDonald (Casey and Stonnington)



## SCHOOL VISION

# NOBLE PARK ENGLISH LANGUAGE SCHOOL



## Vision

We are a continually improving intensive English Language School, welcoming and engaging students, their families and communities. Quality teaching and learning caters for the diverse needs of our learners in a safe, positive, supportive and well-resourced learning environment. Our whole school approach, collaborative and inclusive culture and inspiring leadership nurture a sense of belonging, wellbeing, caring for everyone and student success.

## Values



## Purpose

We teach English language skills and support the wellbeing of newly arrived students. We help students prepare and transition to further education to achieve positive outcomes and succeed in Australia.

## Exiting Students' Profile

By the time students leave our school they have developed skills in:

- English language, literacy, numeracy, science and Digital Learning
- Problem-solving, creative and critical thinking

Students are:


- Confident, positive and respectful communicators, who learn, play and work well together
- Aware of and respectful of other cultures and differences
- Resilient, resourceful and independent learners
- Prepared to transition to further education, and on their way to being active community participants, and life-long learners.



*Four Campuses – One School*




## SCHOOL VALUES


  
Noble Park English Language School

### RESPECT

Caring for myself and others.

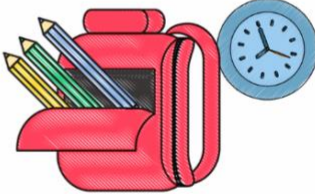


I listen to others.  
I treat people the way I want to be treated.  
I accept difference in people, culture and religion.  
I am kind and polite.


  
Noble Park English Language School

### RESPONSIBILITY

Making good choices.




I am on time, prepared and ready.  
I keep myself and others safe.  
I look after my environment.  
I ask for help when I need it.


  
Noble Park English Language School

### LEARNING

Doing my best to improve.




I never give up.  
I am positive and open minded.  
I give and receive feedback.  
I reflect on my learning and improve.

  
Noble Park English Language School

### TEAMWORK

Collaborating, learning and working well with others.



I work and learn well as a team player.  
I share my ideas and communicate well.  
I contribute to my school and community.  
I am fair and include everyone.



# Noble Park English Language School

## BELL TIMES AT ALL CAMPUSES

Period one	8:55am – 9:55am
Period two	9:55am – 10:55am
Recess	10:55am – 11:20am
Period three	11:20am – 12:20pm
Period Four	12:20pm – 1:20pm
Lunch	1:20pm – 2:00pm
Period 5	2:00pm – 3:00pm

All staff are required to familiarise themselves with current policies on Compass and MS TEAMS.

Policies can be found on Compass in School Documentation - School Policies - Policies 2023.

## ABSENCES – STAFF INCLUDING TEACHERS AND ES STAFF

Please notify Monica, the P-10 Co-ordinator, by leaving a message on 03 9017 5544 either the night before or by 6.45am on the day of absence. Please do not email or send absences on TEAMS or via any other means including text messages.

Teachers are responsible for ensuring an up to date Work Program is available for the Casual replacement teacher (CRTs) or teachers taking extras. Work must be uploaded on Compass by 7:00am on the day of absence.

- Staff are required to enter their sick leave on eduPay within three days of returning to work
- Medical certificates for sick leave must be uploaded on eduPay within three days of returning to work

## LEAVING THE SCHOOL DURING SCHOOL HOURS

Staff are not permitted to leave the school grounds during school hours without first seeking permission from the Principal, Assistant Principal or Campus Coordinator. The P-10 Coordinator and Business Manager must be informed by staff if they arrive late or leave early. Staff must always sign out using the Passtab iPad at reception when leaving during school hours.

Staff can leave the school grounds during lunchtime only (provided they are not on Yard/Wet/Extreme weather/First Aid duty) but they must sign in and out using the Passtab iPad at reception.

Staff must not leave the school grounds during recess unless permission is sought from the Assistant Principal or Campus Coordinators



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## ABSENCES – PART OF THE DAY

If staff need to take part of the day as an absence, please let the principal know the day beforehand by text or phone call on 0408 230 946. Appointments whenever possible must be made outside school hours. A medical certificate is required if you have a medical appointment/test.

Appointments should not be made during after school meeting times on Tuesdays and Wednesdays. Permission can be sought from the Principal, Assistant Principal and Campus Coordinators in extenuating circumstances.

## LEAVE

All applications for leave other than sick and carers leave, must be in writing to the Principal. Eligibility for leave must be determined and the applicant will be advised in writing by the Principal. Staff personnel file will be updated: recording details of leave application and printed details will be added to the personal file.

Sick Leave (refer to current Agreement)

A medical certificate is required for sick leave absences:

- Totalling greater than five (5) days in a calendar year
- Comprising more than three (3) consecutive work days
- Immediately before or after a public holiday or school vacation.

Carer's Leave

Carer's Leave is deducted from the staff member's accrued personal sick leave credits. Staff are eligible for a maximum of 5 days Carer's leave per year with or without pay.

Family Leave

Paid or unpaid leave will be granted upon receipt of supporting documentation with regards to the birth or adoption of a child. This includes paid Maternity leave for twelve weeks, Paid Adoption leave for six weeks and Paid Partner leave for five days. A Family Leave application may be required to give approximate time of return. Unpaid leave may not be automatically granted.

Staff on Family Leave must apply to return to work at the beginning of term 4, in the year prior to the year in which they wish to return. For example, an application to return in January 2024 must be presented in November 2023.

Long Service Leave

A staff member who has completed ten years' service is entitled to three months long service leave at full pay and, thereafter, one and a half months leave for each additional period of five years completed service.

Applications for long service leave must be in writing and reach the Principal at least one term prior to the date of leave requested. Applications must specify the period of leave sought and whether the leave is on full or half pay.



# Noble Park English Language School

Leave will be granted/denied by the Principal with consideration given to the effect on the school operations and the availability of replacement staff.

If multiple requests for leave are received the following process will determine eligibility:

- the member who has not had long service leave for the longest period.
- the personal needs of each applicant.
- the effect that each replacement will have on the school.
- the availability of suitable replacement staff.

Special circumstances may arise from time to time which will necessitate the granting of long service leave. Consideration will need to be given within the framework of the school's Global Budget for emergency leave considerations.

## Leave without Pay

Leave without pay shall be granted upon the provision and acceptance of supporting documentation. Applications for Leave Without Pay must be in writing and reach the Principal one term prior to the date of leave requested. Applications must specify the period of leave sought.

## MEETINGS

Meetings are compulsory for all teaching staff. Whole school teaching staff meetings, General/Divisional/Professional Development meetings are held on Tuesdays between 3.30 and 4.30 p.m. On Wednesdays PLC meetings are held across the four campuses. Thursdays should be kept free after school in the event they are required for the third hour. This time may be used for professional learning or tasks when needed

Subcommittee meetings and School Council meetings are held at least twice a term and are uploaded on the Compass calendar.

## ATTENDANCE - ROLL

The roll is an important legal document and must be marked within the first 15 minutes of the session.

- Secondary - The roll should be marked on Compass for each period.
- Primary - The roll should be marked on Compass for periods 1 and 5

### Primary and Secondary Attendance on Compass

- Students who arrive late must first sign in at the office on the Passtab iPad. The class roll must then be changed from NP (Not Present) to L (Late). It is important that teachers remember to do this, to avoid misinformation regarding student absences.
- New students who are not yet on Compass need to be marked manually on a temporary roll. The temporary roll can be found in Compass, under School Documentation, in the folder labelled Temporary Rolls.

Students leaving school during school hours



# Noble Park English Language School

No students under 18 are permitted to leave the school without a parent or guardian. If a child is being taken out of school before the end of the day, they must be signed out by a parent or guardian at the office first. Class teachers will receive a phone call from the office if one of their students is being taken out of school early.

- No student is allowed to leave the school without confirmation from the office
- No teacher is to allow a child to leave with an adult unless they present an authorised school form or receive a phone call from the office

## STUDENT ABSENCES

Parents/guardians have a responsibility to notify the school of any absence. All notes explaining student absences need to be given to the office.

Parents should be reminded to notify the school if their child/ren is absent for any part of a day. Unexplained student absences will be followed up.

## STUDENT ACCIDENT/ILLNESS

When an accident occurs in the school ground the yard duty teacher (or if in the classroom the classroom teacher) is responsible for sending the student to the Sickbay. The First Aid Officer on duty is responsible for completing the Sickbay Chronicle on Compass. Sick students must not be left unattended in the sick bay without notifying a First Aid Officer or the office. When needed, all efforts are to be made to contact parents or emergency contacts to take sick or injured students home. Any important follow-up details concerning particular accidents or illnesses should also be entered in the relevant Sickbay Chronicle.

## ACCIDENTS - TEACHERS

Accidents should be reported to Leadership. Accidents involving teachers are required to be recorded on Edusafe, which can be accessed through Compass. This is of vital importance where Workcover may be involved, either now or in the future. Teachers are covered under Workcover while at work. For more information, refer to information on the OH&S notice board in the staff room.

## DISPLAN

Displan and evacuation drill details are posted in each room of the school. It is essential that staff thoroughly read this document to ensure smooth operation in the event of emergencies. Impromptu evacuation drills occur once a term. The signal for evacuations is a CONTINUOUS bell either with or without announcement over the P.A system. In the event of an electrical breakdown an air horn or a continuous ringing hand bell is used.

## SECURITY

Handbags and other valuables should not be left unattended, especially in classrooms. They should be locked in the teacher's filing cabinets, cupboards, lockers or taken to the office for safe keeping in the Security Room.



# Noble Park English Language School

## STAFF ASSOCIATION

Staff association payments to the Noble Park English Language School Staff Association are levied on a yearly basis and are subject to regular review. All staff pay a cost per year which is required to cover gifts, etc. during the year.

## OCCUPATIONAL HEALTH AND SAFETY

Any staff member who observes anything that may be of danger to staff or students should either address the issue and/or report it to the OH&S Representative immediately. OH&S hazards must also be reported on Fresh Desk on Compass. Go to Star Icon 'School Favourites'.

### eduSafe Plus

Any accident or injury involving a staff member must be lodged via eduSafe Plus.

## CODE OF CONDUCT

As a teacher, the manner in which you conduct yourself reflects your professional standing in the eyes of the school community. Courtesy in dealing with parents in discussions and in the notes sent home affirms the professional demeanour of staff and assists in providing excellent communication. Standards of dress and conduct should always reflect well on the teaching profession. See VIT and Public Service Code of Conduct.

Document\_VIT\_Code\_of\_Conduct.pdf

Code of conduct for Victorian public sector employees – VPSC

## PROFESSIONAL DEVELOPMENT

PD requests must be made to the Professional Development coordinator and through PD Tracker. Once the PD has been formally approved by the Coordinator, staff must register for the PD. A Purchase Order must be completed prior to the PD and the P-10 coordinator must be notified of the date and details of the PD.

The school has a Professional Development Plan that endeavours to meet the needs of staff and fulfill the School Strategic Plan, goals and priorities.

PD opportunities are regularly emailed to staff. The NPELS PD policy can be accessed on Compass.

## STAFFROOM - CLEANLINESS

Staff members are expected to wash and put away all utensils that they use. There is a staffroom and kitchen roster each term. Daily responsibilities on staffroom duty are:

- Unstack the dishwasher first thing in the morning and at lunchtime.
- Tidy the staffroom benches and tables each night.
- Put the dishwasher on each day when necessary

## SMOKING/VAPING

Smoking/vaping is not allowed on school premises to conform with current health standards.



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## STAFF PERSONAL DETAILS FILE

Staff must update eduPay with any changes to contact information to ensure that details are current. Each year staff may be asked to complete a confidential form.

## TIMETABLES

The P-10 Coordinator is responsible for all timetables. Any requests for alteration to timetables should be directed to the P-10 Coordinator who will seek the Principal's approval. The P-10 Coordinator is also responsible for the daily organisation and will arrange replacements for staff who are absent.

## NON-TEACHING TIME

Teaching staff are still on duty during non-teaching time. Work conditions are outlined in the **Victorian Government Schools Agreement 2022**.

## YARD DUTY

TEACHERS ARE ASKED TO FAMILIARISE THEMSELVES WITH THE YARD DUTY POLICY AND ROSTERS.

Yard Supervision - The school is divided into distinct areas for Yard Duty supervision.

Please do not leave your yard duty station until the next staff member relieves you. If, for some reason, you are not relieved report it to the office. ES staff are timetabled for yard duty when a teacher is supervising in an adjacent area.

Responsibilities whilst on Yard Duty to ensure the safety and wellbeing of all students include:

- Being punctual
- Supervision and enforcing appropriate student behaviours
- Toilet checks
- Resolution of student problems wherever possible/practical
- Arrangement for first aid if required
- Safety within the school grounds
- Ensuring classroom clearance during recess/lunch time
- Checking intrusion of non-school persons
- Mobile phones can only be used to contact the office

Substitution, casual, or permanent exchanges to yard duty timetable should only be made in consultation with the P-10/Campus Co-ordinator.

Dry Weather Timetables are published in the Staff Booklet every term. There is one staff member on duty before and after school each day. There is also one person on First Aid duty during breaks.

Wet Weather and Extreme Conditions will be announced by the Principal/Assistant Principal/Campus coordinators prior to the bell if possible. In general, students remain in classrooms supervised according to the issued timetables.



# Noble Park English Language School

## SUPERVISION

### Supervision - in School Buildings

Students found in corridors/school buildings during recess/lunchtimes are to be sent outside immediately. Outside lesson times, students are only permitted in school buildings for specific purposes, supervised by a teacher and in consultation with leadership.

### Supervision - in the Classroom

UNDER NO CIRCUMSTANCES ARE STUDENTS TO BE LEFT UNSUPERVISED IN CLASSROOMS.

If you must leave your classroom for any reason, please make arrangements with Leadership to ensure adequate supervision is maintained. Under NO circumstances are students permitted to remain in classrooms before or after school or at any time during recess or lunch. Arrangements must be made between classroom and specialist teachers to ensure that students are supervised at all times.

Students who visit the toilet during school time are to take a buddy with them. All students must go to the toilets in pairs. Encourage students to go to the toilets at recess and lunchtime. Discourage students from going to the toilet during class time.

Visiting students are not permitted to enter school premises during school hours. Visiting students are not permitted to enter classes during lesson times, unless specifically arranged with other schools and NPELS administration.

Multicultural Education Aides and Literacy Aides must not be left in charge of students.

## CLASSROOM ORGANISATION

### Punctuality

Punctuality is regarded as very important to the successful functioning of the school. Teachers are required to be at school at least 10 minutes prior to classes starting in the morning.

### Dismissal

Children must not be dismissed before the final bell. Before dismissal of the class, please ensure that the classroom is tidy, windows are closed and chairs are placed on tables.

### Student Behaviour

Classroom expectations in the area of behaviour need to be established early each term. Students should be involved in the setting of rules and consequences for inappropriate behaviour etc. These rules should be displayed in the classroom. The school has a strong focus on positive reinforcement and the building of student self-esteem. Classroom teachers should try to deal with problem behaviours in the first instance but may seek further help from the Level Coordinators or the Assistant Principal. Refer also to the Student Code of Conduct and the Student Engagement and Wellbeing Policy.

### Tidiness in the Classroom



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Teachers are asked to keep their classroom as tidy as possible and to leave rooms in a reasonable condition at the end of the school day. A few moments spent at the end of the day by students picking up any papers, pencils, etc from the floor can save the cleaners time for other duties and promote an appropriate ethos for the students. All classes can be provided with a brush and shovel, spray and wipe etc. to assist in maintaining a clean room. See the Assistant Principals.

Cleaning requirements - Daily: It is essential all classrooms adhere to the following procedure at the end of each day:

1. All chairs stacked on tables
2. All rubbish off the floor
3. Check all windows are closed and locked
4. Lock the door

At the end of the year it is expected that all classrooms will be left in a suitable manner to facilitate cleaning. This will include:

- Floors, tables, benches, windows and walls cleared of displays
- Cupboards cleaned out
- All accumulated "junk" removed
- Books, equipment etc. returned to the right places

## MESSAGES & NOTICES

Messages and notices should be collected from staff individual pigeon holes.

## BUDGET

The school follows a program budget model. All expenditure must be listed against one of the budget programs and must be written by the appropriate budget co-ordinator.

No goods are to be purchased without a completed and approved Compass purchase order. **ALL ORDERS MUST BE APPROVED BY THE PROGRAM CO-ORDINATOR AND SIGNED BY THE PRINCIPAL.**

## COMMUNICATION WITH PARENTS

Information is passed on to parents through a variety of means, including:

- Special events/holiday notices.
- Student Progress Meetings
- Telephone calls – It is important that prior approval must be sought from the Principal class
- Parent Information Meetings held using interpreters
- All parents are encouraged to contact the school and their child's teacher.



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ANY WRITTEN COMMUNICATION SENT HOME TO PARENTS MUST BE APPROVED BY THE PRINCIPAL CLASS.

## PRIVACY

Information about students must be protected. The main purpose for collecting information about students is so that Noble Park English Language School can allocate staff and resources to provide for their educational and welfare support needs. Information can only be used for these purposes. All staff at Noble Park English Language School and the Department of Education & Training are required by law to protect the information provided. Personal information about a student must never be shared with a third party unless it falls within privacy guidelines.

## EXCURSIONS

The following procedures must be followed when going on an excursion:

- Complete excursion request forms including relevant Risk Assessments by the end of Week 2 of each term on Compass.
- Include the venue's name, address, telephone number, trained first aiders, mobile phone numbers of staff attending and who will be in charge on the day.
- Parental permission forms must not be sent home until approval has been given by the Principal.
- The excursion organiser must update rolls on Compass on the day before the excursion.
- The teacher in charge must mark the excursion roll before going on the excursion.
- The class teacher must mark the class roll (as absent) before going on the excursion.

The following must be taken by the teacher/s on an excursion:

- Permission notices, which have been signed by parents or guardians.
- (A doctor will need to sight this in case of an emergency procedure on a student).
- No student is allowed to go on an excursion without a signed consent form. Permission granted over the phone is insufficient however a printed or scanned screen shot of a signed form is allowable.
- Contact details of students including mobile phone numbers.
- A class list with details of all students who are going on the excursion. A photocopy of this list must be left in the office with the number of students attending. The students going on the excursion and x next to students not going. If a student has been placed in another class, record the student's name and identify which class he/she has been placed in. All teachers attending the excursion must be given a copy of each class list.
- A first aid kit including asthma medication.

Remember to:

1. Count the students going on the excursion before leaving the school.



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2. Count the students before boarding and after getting off transport to ensure that all students are present. Roll calls should be conducted at regular intervals throughout the day.

## Special Note:

- No students are allowed to go to the toilets by themselves.
- A CRT going on an excursion will be briefed prior to the excursion.
- All staff have a duty of care and students must be closely supervised. Try to foresee possible dangers and warn students as students may not be able to read a warning sign. Alert students of possible dangers and set boundaries about what they can and can't do e.g. near water. Duty of care is increased with EAL students who have limited English.
- No student is to be dismissed in transit. All students must return to school with the teacher after the excursion. Teachers are responsible for students until they are dismissed from school at the end of the day.
- If a student goes missing or is injured or there is any other emergency staff must ring the school immediately. The Principal will ring parent(s) if necessary.
- Any excursion can be cancelled at the discretion of the Principal after consultation with teachers concerned. If the excursion is re-scheduled a new request form with the revised date must be sent to and signed by parents.

## CAMP

A camp is organised each year for secondary students by the Camps Coordinator.

## CURRICULUM & ASSESSMENT AND REPORTING INFORMATION

Please see 'Curriculum Framework' on Compass.

## HOMEWORK

Please see Homework Policy on Compass.

## MULTICULTURAL EDUCATION AIDES (MEAs)

The primary task of Multicultural Education Aides is to assist students and their families to communicate with the school. MEAs assist communication between the teacher and the students in class but they are not responsible for the supervision of students nor the preparation of lesson materials. Any requests or issues concerning the MEAs should be directed to the Assistant Principal.

## INTERNET

The DET has developed a Student Internet Usage Policy. A copy of this policy is available on Compass. All staff members should make themselves familiar with this policy. On enrolment parents/guardians sign an Office 365 form, a Student internet Usage Policy and a Student Work and Images Agreement for their children to use ICT at the school.



# Noble Park English Language School

## WELLBEING

The Student Wellbeing team seeks to support students' physical and emotional needs. Referrals must be made to either the Wellbeing Coordinator, Campus Coordinators or Assistant Principal. The Wellbeing Officers or Coordinator may also refer students and families to outside agencies. Referral forms and processes can be found within the Student Engagement and Wellbeing Policy on Compass.

## MANDATORY REPORTING

Under Mandatory Reporting (effective from 1994), teachers have a duty and are mandated to report when student neglect and/or sexual or physical abuse is suspected. Any concerns should be discussed immediately with the Principal/Assistant Principal/Campus coordinator and Student Wellbeing Co-ordinator. Staff are still responsible for reporting concerns to DFFH. While it is not the school's role to carry out an investigation to determine whether abuse exists, relevant behavioural observations and information should be recorded and dated by the classroom teacher. Staff are advised NOT to discuss concerns with parents and to refer any parent queries to leadership. A Mandatory Reporting module must be completed by all staff every calendar year.

## BULLYING PREVENTION AND SEXUAL HARASSMENT

It is important that any complaint regarding Bullying and Sexual Harassment is dealt with immediately. Please refer to the Bullying Prevention Policy and the DET Sexual Harassment Policy on Compass.

## MEDICATION

Written authorisation from the doctor or parents stating time, dosage and other relevant instructions must be provided where students require medication during school hours. Teachers should ensure that such medications are stored in a 'safe' place (i.e. locked). Asthma puffers should remain with the students at all times. Extra puffers are available in the sick bay.

## FIRST AID

A First Aid room (Sick Bay) is available for treatment of injuries or recuperation of students at the Noble Park and Casey campuses. Staff who are qualified at Level 2 First Aid are responsible for the initial treatment of students. If the injury/illness is critical, the first aid staff member will remain with the patient until a parent or guardian arrives.

All students are required to see a yard duty teacher before going to the sick bay. The yard duty teacher will assess the situation. If a student is seriously injured or cannot walk etc., assistance should be sought by calling the office.

If a student requires First Aid during class time the teacher must first contact the office.

The staff member who sends a student to the Sick Bay is responsible for advising the classroom teacher as appropriate. For instance, the classroom teacher should be advised if a student has been sent to Sick Bay by a teacher on yard duty or by a Specialist teacher. Medical Notification to parents should be completed in circumstances where follow-up observation/treatment may be required.

When a student attends Sick Bay, a Chronicle Entry must be uploaded to Compass by First Aid staff. For serious injuries, in addition to a Compass First Aid entry, the Principal/Assistant Principal/Campus



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Coordinator will then report it to Emergency Management and complete an Edusafe Incident Report. Office staff will then upload the incident on Cases 21.

If a student continues to be ill he/she will be sent home after a short rest where possible. If home care is unavailable, first aid staff will ensure that adequate monitoring occurs (either by first aid or administration staff).

Portable first aid kits are maintained and should be taken on excursions.

## ASTHMA

Ventolin puffers and spacers are located in the First Aid room/Sick Bay.

Please remember to take a first aid kit containing a Ventolin puffer on excursions. A qualified first aider must attend every excursion.

## FOOD GUIDELINES

Students must only bring packaged food, and not food prepared at home, for class parties.

## HEADLICE

The school has a Head Lice Policy which sets out the procedures followed when head lice are detected within the school. If you suspect that a child has head lice it must be reported to the First Aid Officer and the Head Lice Policy (see Compass) will be implemented.

Students with head lice will be excluded from school until treatment has begun. Information will be sent to all parents and parents are encouraged to take responsibility for the detection and treatment of head lice.

## INFECTIOUS DISEASES

Please refer to the DET Infectious Diseases Policy on PAL.  
<https://www2.education.vic.gov.au/pal/infectious-diseases/policy>

## PARENT INFORMATION SESSIONS

The school offers information sessions for parents throughout the year. Topics addressed during these sessions include:

- the education system in Australia and the programs offered at our school
- Speakers from local community agencies
- Settlement information for new families

Interpreters are provided for these sessions.

## SUN PROTECTION POLICY / HATS

Please refer to the 'Sun Protection Policy' on Compass.



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## TRANSITION

The Transition Officers coordinate the placement of students at the end of their time at NPELS. They support the enrolment process to mainstream schools and pass on any relevant information to the new school. Please refer to the Transition Policy on Compass.

## TRANSFERS

When a student exits to a mainstream setting NPELS administration staff transfer their data through Cases 21.

## OUTREACH PROGRAM

Outreach Coordinators are available to assist teachers in mainstream schools to assess New Arrivals students, recommend appropriate support programs or assist in the development of individual programs for students in the mainstream school. The coordinators also provide mainstream schools and parents with information about the New Arrivals program, resources and support available.

## LIBRARY

The library at the Noble Park campus is well stocked with both student materials and teacher references. Student are issued with a library card and are encouraged to borrow books to take home. Students at other campuses access local community and school libraries.

## PRE-SERVICE TEACHERS

The school takes pre-service teachers from a number of different universities. The supervising teacher is the person in charge of the class. The pre-service teacher must not be left in charge of the class as the duty of care rests with the supervising teacher.

## STAFF FUNCTIONS AND SPECIAL MORNING TEAS

Staff functions and morning teas are organised regularly to celebrate our successes and special events.

## STATIONERY

Teachers are given a basic stationery pack on commencement. Extra materials are available on request. Student stationery is distributed during the first week of each semester or as needed.

## TELEPHONES

There is a telephone in each classroom however these phones are for internal use only. A list of phone numbers is kept in the classroom. They are for staff use only. Staff making phone calls on school business should use the phone in the General Office.

## VISITORS TO SCHOOL

All visitors to the school must report to the office and sign in through the Passtab iPad at reception. Visitors are required to wear a lanyard/Passtab print out. Please politely ask any stranger who is not wearing a lanyard/Passtab print out if they require any help and direct them to the office. Advise the



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office if they don't cooperate or if you have any concerns. Parents who wish to speak to a teacher or the Principal class/Campus Coordinator should be encouraged to make an appointment.

## KEYS

Staff are issued with classroom keys. CRT's collect classroom keys, on a daily basis.

The school is on a security alarm system which limits entry to school buildings after hours.

Teachers wishing to access the buildings during school holidays should arrange with the Principal/Assistant Principal/Campus coordinator to come in on a day(s) when leadership is present.

## CONVERGE (EAP Service)

Staff are able to access private and confidential counselling through the EAP - 1300 361 008.

## POLICIES

Please note that all current NPELS policies can be accessed on the Compass Platform and the Noble Park English Language School Team on MS TEAMS. Some policies can also be found on the NPELS website. Additional policies are available on the DET website and are being regularly updated on Compass.

On Compass, go to School Documentation -> School Policies -> Policies 2023

[Noble Park English Language School MS TEAM](#)

<https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesList.aspx>

[Noble Park English Language School website – Policies page](https://nobleparkels.vic.edu.au/policies/) <https://nobleparkels.vic.edu.au/policies/>