



## Contact Personnel

Principal: WARREN BACHMAN

Assistant Principals: ADRIAN PERRY and  
TIFFANY HENNESSEY

Registrar: ROBYN REYNOLDS

School Officers: NAOMI JONES, TAMARA MATHEWS,  
KIM FINLAY

Thank you for your assistance  
and cooperation.  
Please come again!

### Falcon Primary School

Principal: Mr Warren Bachman  
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WANNANUP WA 6210

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## INFORMATION FOR RELIEF TEACHERS

Falcon Primary School



*Falcon Primary School facilitates personal learning and promotes values that enable students to learn to live successfully in a changing society*

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.



## Arrival

Please sign in at the front office and collect a current class list to mark student attendance and a relief teacher badge.

Prior to 8.30am	Students who arrive at this time wait in the year 5/6 undercover area
8.30am	From this time children may seek access to their class room. (Physical games not allowed)
8.50am	School commences (siren)
9.00am-9.30am	Quarantined Time (Spelling)
10.30—10.50am	Recess
10.50am-11.20am	Quarantined Time (Mental Maths)
12.20—1.00pm	Lunch
3.00pm	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. Area 1 clipboard is located in Block 1.
- In the clipboard are raffle tickets and Gotcha cards to give to children for positive behaviour, and a record sheet to record unacceptable behaviour.
- Consult your neighbouring teacher to clarify any school procedures.



## Some Basic School Expectations from Students.

1. Running and playing are allowed only in designated lawn areas.
2. Bicycles must be walked in and out of school grounds and must be placed in the bicycle compounds 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.
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 on school intranet).
6. Collar length hair is to be tied back.
7. Footwear is to be worn at all times with exceptions made for special sports and physical Education lessons.
8. Hats are to be worn outside only. "No hat—No play" in the sun. (All year). Predominantly blue hats 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 the relevant red relief file has all the details of your relief to ensure that you are paid with a minimum of delay.

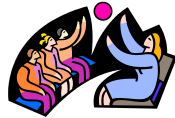




### Canteen

Students need to order their lunch before school. Just prior to lunch, classes send their lunch monitors to the canteen to collect the orders for the class.

A canteen menu is posted in the staff room. Lunch orders should be placed in either the blue staff lunch box or the red class lunch boxes and sent to the canteen before 9:15am. The canteen supports the Healthy Food and Drinks Policy initiated by the State Government.

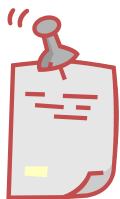


### Delivery of children to Specialist Classes

When students visit specialist teachers, the class teacher delivers them. The 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 commencing with the first Friday of each term. Copies are available from Administration.



### Staff Scribes

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



### Evacuation

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

Any of the following alarms require evacuation.

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



### Sick Children

In the event students becoming unwell in class please treat where possible, (a basic first aid kit is in each teaching block). If you consider the child should be sent home, please send to the office with a blue slip.

### DOTT

Where there is extensive DOTT provision we may ask you to take another class. This will be organized by a Deputy Principal and you will be informed accordingly.





## GENERAL HOUSE KEEPING

- 1 *Student attendance—mark checklist provided from the office.  
Return to the office by 9.00 am and again at 1.00 pm.*
- 2 *Communication folders—to be collected at 2.45pm and returned to the office before 9.30am the following morning*
- 3 *Any money collected should be logged into the class money book and sent up to the Registrar (in the communication folder) by 9.30am.*
- 4 *Each class should have an A3 timetable displayed prominently in their classroom. Timetables for the whole school are displayed in reception.*
- 5 *External classroom doors should be pulled closed to lock whenever you are not present. A teacher in the block holds the key and a spare left in the office.*

## MANAGING NEGATIVE CONSEQUENCES IN THE CLASSROOM

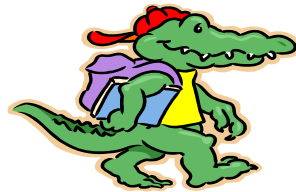
**STEP 1:** *Warning (remind student of the rule)*

**STEP 2:** *In Class ISOLATION (student asked to complete a Think Sheet)*

**STEP 3:** *In Block ISOLATION (student completes work as required within block)*

**STEP 4:** *Send to Deputy Principal (yellow slip)*

**STEP 5:** *Fast track student to the Principal  
(severe misbehaviour - red emergency tags  
in classroom sent by another student)*



- *Minor first aid equipment is kept with duty clipboards. For more serious injuries, please arrange for children to be sent to the office.*
- *Please check the medical details of children in the duty file. These students require immediate attention should an accident or incident occur. For major playground injuries, you will need to complete an accident report sheet and alert Administration (Please see the office staff).*

### Duty Areas

*Area 1— Pre Primary and Year 1*

*Area 2— Central/Undercover Area*

*Area 3— Oval*

*Other duty responsibilities include bus, library and the after school 'Kiss and Drive' supervision.*

### Lunchtime

- *Children are to sit and eat lunch from 12.20 to 12.30pm*
- *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*

