**Location of resources and materials**

There are 3 resource rooms within the school. – one located in each wing, close to classrooms.

The resource room in Wing B contains Junior & Middle school literacy & numeracy books, both teacher resource & classroom sets.

Wing C has predominantly Senior school resources, and Wing D holds the Growing Pains resources for the school.

Each resource room has a photocopier, laminator & guillotine for teacher use.

There are touch screen computers in Resource Room B & D that can be used for students, under staff supervision.

Resource rooms are for staff use and no student should access these without a staff member present.

As many people use the resources, please observe the following guidelines.

- Teacher resources are not to be taken out of the room.
- Book borrowing is to be recorded so others can locate books if needed.
- Clean up all rubbish
- Reshelve books and materials where they were taken from.
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**Timetables**  
Specialist times – Music & P.E. - will be negotiated during the first week of the year. There is two blocks of time release of 45 minutes duration for teachers within the Junior & Middle schools. SSO’s are to accompany students to these classes. Teachers in the Senior school are allocated 1 ½ hour afternoon release per week for administration and preparation time.

Lunch & recess breaks are set according to a timetable for the playground. Our focus is on student safety and some combinations of students are known to be a problem. Please stay within the playground times set for your class.

Staff breaks are determined within each classroom. Staff are entitled to ½ hour break per day.

Junior classes are required to timetable 4 x 1 hr Literacy block between 9.30 & 10.30. There is also a requirement for a minimum of 3 x ½ hr Numeracy times per week. Middle school classes have an afternoon dedicated to Growing Pains. Senior classrooms operate each morning and all day Friday. Elective programs run each afternoon (Monday to Thursday) from 1.15 to 2.45 pm

Routines are important for our students. try to establish a class routine as soon as possible, even if this needs some alteration to fine tune. Use a Visual Timetable to show students what will be happening within their day. This helps to relieve anxiety & uncertainty.
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Buses
Most students are brought to school by bus. These arrive between 8.45 & 9.10. Students must be met at buses by staff and accompanied to their classrooms each day. Some older students may travel independently on public buses. They may arrive at school as early as 8.30 and need to be supervised from that time. Buses arrive and depart from central points. Please ask your mini school manager about these arrangements for your class.

On dismissal, students travelling on school buses must be accompanied by staff, checked to be on correct bus, and supervised until they are on the bus. It is the school duty of care to ensure that all students are safely on buses. Independent travellers are to leave the school grounds as soon as they are dismissed.

Transport lists will be distributed at the commencement of the school year.

Classes are able to book buses for class outings & programs by completing a bus booking sheet at the appropriate mini school meeting each week. These bookings are for the following week and must be given to the administration office by Thursday each week.
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**Themes and Goals**

The Junior and Middle schools have some themes and goals for groups to work within each semester. These are curriculum goals that may assist when there are no obvious priority goals for a particular dimension. These can be obtained by the Mini school manager for the relevant area. Senior school students work within elective programs. Each student has goals relevant to the electives chosen.

**Meetings**

Teaching staff are required to be available for staff meetings on Mondays & Wednesdays from 3.30. In these times staff meetings & professional development activities, and mini school meetings are held. While most meetings aim to be finished by 4.30, they may continue until later. If unable to attend, apologies should be made in advance to the relevant person. SSO’s are invited, but there is no compulsion for their attendance.

**Keys**

Each classroom is issued with one general class key that allow access to most parts of the school. Students are not to have access to this key, or to be given the security codes for doors. Outside doors should remain locked after 9.00 and resource rooms & laundry should be kept locked at all times. Keys to special entry areas are kept in the admin. office. Please fill in the borrowing book every time you use one of these keys.
Purchasing & Program Charges

Every classroom has a budget for classroom requisites. This is to purchase items for your classroom such as paste, pens, paper. etc. Check with your mini school manager for the amount allocated.

When needing to order supplies, fill out a state supply order form, and a Purchase order form for the mini school manager to approve if sufficient funds are available. You may also have electives budget to manage. Budget request forms are also needed for purchases for electives. Each mini school has a budget for curriculum areas. Purchases are required to be cleared through the mini school manager through the budget request form.

Each student is charged each week to cover costs of programs. Check with mini school manager as to amount and break down for this. Each Friday teachers are required to complete a budget sheet to be returned to the office at list activities that students attended that week. If an activity is undertaken that needs funds from program charges, a budget request form must be completed and authorised by the mini school manager.

You may not request any further funds from families for school activities, even as a voluntary payment.
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Duty of care

All staff have a legal duty of care for all students within the school. Students must be supervised at all times to ensure their safety. Playground and classrooms must always have staff present if students are present. All staff must be at work, ready to start work, by 8.45 am. All students should be met at buses and accompanied to their classroom. Students should be walked to their bus and supervised in boarding. When leaving the school, staff should be confident that there is sufficient staff to ensure student safety while out of the school.
**Explanations of SSO Duties**

**Typical tasks**

SSO staff within each class perform a variety of tasks as determined by the class teacher. These could include:

- toileting of students
- showering of students
- assistance with feeding/food preparation
- assistance with completion of table tasks
- therapy needs
- behaviour management
- playground supervision
- preparation of teaching aids
- working with individuals and small groups
- hydrotherapy