

People

[Participants](#)

Activities

[Forums](#)

[Resources](#)

Online Users

(last 5 minutes)

[Roland GESTHUIZEN](#)

Search Forums

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Administration

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Topic outline

Welcome to the College Staff area.

This replaces the old office [web](#) that most of you are familiar with. This page is restricted to teachers and school support staff. Some [files](#) can be downloaded and saved to your computer. PDF versions are suitable for printing whilst ODT and DOC versions can be saved and directly edited. We will be gradually converting some of this [information](#) to a [Wiki](#) format.

- [Staff News](#)
- [Principal News Bulletin](#)
- [Staff Daily Bulletin](#)
- [Online College Calendar](#)
- [Daily Bulletin 2005](#)
- [Social forum](#)

1 **Curriculum**

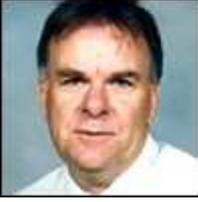
'Curriculum' refers to everything a school does to support [student](#) learning. It includes policies and practices about content and programs offered and ways in which content and programs can be learned and taught. It takes into account [student](#) diversity, organisational arrangements, assessment processes and reporting practices.



- [Curriculum Team activities](#)
- [Victorian Curriculum and Assessment Authority \(VCAA\)](#)
- [Victorian Essential Learning Standards](#)

2 **Daily Organisation**

The daily organiser is in charge of the smooth day to day running of the college, organising extra teachers to cover absences, room swaps and yard duty. Please leave work for any scheduled absences from a class



- [Extra work left for class template](#)
- [Daily Organisation files](#)

3 **Excursions**

There are some special school excursion forms and checklists for staff to complete when undertaking an excursion. Remember to check with the Daily Organiser GFL and the [college calendar](#) for a suitable date and transport if you are planning an excursion.



Calendar

<< **May 2006** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Global events
- Course events
- Group events
- User events

Upcoming Events

- [Student Management](#)
Today (09:00 AM)
- [Facilities Meeting](#)
Today (04:30 PM)
- [UN World Press Freedom Day](#)
Wednesday, 3 May (12:00 AM)
- [Grade 6 Discovery Day](#)
Wednesday, 3 May (09:00 AM
» 08:00 PM)
- [P & D Culture meeting](#)
Thursday, 4 May (03:30 PM
» 04:30 PM)
- [Year 10-12 teachers](#)
Tuesday, 9 May (03:30 PM
» 04:30 PM)
- [PLT meetings](#)
Wednesday, 10 May (03:30 PM
» 04:30 PM)
- [Curriculum meeting](#)
Thursday, 11 May (03:30 PM
» 04:30 PM)

[Go to calendar...](#)
[New Event...](#)

Latest News

[Add a new topic...](#)

- 1 May, 14:37
Roland GESTHUIZEN
Where is the Office Web?
[more...](#)
- 27 Apr, 21:47
Roland GESTHUIZEN
DET Staff Opinion Survey 2006
[more...](#)
- 24 Apr, 14:43
Roland GESTHUIZEN
VELS and the VCAA [more...](#)

-  [General Excursion Guidelines](#)
-  [Excursion Planner Checklist](#)
-  [Excursion Parent Consent form](#)
-  [Excursion financial arrangements form](#)
-  [Bus bookings](#)
-  [Excursion forms and instructions](#)

4

eLearning



Includes software purchase, media release forms, [Web](#) link search form for adding links to library system, new [teacher](#) account checklist, exiting [teacher](#) account check list, [Copyright](#) ammendment changes.



-  [Booking computers rooms](#)
-  [Software purchase form](#)
-  [eLearning Files](#)

5

Finance



The [Business Manager](#) and bursar is in charge of the college finance, administering the budget as approved by school council.



-  [Finance files](#)

6

First Aid



Firstaiders at [Westall Secondary College](#) volunteer their time to respond the medical incidents and treat casualties in the college firstaid room. Training is undertaken in their own time with recognised first-aid course providers.



-  [First Aid Team](#)
-  [PDF versions of documents made for first aid staff](#)

7

Communication



The general office is responsible for organising external postal mail, deliveries, faxes, telephone calls and other school communication.



-  [Emergency contact information](#)
-  [Communication files](#)

8

International Students



-  [International Students](#)
-  [International Student information](#)



9

Library

The college librarian should be your first point of call when searching for resources, booking eLearning and audiovisual [equipment](#), [information](#) orders or purchasing [advice](#).

 [Library home page](#)

 [Bibliotech Library Catalogue](#)

 [Library files](#)



10

Occupational Health and Safety

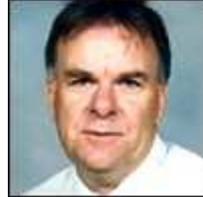
Safety is of the utmost importance and a legal requirement.

 [Important Emergency information](#)

 [Evacuation Procedures \(precis version\)](#)

 [OHS information](#)

 [OHS files](#)



11

Performance and Development

This is an integrated framework for planning, assessment and [feedback](#) on staff performance across the school. The process is linked to school charter [goals](#) and priorities with a strong development and improvement focus.

 [DET - Performance and Development website](#)

 [DET - Performance and Development Modules](#)

 [Blank performance forms](#)



12

PD and Training

Staff at [Westall Secondary College](#) are encouraged to undertake a wide range of Professional Development and Training options.

 [Staff PD and Training](#)

 [Staff PD Application Form](#)

 [Professional Development files](#)



13

Reports and Assessment

Assessment and reporting are integral to planned approaches to teaching and learning. This section contains letters to parents, [advice](#) for report writing and how to use the report writing software.

 [Reporting and assessment](#)

 [Letters to parents](#)



14

School Accountability and Reporting



Collections of Reports and the College Charter that have been tabled at the School Council.

 [Collection of College Charters and Reports](#)



15

School Staffing



The college employs many teaching and support staff. The following folder contains a descriptions of the positions of responsibility, time allowance and expressions of interest for new positions.

 [Westall Staff List](#)
 [List of College Teaching staff](#)
 [Staffing files](#)



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Student Welfare



Needs a nice description of this area and a picture of Connie