

Welcome to Jackson School

Jackson School is a P-12 (Age 5-18) Special School. All of our students have an intellectual disability with many having additional needs, including Autism Spectrum Disorder (ASD), Attention Deficit Hyperactivity Disorder (ADHD) and Down Syndrome. We are on a **first name basis** with our students. All classes have between 6-14 students with an Education Support Staff (ESS). We have put this together to help you make the most of your day so please attend to all details.

Our Values & Expectations

As a *collaborative learning community* for all, we value: **learning** and believe all of our students can learn; building student **independence** to be successful members of the community; our students' **safety** at all times; **respect** for students, staff and parents/carers; and expect all of our community members to demonstrate **responsibility**. We live by these values every day.

Staff Dress

Dress code for the school is smart casual appropriate for a P-12 setting. Please ensure your footwear has closed toe and bring a hat for Terms 1 and 4 as we are a SunSmart school.

Getting Here & Signing In

You may park in the front or back car park. **Please sign in at the office to get you lanyard and fob.** ANZUK staff do not need to present their Working With Children's Check (WWC) or VIT cards. Please sign in as Staff to visit Matt Gravatt. Collect the CRT folder. Ginifer Train Station is less than 10 minutes walk away. Catch the Sunbury/Watergardens line from Flinders St by 7:54 to arrive with us at 8:30.

Your Day

Lessons at Jackson School commence at 9.00 so it is highly recommended you arrive no later than 8.30. Familiar and repetitive activities will be outlined in the CRT lesson plans in the CRT Folder. Music is played to signal transition times before the school bell. Please mark the manual attendance roll by 9:20 and 1:20 and send it to the office. Periods range from 50-55 minutes. **Recess is between 11:00-11:30 and Lunch 1:30-2:00.** Students eat in their classrooms before these times. You will have a 30 minute Yard Duty in an allocated area and a 30 minute break. Please feel free to use the staffroom where there are fridges, microwaves, sandwich toasters/presses, free tea and coffee. **Lessons finish at 2:50** and students are supervised by staff to board eight buses (see bus line), after school club (OSHC), parent pick-ups (in 9A) or independent travellers (selected students from back gate).

Home Group 9:00-9:20	Period 1 9:20-10:10	Period 2 10:10-11:00 (Eat Snack)	Recess Duty 11:00-11:30	Period 3 11:30-12:25	Period 4 12:25-1:20 (Eat Lunch)	Lunch Duty 1:30-2:00	Period 5 2:00-2:50	Bus Duty 2:50-3:00

Specialist CRTs collect your classes from their classroom and escort them back to your room. Specialist CRTs must stay with your allocated class whilst the students eat morning tea/snack and their lunch in the classrooms.

A laptop and charger are available to you from Matt Gravatt. All ES (teacher aides) have a class iPad you can use for today.

CRT Login: CRT CRT Password: CRT@4979

Emergency Management & Positive Behaviour Intervention & Support (PBIS)







Jackson School operates a school-wide PBIS program. Information on this program is included in your CRT pack. In a nutshell every student must display the skills and expectations outlines on the posters in the room linked to our values: safety, respect and responsibility. **For behaviour support please called our Engagement & Wellbeing team using the phone ext: 5008.** All of our students use the coloured Zones of Regulation chart and may need interventions and supports to be "ready to learn" and be in the "green zone". The teacher/ES (teacher aide) in the room will support you with any specific behaviours. **Do not physically intervene or invade a student's space and allow them time to self-regulate and calm down before re-engaging the student in learning. Mainstream behaviour practices are not always suited to our students. Should any student become a danger to themselves or others please remove the other students from the situation quickly and safely.** A Student Snapshot is included in the CRT Folder. We give tickets to reinforces these positive behaviours. Undesired behaviours are outlined on our PBIS Flowchart and are categorised as major/minor behaviours. Please make yourself familiar with this approach and implement it consistently. **The Emergency Management evacuation assembly point is the school oval. For a lockdown please move to the nearest room, out of sight and lock all windows and doors.**

CRT Folder

- Your timetable for the day along with your yard and bus duties
- Bell times
- Manual Attendance Roll (By 9:20 and 1:20 sent to the office).
- Information on emergency management / lock down procedures and how to manage minor or major incidents.
- A school map
- A handover sheet for you to complete at the end of the day
- Make sure you look over the CRT Folder as soon as you arrive. It will make your day so much easier and more enjoyable. If you are unsure about any of the details please ask the key staff below OR CLC Leader for assistance.

Key Staff

One of the Admin Team will welcome you on arrival and take you to your classroom. For any allocation queries please see Matt Gravatt or Anthony Jackson. The department CLC Leader will introduce themselves to you and ensure you are set-up for the day.

<u>Reception</u>	<u>Primary Admin</u>	<u>Secondary Admin</u>	<u>Senior Secondary Admin</u>	<u>Technical Operations Manager</u>	<u>Assistant Principal</u>
					
Kristina Kamenar	Janine O'Meara	Helen Puljak	Christine Tisdwell	Matt Gravatt	Anthony Jackson

Lesson Planning

Please implement the lessons outlined and make sure you follow-up on the students' work. **Please leave comments on the feedback form provided.**

Students at Jackson do have access to digital resources such as laptops and iPad which can be booked out of the office.

Feedback & Reflection

We value your feedback. Please make sure you have completed the handover sheet for the teacher and the rolls have been marked. Before you leave for the day, ensure the classroom is neat and tidy and turn off all lights and heaters. If furniture has been moved during the day please return it to its original position.

Have A Great Day!

And finally, before you leave your teaching area, please make sure all students have been picked up or have left for the day, all technology, air conditioners and lights are turned off. Please inform a colleague if you have any concerns about any student. We hope you enjoy your day working with us and we look forward to seeing you again.

Kind regards,



Anthony Jackson
Assistant Principal

Feedback Form

School name

Date

Teacher name

Primary Grade or Secondary Grade / Area Covered

General comments (lessons implemented etc / progress of students)

Exemplary students

Behavioural concerns

Actions taken to deal with behavioural issues /comments

Modifications made to the lesson (if any)

Did you relieve any other areas? Any notes