

CRT Briefing Sheet

CRT Name: _____

Date: _____

Morning Duty 8:45-9:00	Home Group 9:00-9:20	Period 1 9:20-10:10	Period 2 10:10-11:00	Recess Duty 11:00-11:30	Recess Eating Time 11:30-11:40	Period 3 11:40-12:30	Period 4 12:30-1:20	Lunch Duty 1:20-1:50	Lunch Eating Time 1:50-2:00	Period 5 2:00-2:50	Bus Duty 2:50-3:05

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 or iPad are available to you if required.

CRT Login Username: 4979-CRT@schools.vic.edu.au

CRT Login 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 outlined on the posters in all rooms linked to our values: safety, respect and responsibility. **For behaviour support please call using the phone ext: 301.** 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 reinforce 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.**

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 air-con/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, and 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.

Jackson School 2024 Map



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CRT Login Password: **CRT@4979**

Office: call **ext 9**

Behaviour Support: call ext **301**

----- Legana Street -----

Car Park

In an emergency call **000** for emergency services.

If you hear the **Beep Beep** Tone – Be Alert & Listen for Instructions. Make sure all students are accounted for.

If you hear the **Whoop Whoop** siren – Evacuate to the assembly point (either Oval/Car Park). Keep students calm.

