

CONNECTED COMMUNITY @ AC



To keep our school connected during this time we have collated all relevant information from the leadership team to ensure we are all aware of our communication protocols and check-ins on each other. These protocols support our teamwork, clarify key communication channels and provide predictability to our weekly schedule. Central to all this is the wellbeing of our staff and students. The Meeting Schedule will be modified with non-essential and student meetings reduced or removed. Remaining meetings will be conducted

through MS Teams where applicable. The meeting schedule will be reviewed on a weekly basis.

Staff meetings will be undertaken through MS Teams followed by Faculty Meetings through MS Teams.

This protocol may change as the health advice changes.

Meeting Schedule emailed to all staff by Claire Fitzgerald

ERM	MONDAY				TUESDAY				WEDNESDAY				THURSDAY				FRIDAY				
	BS	L	AS	OTH	BS	L	AS	OTH	BS	L	AS	OTH	BS	L	AS	OTH	BS	L	AS	OTH	
K 1 D/01			LTS	ET			STAFF	SST				BEGT	StLead	AUSTRALIA DAY						Soc Club	JSSS ASS
K 2 D/01	WLBNG		LTS	ET	YR7		FAC	SST	SWOTA			BEGT	StLead	L CON		DATA	HOUSE ASS	HOUSE SWIM CARNIVAL			
K 3 S/02	YLC		LTS	ET	IMU	CTL	STAFF	SST				BEGT		HS IND	CHAP ENV				Soc Club	INVESTITURE YLA	
K 4 S/02	CDHP		LTS	ET	SC DAN	LMN	FAC	PAC	SST	SLB SWOTA		BEGT	StLead	L CON Cleaner					Soc Club	JSSS ASS XPLC	
K 5 D/02	YLC		LTS	ET	NASOT		STAFF	SST	GMS SRC		BEGT		IND	INT	LOC			Soc Club	YLA		
K 6 D/02	WVHS		LTS	ET	CDHL		FAC	SST	SWOTA		BEGT	StLead	L CON TA		BEH			Soc Club	JSSS ASS XPLC		
K 7 S/03	YLC		LTS	ET	TECH		STAFF	SST			BEGT		IND	CHAP				Soc Club	YLA		
K 8 S/03	CDHP		LTS	ET	Finance		FAC	PAC	SST	SWOTA SRC	BEGT		L CON Cleaner	INT	DATA				Soc Club	JSSS ASS	
K 9 D/03	YLC		LTS	ET	STEM		STAFF	SST			BEGT	StLead	IND					Soc Club	HOUSE		
K 10 D/03			LTS	ET	CTL		FAC	SST	SWOTA	HOUSE CROSS COUNTRY									Soc Club	JSSS ASS	

Change of Day Structure for first five weeks

WAVE Roll	8.50 – 9.00
Period 1	9.00 – 10.10
Morning Tea	10.10 – 10.40
Period 2	10.40 – 11.50
Lunch One	11.50 – 12.15
Period 3	12.15 – 1.25
Lunch Two	1.25 – 1.50
Period 4	1.50 – 3.00

Schedule of Learning Packages to Students

Friday	Saturday	Sunday	Monday
IT	IT	English	Humanities
PE	Business	Science	Media
Applied Tech	Music	Dance	Mathematics
Japanese			Art
Drama			

ESP sent out: Wednesday
WAVE sent out: Thursday



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM	<p>STUDENT NOTICES Email @ 8:00 +Staff Informing students staff absences and student notices</p> <p>FACULTY CHECK-INS <u>Informal</u> HoDs, A03s, DPs and BM checking in with staff and reporting wellbeing concerns to line manager. Staff working from home; Teams, phone or email their line manger</p>	<p>STUDENT NOTICES Email @ 8:00 +Staff Informing students staff absences and student notices</p> <p>FACULTY CHECK-INS <u>Informal</u> HoDs, A03s, DPs and BM checking in with staff and reporting wellbeing concerns to line manager. Staff working from home; Teams, phone or email their line manger</p>	<p>STUDENT NOTICES Email @ 8:00 +Staff Informing students staff absences and student notices</p> <p>FACULTY CHECK-INS <u>Informal</u> HoDs, A03s, DPs and BM checking in with staff and reporting wellbeing concerns to line manager. Staff working from home; Teams, phone or email their line manger</p>	<p>STUDENT NOTICES Email @ 8:00 +Staff Informing students staff absences and student notices</p> <p>FACULTY CHECK-INS <u>Informal</u> HoDs, A03s, DPs and BM checking in with staff and reporting wellbeing concerns to line manager. Staff working from home; Teams, phone or email their line manger</p>	<p>STUDENT NOTICES Email @ 8:00 +Staff Informing students staff absences and student notices</p> <p>FACULTY CHECK-INS <u>Informal</u> HoDs, A03s, DPs and BM checking in with staff and reporting wellbeing concerns to line manager. Staff working from home; Teams, phone or email their line manger</p>
PM	<p>LEADERSHIP TEAM STAND-UP MEETING <u>30 minutes (Teams/LIB)</u> Agenda to include: -Wellbeing Check-in -Update from Executive Team -Operational matters -General business</p>	<p>STAFF MEETING <u>30 minute Teams Meeting</u></p> <p>FACULTY MEETINGS <u>30 minutes Teams Meeting</u> Agenda set by HoD and to include: - Wellbeing Check-in - Flagging issues - Positive sharing</p>	<p>STUDENTS – 7 & 8 <u>Informal check-up</u> In place of WAM – case managers may use this time to catch-up with students needing additional support in a 1 on 1 capacity through email or elearning platforms.</p> <p>OTHER: Time may be used for academic reviews and P&T interviews</p>	<p>STUDENTS – 9 <u>Informal check-up</u> In place of WAM – case managers may use this time to catch-up with students needing additional support in a 1 on 1 capacity through email or elearning platforms</p> <p>STUDENTS 10, 11 & 12 Formal ESP Lessons</p> <p>OTHER: Time may be used for academic reviews and P&T interviews</p>	<p>STAFF SOCIAL CLUB From 4:00pm through Teams - Optional</p> <p>Staff Check-in Sharing of Learning@Home stories Trivia/Activities (Fortnightly)</p>
Varied days and times during the work week					
	<p>ONE-ONE WELLBEING CHECK-INS <u>Individual conversations</u> to between HODs/BM and their teachers/team members. Wherever possible, these conversations should be by phone or Teams. Please include: - Wellbeing - Workflow – done/to do - Any support needed - IT Updates/Status</p>	<p>TEAM MEETINGS <u>As required during the week</u> to collaborate on learning packages and curriculum. Planning and submitting of Learning Packages to HoDs. Hods review and submit to Leadership Share Folder – Schedule for email above and placed on website during the week</p> <p>P&C UPDATE Principal to update P&C on Progress as required</p>	<p>EXECUTIVE LEADERSHIP MEETING <u>Up to 2 hours</u> Agenda to include: - Wellbeing Check-in – self and other staff - Update from Pr. - Business arising from Mon leadership meeting - Flagging issues / solutions - Planning ensuing Communications - Celebrations and Achievements</p>	<p>STUDENT NEWSLETTER <u>Fortnightly – Week A</u> -update on school matters and Learning@Home for students -Weekly challenge</p> <p>PARENT NEWSLETTER Fortnightly – Week B - As per normal content and roster - Additional COVID 19 updates and Learning@Home for students</p>	<p>STUDENTS – WAVE <u>Formal WAVE Lesson</u> Assembly and WAVE material communicated from Learning Engagement HoD to YLCs to WAVE teachers to students</p> <p>STUDENT SUPPORT MEETING 1 hour Teams meeting - Well-being check in on students update - Attendance checks - Case management - Minutes to SS and Exec</p>