



DUTIES WHILE ON DUTY

Cold Spot 1: Monitor the Senior School and Science Quads.

Cold Spot 2: Monitor the Kelso and Paterson Quads along with the front of the college.

Rover: Visit all duty areas to ensure that duty staff are present. Assist where required. Check the area behind Trade Training Centre.

Kelso Quad: For the first 10 minutes monitor the front breezeway to ensure that no students with food or out of uniform move through on their way to the oval or library. Monitor quad, stairwells and toilets. Ensure students leave no rubbish behind. Ensure that students in the wrong quad are moved on.

Paterson Quad: Monitor quad, stairwells. Ensure students leave no rubbish behind and students in the wrong quad are moved on. This quad is a technology free zone – ensure that students are not using phone, laptop, tablet, etc.

Senior School Quad: Monitor quad. Ensure students leave no rubbish behind and students in the wrong quad are moved on. Ensure that the stairs from the SS Quad to the Oval are kept clear. Monitor the LOTE/Media/Drama verandah.

Science Quad: Monitor quad. Ensure students leave no rubbish behind and students in the wrong quad are moved on.

Lower School Canteen: Monitor Canteen area. Ensure students are lined up and courteous. Watch out for queue jumpers. Ensure that students who are not in a queue are moved on. Assist in the Kelso Quad when Canteen is closed. Check toilets.

Senior School Canteen: Monitor Canteen area. Ensure students are lined up and courteous. Watch out for queue jumpers. Ensure that students who are not in a queue are moved on. After fifteen minutes, move to the Kelso Quad to assist. Check toilets.

Oval 1: For the first 10 minutes monitor students passing through Kelso exit towards the oval to ensure they are in uniform and not taking food. After 10 minutes, monitor the area from PE change rooms to the long jump pits. Ensure that students are actively engaged in physical activity.

Oval 2: For the first 10 minutes monitor all of the ovals. After 10 minutes, monitor the area from the cricket nets to the Shire Offices. Ensure there is no one behind the Dance Studio. Ensure that students are in uniform and do not have food with them. Ensure that students are actively engaged in physical activity.

West 1: Monitor the basketball, netball and tennis courts as well as the grassed areas. Ensure that students are in uniform and do not have food with them.

West 2/Oval 3: This duty is weather dependent. **When the weather is wet**, then the duty person monitors the courts and Science Quad. For the first 10 minutes monitor students moving to the courts past the Science gate. Ensure they are in uniform and are not taking food to the courts. After 10 minutes, assist the person on West 1 with monitoring students on the courts and grass banks, as well as assisting in the Science Quad. **When the weather is fine**, then the duty person should assist on the Oval.

Gym: Monitor students in gym. Ensure that students are in uniform and do not have food with them. Ensure that students are actively engaged in physical activity.

Library: Monitor student behaviour. Ensure no bag or food is brought into library. Get students packing up 5 min before bell. Ensure orderly and courteous use of the bag room.

Russell Street 1: Monitor crosswalk use. Ensure students use footpaths. Lock gate near Room 45 on return.

Russell Street 2: Ensure students use footpaths and queue for buses in an orderly fashion.

Drake Street Buses: Monitor students waiting for buses. Ensure orderly queuing for buses. Monitor students crossing Drake Street.

Car Park Cross Walk: Monitor students using crosswalk closest to the Council. Ensure students cross without unduly disrupting traffic flow. Assist Drake Street duty teacher when numbers using the crosswalk dwindle.

THE FOUR COMMANDMENTS:

- (1) BE THERE,
- (2) BE ON TIME,
- (3) BE SEEN (WEARING A FLOURO VEST),
- (4) BE ACTIVE.