



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

DENBIGH ADMINISTRATION

Staff Module

(Absences/extras, Covers, Playgroup Duties, Incident reports,
Daily bulletin)

www.denbigh.com.au

Tel +61 2 4647 1375
Fax +61 2 4647 3410

ABN 99 167 352 749

Denbigh International Pty Ltd
Suite 1, 18 – 26 Dickson Ave
Artarmon NSW 2064

PO Box 3166
Narellan NSW 2567
Australia



Table of Contents

Staff Module	3
MainMenu - Staff	3
Staff Details (Confidential screen)	4
Staff Details (with Confidential details)	5
Staff Birthdays	6
Create new Staff Member	8
Classes	11
Timetable	12
Tutor Group (Roll Class/Homeroom Group)	13
Absences Extras	14
CoCurricular - Sport/Extra Curricular and Textbooks	14
Groups	15
Professional Development - Qualifications	15
Professional Development Courses	16
Printing Professional Development Courses	18
PD Hours report	19
Appraisals	22
Printing Appraisals.....	22
Associations	23
Correspondence	24
Emailing Staff.....	26
Notes	27
Confidential - School Info.....	28
Confidential - Working With Children Check Info	29
Confidential - Account/Email Info/Security	30
Staff Positions.....	30
Staff Previous Positions	31
Former Staff	32
Former Staff File	33
PlayGround Duty Roster	33
Staff Bulletin	36
Bulletin List	37
New Daily Bulletin	38
Daily Bulletin - Print.....	38
Incident Reports	39
Creating a new Incident Report.....	40
Viewing Incident Reports	42
Printing an Incident Report.....	42

Please note whenever copying any text from another program like Word, always use Paste without formatting Command (apple) option V, or Control Shift V on Windows.
All staff need to be in the db_staff group. For data entry staff need to be in db_hr_write or db_hr_read.

Staff Module

MainMenu - Staff

The screenshot displays the Denbigh Administration Staff Module Main Menu. The top navigation bar includes icons for Main Menu, Back, Database Config, Admin Tasks, Quick Search, Teacher Menu, Teacher Focus, and Quit. A red warning banner indicates "1 Medical Condition Warning". The main menu is a grid of icons for various functions. The "Staff" and "Staff Details" icons are highlighted with red boxes. On the right, a "Reminders" panel is visible, showing a list of reminder notes with dates and names, such as "16/2/2018 - Bhargava, Rahul TLC as there was a death in the family." The bottom of the screen shows "MAIN MENU" on the left and "DENBIGH DEMONSTRATION SCHOOL" on the right.

Staff - Staff Details

Staff Details (Confidential screen)

Main Menu
Back
View As List
Find
Find Teachers
Email Menu
PGD Poster
Print Menu
Meeting Times
Former Staff
Students Menu
Classes
Community Details

Staff Details
WWCC Alert

BERP
Code

Berman
Surname

Punam
First Name

104419
Community ID

General Information

General Information

Classes

Timetable

Leave Applications

Tutor Group

CoCurricular

Groups

Professional

Correspondence and Email

email:

Title:

Alternative Title:

Qualifications:

Phone Ext: Head of House:

Tutor Group: House:

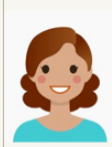
Tutor Group Room:

PTI Default Room:

Receives Timetable

Pastoral Care Team

Casual Teacher



Update

Faculty

Administration Junior School Science

Co-Curricular LOTE Special Needs

Computing Mathematics TAS

Creative Arts Music

English PDHPE


History Primary School

HSIE Religion

Mobile: Child Protection Certificate

Email Type	Email Address	Use to Email to
School	support@denbigh.com.au	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

The Staff Details screen displays limited personal details of staff members as well as other information such as timetables, notes, classes etc.



DENBIGH
INTERNATIONAL

Denbigh Staff Module
Page 4 of 43

Staff Details (with Confidential details)

WWCC Alert

Main Menu
Back
View As List
Find
Find Teachers
Move to Former Staff
Add New
Staff Email Menu
Print Menu
Students Menu
Former Staff
Class Cover Extras
PGD Roster
Classes
Staff Absences
Community Details
Meeting Times

DENJ
Denbigh
Jane

Head of Middle School
S00063

Code
Surname
First Name
Second Names
Known As
Position
Community ID

General Information

General Information

Classes

Timetable

Tutor Group

Absences and Extras

CoCurricular

Groups

Professional

Correspondence

Notes

Confidential

email:

Title:

Alternative Title:

Qualifications:

Phone Ext:

Tutor Group: 1

Tutor Group Room: 2

PTI Default Room: 3

Receives Timetable

Pastoral Care Team

Casual Teacher

Faculty

Administration Junior School Science

Co-Curricular LOTE Special Needs

Computing Mathematics TAS

Creative Arts Music

English PDHPE

History Primary School 4

HSIE Religion

Campus

JS SS 5

Residential Address

Property:

Street:

Suburb/State/PC:

Address ID:

Postal Address

Property:

Street:

Suburb/State/PC:

Address ID:

Home Phone: Silent Number

Mobile: Child Protection Certificate

DOB:

Spouse/Partner:

Email Type: Email Address: Use to Email to

Update

Audit

Staff Details screen with Confidential information.

- 1 - Homeroom/Tutor/Roll class Room and group allocated. This is allocated through the Database Configuration.
- 2 - Default for the room for Parent Teacher Interviews
- 3- Check for teaching staff that must receive a timetable, Pastoral Care team or Casual Teacher
- 4 - Faculty (required for class, staff absences and Markbook functions)
- 5 - Campus check box (as per Campus field in Database Configuration)

Staff Birthdays

Staff Details WWCC Alert

DENJ Code: Denbigh Surname: Jane First Name: Second Names: Known As: Head of Middle School Position: S00063 Community ID

General Information

General Information

email: developers@denbigh.com.au
Title: Mrs
Alternative Title:
Qualifications: B.Vis. Arts (Hons), M. Teach.
Phone Ext: 1680
Tutor Group: 11.1
Tutor Group Room: D1.3
PTI Default Room: D0.1

Receives Timetable
 Pastoral Care Team
 Casual Teacher

Faculty

Administration Junior School Science
 Co-Curricular LOTE Special Needs
 Computing Mathematics TAS
 Creative Arts Music
 English PDMPE
 History Primary School
 HSIE Religion

Campus
 JS SS

Residential Address
Property: Unit 1/12 Denbigh Street
Street: Unit 1/12 Denbigh Street
Suburb/State/PC: Cobbitty NSW 2570
Address ID: ADID43319

Postal Address
Property: 5 Murray Court
Street: 5 Murray Court
Suburb/State/PC: Murrayville NSW
Address ID: ADID43326

Home Phone: 0298611145
Mobile: 0413582908
DOB: 26 Oct 2016
Spouse/Partner: Mark

Silent Number
 Child Protection Certificate

Email Type: Work Email Address: developers@denbigh.com.au

Audit

When adding a staff member's Date of Birth, it is important that the correct date is entered in the staff file i.e as shown above. The Date of Birth should follow the following convention date/month/year. The Date of Birth that is entered in the staff file will be displayed in main menu under birthday reminders when that birthdate falls due.

Denbigh Administration

Welcome to Denbigh Administration
You are logged in as "Mrs J Denbigh"

Privacy reminder
The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act 1988. A high standard of care must be exercised by those accessing personal information on Denbigh Admin, so that use or disclosure of such information is limited to purposes closely linked to the welfare of the persons concerned.

Birthdays

Today (Thu)

- David Zanardo (3C) is 9 years old today.
- Claire Beckett (10.2) is 16 years old today.
- Hilary Fisher (10.1) is 16 years old today.

This Week

Day	Year	House	Name	Age
Sun	12	R	MacLellan, Stephanie	18
Mon	10	Y	Goodall, Jessica	16
Mon	4	Y	McCarthy, Brinley	10
Mon	7	B	McVey, Reece	13
Tue	7	G	Pelle, Simrin	13
Tue	11	G	Da-Rin, Matthew	17
Thu	10	Y	Beckett, Claire	16
Thu	10	R	Fisher, Hilary	16
Thu	3	B	Zanardo, David	9
Fri	12	B	Anderson, Alexia	18

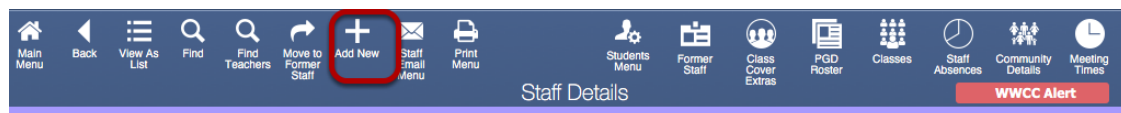
Staff Birthdays

- Mon Moderegger Ms G
- Thu Denbigh Mrs J

As stated above the birthday reminders for staff members date of birth is taken from the Staff file's DOB field. Please ensure that the staff member's correct Date of Birth has been entered in the Staff File.

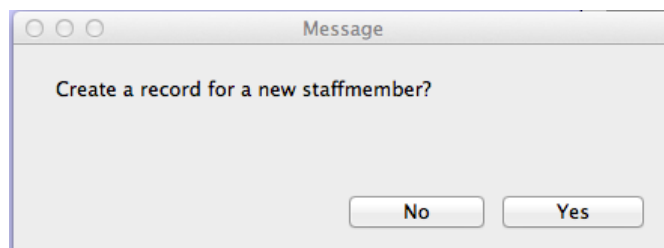
***Note: The Staff Members Date of Birth is stored in the Community file is not the Date of Birth that is displayed on the MainMenu Birthday Reminders Screen.**

Create new Staff Member



The screenshot shows the Denbigh Staff Module interface. The 'Add New' button, represented by a plus sign icon, is highlighted with a red circle in the top navigation bar. Below the navigation bar, the 'Staff Details' section shows a search for 'Jane' at 'Denbigh' school, with the position 'Head of Middle School' and community ID 'S00063'. The 'General Information' form is displayed, containing fields for email, title, qualifications, residential and postal addresses, phone numbers, and various checkboxes for faculty and other staff attributes.

To create a new staff member click the add new button.



The screenshot shows a 'Message' dialog box with the text 'Create a record for a new staffmember?' and two buttons: 'No' and 'Yes'.

Once the "Add New" button has been selected a pop-up will appear prompting the user if they would like to create a record for a new staff member click "Yes" if you wish to otherwise click "No".

Enter First Name and Surname into the fields above. Any potential matches will be displayed below.
Click create New if you wish to create a new record.
Click on the arrow beside the name to select the pre-existing person.

Locate Community Member

First Name : Surname :

Given Names	Surname	Community ID	Community Status	Date of Birth	Mobile Phone
<input type="checkbox"/> Michael Family Address: Denbigh 56 Pitt Street Sydney NSW Individual's Address: The Property Name 33 Smith Street Homebush NSW	Phillips	S00001	Father GroupMember Donor	22/02/1955	0414 123 456
<input type="checkbox"/> Lucy Abednego Family Address: 1 John St Sydney NSW Individual's Address: 1 John St Sydney NSW	Paloni	MABEDNEGO	Mother Past Parent GroupMember		0409872400
<input type="checkbox"/> Tom Family Address: 1 John St Sydney NSW Individual's Address:	Paloni	FABEDNEGO	Father Past Parent GroupMember		
<input type="checkbox"/> Indra Family Address: Individual's Address:	Thompson	1029653	GroupMember		0414 123 456
<input type="checkbox"/> Thamarasa Family Address: Individual's Address:	Newman	1029654	GroupMember		0414 123 456
<input type="checkbox"/> Amelia Family Address: 26 Jackaranda St Marys NSW Individual's Address: 26 Jackaranda St Marys NSW	Brearley	MABOUZEID01	Mother GroupMember		

Enter the First and Surname of the staff member. As you type the list below will display any community members with that name. If the person is already in the system, Click the arrow beside their name to use that person. Otherwise click the Create New button.

Please complete the following information, and click 'Continue' when done.

1. Personal Details from community

<input type="text" value="JS"/>	<input type="text" value="Snow"/>	<input type="text" value="John"/>	<input type="text" value="Mr"/>	<input type="text" value="Male"/>	<input type="text" value="24/10/1990"/>	<input type="text" value="Rachael"/>
<small>Staff Code</small>	<small>Surname</small>	<small>First Name</small>	<small>Second Names</small>	<small>Title</small>	<small>Sex</small>	<small>Date of Birth</small>

Property NameStreetSuburb State PCode

Home PhoneNumber is SilentMobile Home FaxEmail Address

DoctorDoctor PhoneMedicare No FundEmergency Rnship PhoneMedical Details

Insert

Date of EmploymentPrevious EmployerConfidential InfoNotes

<small>Make</small>	<small>Rego</small>	<small>Insurer</small>
<input type="text" value="Ferrari 458"/>	<input type="text" value="458 NSW"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Receives Timetable: Pastoral Care Team: Relief Teacher:

The staff code created can be customised depending on the schools needs. However as default the system will create a unique code for the staff member. Enter all the details regarding the staff member. Click Continue when completed. Ensure that the Login Name is completed, this is the name that the staff member uses to login to their computer.

Classes

Staff Details

DENJ Code Denbigh Surname Jane First Name Second Names Known As Head of Middle School Position S00063 Community ID

Classes

Class	Subject	Yea	Units
07DTE	Design and Technology	7	
08VA7	Visual Arts	8	
09V12	Photography and Digital Media	9	
10.1	Tutor Group	10	
10EN5	English	10	
11PO1	Photography	11	

Audit

This page will display the classes taught by the current staff member.

Timetable

Staff Details

DENJ Code Denbigh Surname Jane First Name Second Names Known As Head of Middle School Position S00063 Community ID

Timetable

Week A Week B

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School PGD					
Tutor Group	11.1	11.1	11.1	11.1	11.1
Period 1	08VA7	10EN5 M0.2	10EN5 F1.4		11PO1 N1.5
Period 2		10EN5 N1.2	10EN5 S3.1		11PO1 N1.14
Period 3		08VA7			
Recess PGD					
Period 4	07DTE				
Period 5			08VA7		
Lunch 1 PGD			Cafe		
Lunch 2 PGD					
Period 6					
Period 7					
After School PGD					
After School Class					

Current

Refresh Timetable (1)

Print Timetable (2)

Exempt from Extras

0 Extras Count (3)

Reserve Lessons (must be entered in the form "03p05")

2 Max # Grounds Duties, 6 assigned

Timetabled

Duty	Load
Total	18

Audit

- 1 - Refresh timetable if any classes have been updated
- 2 - Print timetable
- 3 - Check to be exempt from Extras (class covers) and displays the current count of covers
- 4 - Lesson times to be used for class covers
- 5 - Total number of timetables lessons

Tutor Group (Roll Class/Homeroom Group)

Staff Details
WWCC Alert

DENJ Code Denbigh Surname Jane First Name Second Names Known As Head of Middle School Position S00063 Community ID

Tutor Group - 11.1

General Information

Classes

Timetable

Tutor Group

Absences and Extras

CoCurricular

Groups

Professional

Correspondence


Notes

Confidential

Year	Surname	Preferred Name	Absences	Merits	Demerits	
11	Boileau	Thomas	5	0	0	
11	Bootes	Samantha	3	0	0	
11	Bowen	Neil	3	0	0	
11	Choudhury	Geoffrey	2	0	0	
11	Da-Rin	Matthew	3	0	0	
11	Hopton	Tracey	1	0	0	
11	Jerogin	Jack	3	0	0	
11	Kim	Peter	1	0	0	
11	Martin	Soo Chung	2	0	0	
11	McGrath	William	1	0	0	
11	Morrison	Johnathon	1	0	0	
11	Pennington	Robert	2	0	0	
11	Pozza	Jimmy	2	0	0	
11	Reid	Anusha	2	0	0	
11	Royall	Hugo	1	0	0	
11	Smith	Sung	1	0	0	
11	Talbot	Connor	2	0	0	
11	Traynor	Shirley	1	0	0	
11	Vong	Bich	1	0	0	
11	Westgarth	James	1	0	0	
12	Daroesman	Gary	5	0	0	

eMail Students 1

List the student's that are in teachers Tutor group, displays their current total of Absences, Merits and Demerits.
 1 - Email Students (click this to send an email to the staff members tutor group)



DENBIGH
INTERNATIONAL

Denbigh Staff Module
Page 13 of 43

Absences Extras

Absences and Extras Cover

Current Archive 4

Add Entry 1

Absence Records				Extras			
Date	Type	Reason	Med Certificate	Date	Lesson	Class	In absence of:
5/3/2018	Annual Leave	LSL	<input type="checkbox"/>	2/3/2018	5-1	10RE2	Mrs E Sowell
6/3/2018	Annual Leave	LSL	<input type="checkbox"/>				
7/3/2018	Annual Leave	LSL	<input type="checkbox"/>				
8/3/2018	Annual Leave	LSL	<input type="checkbox"/>				
9/3/2018	Annual Leave	LSL	<input type="checkbox"/>				

- 1 - Add an absence entry for this staff member
- 3 - Absence records (these are archived each calendar year)
- 4 - Extra's records for Staff Covers
- 5 - Archive absence and extra's records

CoCurricular - Sport/Extra Curricular and Textbooks

CoCurricular

Sport Extra Curricular 5 Textbooks

Sport	Sport Name	Age-group	Season	Type
5	SBALL6	Softball Team 6	Sem 1	IGSSA

Sport Teams and Extra Curricular groups that the staff member is associated with.

Groups

Groups that the staff member is a member.
1 - To the Groups list view. (all groups)

Professional Development - Qualifications

Staff qualifications and years of experience.

Professional Development Courses

To go to Professional Development Course from MainMenu

Course Code	Course Name	Course Cost	Location	Start Date	End Date	PD Hours	Attachments
OHS	OH&S Chemical Safety Programme						4
FA	First Aid Course	100	Camden Civic Centre	14/03/2015	14/03/2015	7	1
FA2011	First Aid Course 2011	100.00	Camden Civic Centre	5/09/2011	5/09/2011	1	2
FA2013	First Aid Course 2013	100.00	Camden Civic Centre	28/02/2013	28/02/2013	3	1
WWCC	Working with Children check		School Hall	9/03/2016	9/03/2016	.5	1

To add a professional development course click the "Add Course" button.

Staff Professional Development Courses

Course Code: 2146 Course Name: The Power of Computers

Course Cost: 0 Location: School Course Type: Individual

Start Date: 11/12/2016 End Date: 11/12/2016 PD Hours: 3 Attachments:

Course Description: The course is meant to allow teachers to identify the use of computers in classrooms and identify the benefits that can come about when allowing students to use computers as well as the disadvantages.

Attendees:

Community ID	Code	Name
S00011		Adams, Damien
ADAD Adams, Damien		
ALLT Allesch, Trevor		
AMPH Amponin Jr, Hilary		
ANGC Angel, Caroline		
ARCD Arcidiacono, Douglas		
ARMG Armitage, Greg		
AYRS Ayre, Siobhan		
BAIR Bailey, Robert		
BALG Balogh, George		
BERJ Berzins, Julie		
BERP Berman, Punam		
BIRM Bird, Michele		
BLLU Blumer, Jody		
ROI G Rolton, Gavin		

The user with the appropriate privileges determined by the school can then go and enter information about the professional development course.

Teachers can be added by selecting on the drop down list of teachers.

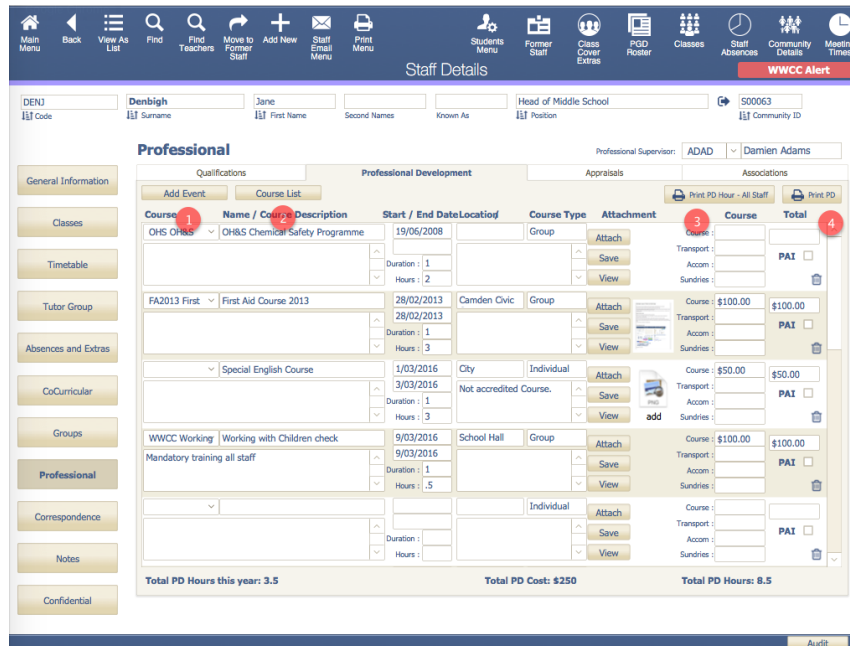
Staff Details

Professional Supervisor: ADAD Damien Adams

Course	Name / Course Description	Start / End Date	Location	Course Type	Attachment	Course	Total
OHS OH&S	OH&S Chemical Safety Programme	19/06/2008		Group	Attach	Course : \$0.00	PAI
FA2013 First	First Aid Course 2013	28/02/2013		Camden Civic	Group	Course : \$100.00	\$100.00
		28/02/2013			Attach	Transport : \$0.00	PAI
		Duration : 1			Save	Accom : \$0.00	
		Hours : 3			View	Sundries : \$0.00	
	Special English Course	1/03/2016	City	Individual	Attach	Course : \$50.00	\$50.00
		3/03/2016		Not accredited Course.	Save	Transport : \$0.00	PAI
		Duration : 1			View	Accom : \$0.00	
		Hours : 3			add	Sundries : \$0.00	
WWCC Working	Working with Children check	9/03/2016	School Hall	Group	Attach	Course : \$100.00	\$100.00
	Mandatory training all staff	9/03/2016			Save	Transport : \$0.00	PAI
		Duration : 1			View	Accom : \$0.00	
		Hours : .5				Sundries : \$0.00	
2146 The	The Power of Computers	11/12/2016	School Hall	Group	Attach	Course : \$0.00	\$0.00
		11/12/2016			Save	Transport : \$0.00	PAI
		Duration : 1			View	Accom : \$0.00	
		Hours : 3				Sundries : \$0.00	

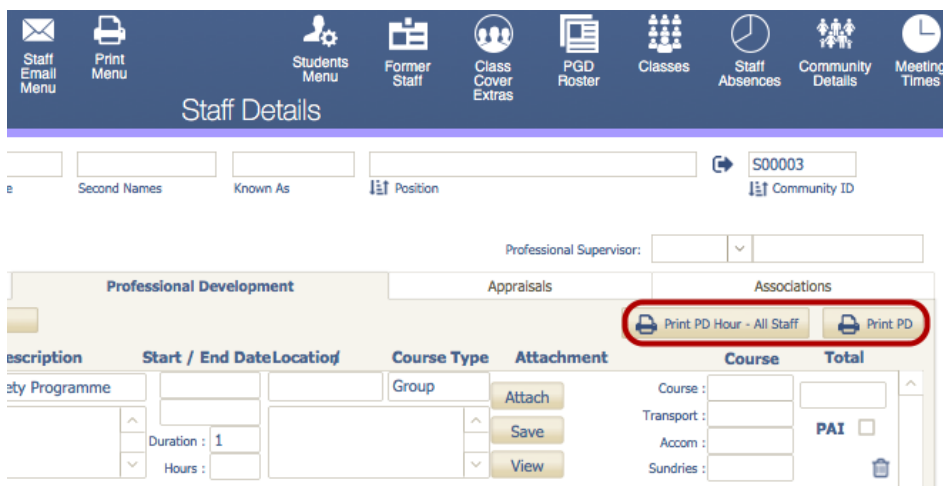
Total PD Hours this year: 6.5 Total PD Cost: \$250 Total PD Hours: 11.5

Once the Professional Development course has been created the teacher can then go into their Professional tab within their staff file and view the development courses that they are meant to be going to.



- Any professional development and courses can be added for all Staff. Accrues the total PD hours for the year and costs.
- 1 - Add a Professional Development event.
 - 2 - Go to the Professional Development Course Lists,
 - 3 - Print Professional Development for all staff for a calendar year,
 - 4 - Print Current Staff Professional Development,

Printing Professional Development Courses



In the professional section within the Staff file, the user has two options to Print out the Professional Development courses.

"Print PD Hour- All Staff" - Click to print the Professional Development for a found set of staff members or all staff members

"Print PD" - Click this to print the Professional Development Course for an individual staff member.

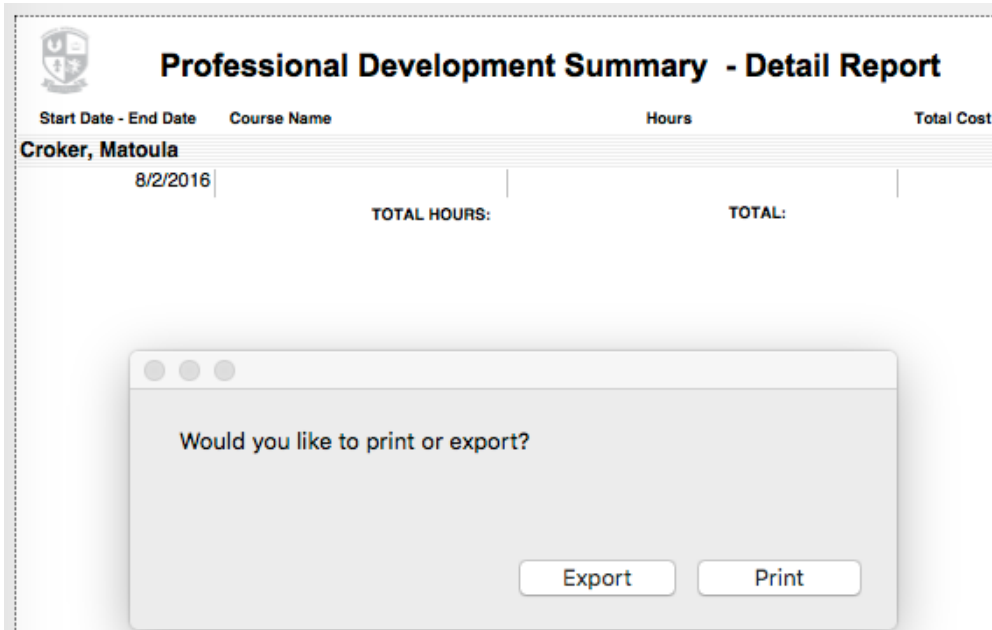
PD Hours report

The screenshot shows the 'Professional Development Summary - Detail Report' interface. At the top, there are tabs for 'Qualifications', 'Professional Development', 'Appraisals', and 'Associations'. Below these are buttons for 'Add Event' and 'Course List'. A 'Professional Supervisor' dropdown is visible. The main area contains a table with columns: 'Course', 'Name / Course Description', 'Start / End Date', 'Location', 'Course Type', 'Attachment', 'Course', and 'Total'. The first row shows 'OHS OH&S' and 'OHS Chemical Safety Programme'. A dialog box titled 'Choose who to Print for' is overlaid on the table, asking 'Would you like to print a Report for the Found Set or All Staff?'. It has three buttons: 'All Staff', 'Found Set', and 'Cancel'. The 'All Staff' and 'Found Set' buttons are highlighted with a red circle.

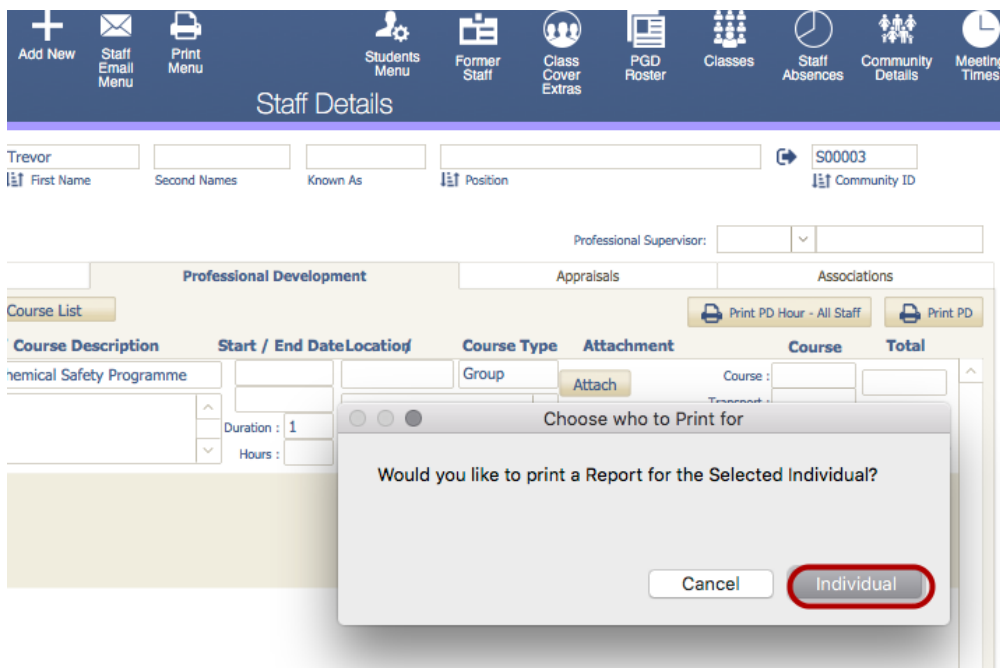
User can print a report for both the found set of staff members or All staff.

The screenshot shows the 'Professional Development Summary - Detail Report' interface. At the top, there are tabs for 'Qualifications', 'Professional Development', 'Appraisals', and 'Associations'. Below these are buttons for 'Add Event' and 'Course List'. A 'Professional Supervisor' dropdown is visible. The main area contains a table with columns: 'Start Date - End Date', 'Course Name', 'Hours', and 'Total Cost'. A dialog box titled 'Choose Date Range' is overlaid on the table, asking 'Please Enter the Date Range for the Report. Alternatively press the All Dates button.' It has two input fields: 'Start Date' and 'End Date'. It also has two buttons: 'All Dates' and 'OK'.

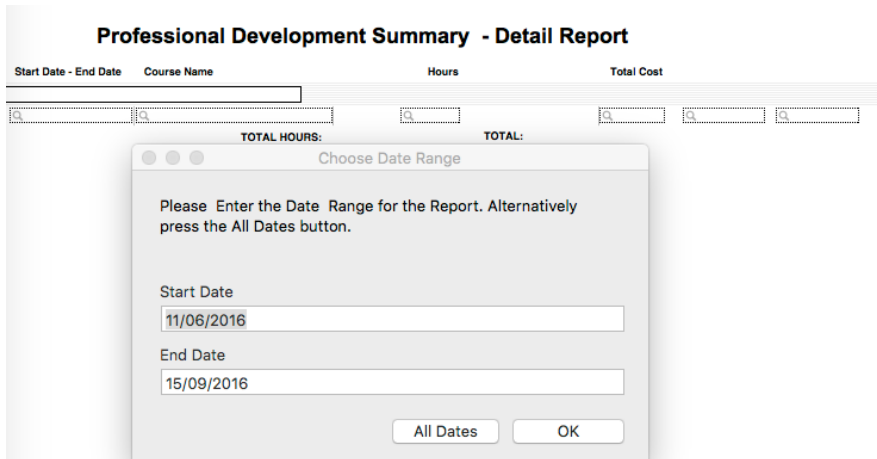
Once the user selects whether to choose all staff members or Found set they will have to enter in a start date as well as an end date.
Note* Please ensure that the date is entered in the following format dd/mm/yy



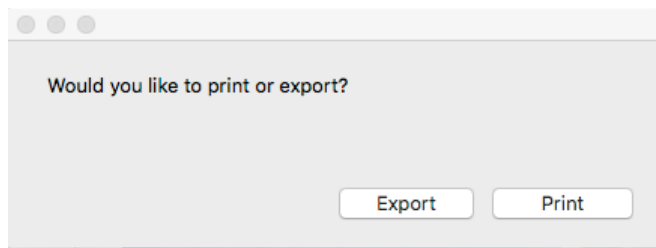
Once the date range has been entered the user will then get the option of either printing or exporting the report. Exporting the report will allow the user to save the file in multiple different file formats such as .xml, text editor file etc...



When a user is aiming to print a Professional Development report for the current staff member whose file he/she is on they can "Print PD". This will prompt the user to confirm they want to print the PD report for the Individual or allow them to cancel.



Please ensure that a valid date range has to be entered into both the start dates and the end dates in order to generate the PD report.



Once valid dates have been entered into the PD summary, the user will then be able to "Print" or "Export" the report.

Appraisals

The screenshot shows the 'Staff Details' page for a staff member named Jane. The 'Appraisals' section is highlighted, showing a table with columns for 'Review Date', 'Reviewed', 'Type of', 'Next Review Date', 'Individual Report', and 'Department Report'. The first row shows a review on 24/8/2016 by Dr Wong, with a 'Teacher Appraisal' type and a 'Next Review Date' of 25/10/2016. The 'Individual Report' field contains the text 'This is the individual review'. The 'Department Report' field contains 'This department report'. There are 'Attach', 'Save', and 'View' buttons for each row. A 'Print Appraisals' button is circled in red in the top right of the appraisals section.

This is where the staff appraisals can be entered.

Printing Appraisals

This screenshot is similar to the previous one, but it shows a dialog box titled 'Choose who to Print for' overlaid on the appraisals table. The dialog box contains the text 'Would you like to print a Report for the Found Set or All Staff?' and has three buttons: 'All Staff', 'Found Set', and 'Cancel'. The 'Found Set' button is circled in red.

When a user wants to print an appraisal like the one above they simply click the "Print Appraisals" button. This will prompt them with a pop up which allows them to print an appraisal report for "All Staff" or for a "Found Set" of staff members.

Correspondence

Staff Details: Jane Denbigh, Head of Middle School, S00063

Correspondence

Date	Title /Salutation	Body
12/09/2016	Dear Mr and Mrs Roche	Mr S and Mrs E Roche
12/09/2016	Dear Cameron,	
12/09/2016	Dear Mr Vuong	
8/09/2016	Dear Mr and Mrs Price	Please confirm that these are the subjects for your student for the coming years.
8/09/2016	Dear Michael,	Please confirm that these are the subjects for your student for the coming years.
7/09/2016	Thank You for Your Enquiry-Information	Thank you for your recent Enquiry about our school. Please find attached an application form to fill out if you desire to send your child Holly Edstein to our school.
7/09/2016	Exam notification	Test new Year 8 student Portia
7/09/2016	Exam notification	Test new Year 8 student James
7/09/2016	Dear Dr and Mrs Graham	

- 1 - Correspondence Sent
- 2 - Correspondence Received
- 3 - eMail Sent
- 4 - eMail Received
- 5 - to create a letter for the found set of staff
- 6 - to create a new letter to just this staff member

Staff Details: Jane Denbigh, Head of Middle School, S00063

Correspondence

Date	Title /Salutation	Body
14/01/2010	Dear Jane,	
14/01/2010	Dear Jane,	
14/01/2010	In-complete assessment suspension	Re: Notification of fourth in-school suspension due to late or incomplete assessment
14/01/2010	In-complete assessment suspension	Re: Notification of fourth in-school suspension due to late or incomplete assessment
14/01/2010	seeking permission for WISC	I am writing to inform you that we have identified that <<Your Current Student's Preferred Name>> may benefit from undertaking a WISC III with Janet Matthews – psychologist. The WISC III indicates areas of strengths and weaknesses in school without excessive anxiety, isolation.
14/01/2010	In-complete assessment suspension	Re: Notification of fourth in-school suspension due to late or incomplete assessment
12/01/2010	Dear Jane,	test
	Dear Jane,	

Correspondence Received will display all correspondence that has been received back with a reply.

The screenshot shows the 'Staff Details' page for Jane Denbigh. The 'Correspondence' section is active, and the 'eMail Sent' tab is highlighted with a red circle. The table below lists emails sent by Jane Denbigh.

Date	Subject/ Sent	Email Text
12/10/2016	Notice of new VTR Jane Denbigh	A new VTR/TPL has been submitted and is awaiting your approval. Please log into Denbigh and look at the VTR Stage 2 list to view
10/10/2016	Notice of new VTR Jane Denbigh	A new VTR/TPL has been submitted and is awaiting your approval. Please log into Denbigh and look at the VTR Stage 2 list to view
14/09/2016	WWCC Renewal Reminder John Denbigh	This is just a test Please ignore but lets see how it goes shall we!!
13/09/2016	Notification of Absence Jane Denbigh	I am writing to bring to your attention the fact that according to our records <<Your Student Preferred Name>> has been marked as absent from school for the last 3 day in their school attendance records.
13/09/2016	Notification of Lates Jane Denbigh	I am writing to bring to your attention the fact that according to our records <<Your Current Student's Preferred Name>> has been marked as late to school three times in the last fortnight in <<Your Current Student his/her>> school attendance records.
13/09/2016	Class Cover Memo Jane Denbigh	see attached
13/09/2016	Class Cover Memo Jane Denbigh	see attached

Email sent will allow the user to view all emails that have been sent by the current staff member in a list view.

The screenshot shows the 'Staff Details' page for Jane Denbigh. The 'Correspondence' section is active, and the 'eMail Received' tab is highlighted with a red circle. The table below lists emails received by Jane Denbigh.

Date	Subject/ From	Email Text
21/07/2016	test email sent by Peter Gort, please disregard Peter Gort	test email sent by Peter Gort, please disregard
	just a test, please ignore Jane Denbigh	test
	Jane Denbigh	
	Jane Denbigh	
7/09/2016	new test email enquirer Jane Denbigh	This is a new email to the enquirer.
	Jane Denbigh	I am writing to bring to your attention the fact that according to our records <<Your Student Preferred Name>> has been marked as absent from school for the last 3 day in their school attendance records.
	Jane Denbigh	test <<Full Name>>

Email received is a an area which allows the user to view all emails that have been received by the current staff member.

Emailing Staff

The screenshot shows the 'Staff Details' page. The top navigation bar includes icons for Main Menu, Back, View As List, Find, Find Teachers, Print Menu, Add New, **Staff Email Menu** (highlighted), PGD Roster, Move to Former Staff, Staff Absence List, Class Cover Extras, Meeting Times, Former Staff, Students Menu, Classes, and Community Details. Below the navigation bar, there are search fields for staff details (DENB, Denbigh, Jane, Head of Middle School, 500063) and a 'Correspondence' section with a table of sent and received emails.

Date	Title /Salutation	Body
29/3/2018	Welcome to year 7 Dear Mr and Mrs Kite	Welcome to year <<Future Student Initial Academic Year>>.
29/3/2018	Dear Georgia,	
16/3/2018	Dear Mr and Mrs Hooke	Mr H J and Mrs J Hooke

Staff Email Menu. This button can also be found on the MainMenu > Staff > Email Staff.

The screenshot shows the 'Staff E-Mail Menu' page. The top navigation bar includes icons for Main Menu, Back, Staff Details, Classes, Current Students, and Community Details. Below the navigation bar, there are four buttons: 'Tutors and YCOs of Year(s) 6, 10', 'Teachers of Year(s) 6, 10', 'Found Staff', and 'Designated Group'. To the right of these buttons is a 'Choose years here' section with checkboxes for years 1 through 12. Red circles with numbers 1 through 5 are placed next to the buttons and the year selection checkboxes.

A quick short cut to create emails to a particular group of Staff members.

- 1 - Check the Academic Years required
- 2 - Tutors and Year Co-ordinators for selected Academic Years
- 3 - Teachers of selected Academic Years
- 4 - Found set of Staff
- 5 - Found Group (will be given another selection screen to choose the group)

Notes

Notes files this will allow the current staff member to create notes for any particular events.

- 1 - Add Reminder will prompt the user to indicate how many days they would like to be reminded for and then the text file can be edited to display exactly what the user wishes to see.
- 2 - Notes File, will take the current staff member to the notes file where they can view all notes that had been created by him/her.
- 3 - Print, will print a summary of the notes that had been created.
- 4 - Add Note, this will create a new note to the portal where the user can enter in text as well as view, attach or save any attachments.

Confidential - School Info

Staff Details WWCC Alert

DENB Jane S00063
Code Surname First Name Middle Names Known As Position Community ID

Confidential

General Information

Classes

Timetable

Pastoral Care/Home Group

Absences and Extras

Leave Applications

CoCurricular Textbooks

Groups

Professional

Correspondence and Email

Notes

Confidential

School Info Confidential 3 Account / Email Info / Security

Current Staff

School / Employment Info			Positions Held	
Sick Leave	Annual Leave	Total	Balance	
Current : <input type="text"/>	Current : <input type="text"/>	Current : <input type="text"/>	Current : <input type="text" value="0"/>	
Total : <input type="text"/>	Total : <input type="text"/>	Total : <input type="text"/>	Entitlement : <input type="text" value="20"/>	<input style="border: 1px solid red; border-radius: 50%; padding: 2px;" type="button" value="Add Entry"/> 4

Current Position

Start Date: Codes:

Anniversary Date: Teacher Registration #:

End Date: Previous Employer: Employment Basis:

Employment %: Category:

Teaching %: USI #:

Police Check 1/6/2007

MCEETYA Check 19/6/2009

Termination Date:

Signature: 1

Staff Category:

Staff Category Type:

Medical / Emergency Info

PD / Accreditation

Working With Children Check

Vehicle Details

Doctor: Doc Ph:

Medicare No: Fund:

Emergency: Phone:

Medical Details:

Confidential information regarding Staff entitlements, Doctors, Medical Information, Account, Email, Security and Employment details.

- 1 - Signatures can be stored for use in the correspondence module.
- 2 - Enter a date in the termination field when a staff member leaves to make them former staff. The record will appear in a yellow in list view to display the record as a former staff member.
- 3 - Confidential tab to store any confidential information.
- 4 - To add an absent record for this staff member.

Confidential - Working With Children Check Info

The screenshot displays the 'Staff Details' page for a staff member named Jane. The 'Working With Children Check' section is highlighted with a red circle 1. A red circle 2 points to a 'WWCC Alert' button in the top right. A red circle 3 points to the 'Working With Children Check' details, which include fields for WWCC No., WWCC Date, WWCC Status, WWCC Expiry Date, and a checkbox for 'WWCC Responsible Staff member'.

- 1 - Working with Children (Blue Card) details section
- 2 - Displays an Alert if the Status is Barred/Expired or past expiry date
- 2 - WWCC number, Date of issue, Status, Expiry date. The Renewal needed is calculated based on their date of the card.
- 3 - Check to staff member responsible for checking Working with Children Checks. They will receive emails on the status of each staff member, if they need to be renewed or if they have expired.

Confidential - Account/Email Info/Security

Ensure that the Login Name and email Username match the details of the staff login to the server.

Staff Positions

- 1 - The current position of the Staff member is displayed, with the start date, Anniversary date. The End date would be entered when they get a new position.
- 2 - Positions Held, will display all previous positions.

Staff Previous Positions

Confidential

School Info Confidential Account / Email Info / Security

Current Staff

Medical / Emergency Info Working With Children Check

PD / Accreditation Vehicle Details

Staff Positions Held

Start Date: 9/4/2018 End Date: # Positions Held: 3

Position Held: Principal

Count Absences Annual Leave Balance Today: 0.0

Sick Leave Balance Today: 0.0

Details... 3

Start Date: 31/1/2017 End Date: 14/7/2017

Position Held: Head of Middle School

Count Absences Annual Leave Balance Today: 0.0

Sick Leave Balance Today: 0.0

Details...

Working With Children Check

WWCC No: 76032 WWCC Renewal needed

WWCC Date: 15/2/2016 WWCC Responsible Staff member

WWCC Status: Cleared

WWCC Expiry Date: 27/7/2017 Email Reminder: 2 Months prior to renewal

- 1 - Number of positions held
- 2 - Scroll to view other positions
- 3 - Details button to view future details of the position

Staff Position Information For Mrs Jane Denbigh (DENB)

All calculations are being performed in days Start Date: 9/4/2018 End Date:

Annual Leave Entitlement at Start Date: Sick Leave Entitlement at Start Date:

Annual Leave Entitlement Per Year at 100 Percent Load: Sick Leave Entitlement Per Year at 100 Percent Load:

Count School Days For This Year: 199

Annual Leave Entitlement Per Day at 100 Percent Load: 0 Sick Leave Entitlement Per Day at 100 Percent Load: 0

Annual Leave Entitlement Per Year Actual: Sick Leave Entitlement Per Year Actual:

Annual Leave Entitlement Per Day Actual: 0.0000 Sick Leave Entitlement Per Day Actual: 0.0000

Annual Leave Entitlement To Today: 0.0000 Sick Leave Entitlement To Today: 0.0000

Annual Leave Consumed: Sick Leave Consumed:

Annual Leave Balance Today: 0.0000 Sick Leave Balance Today: 0.0000

Electronic documents can be stored here

Enter a description here Right-click and choose 'Insert File...' to store a document here

Staff Category: Staff Category Type:

OK

All details regarding leave and entitlements can be entered per position. When the job changes, the end Date needs to be entered before creating the new position.

Former Staff

Star Details WWCC Alert

DENB Denbigh Jane Principal S00063

Confidential

Current Staff

School / Employment Info

Sick Leave: Current: 0, Total: 0
 Annual Leave: Current: 0, Total: 0
 Balance: Current: 0, Entitlement: 20

Start Date: 9/4/2018
 Anniversary Date: 9/4/2018
 End Date: 9/4/2018

Previous Employer: BBC Hardware
 Employment Basis: Full Time
 Employment %: 15%
 Teaching %: 15%

Police Check: 1/6/2007
 MCEETYA Check: 19/6/2009

Termination Date:

Signature: *Jane Smith*

Medical / Emergency Info

Doctor: Dr Smith, Doc Ph: 1234 5678
 Medicare No: 123456 789, Fund: MBF
 Emergency: Mary, Phone: 01245 789

Medical Details: Allergic to hard work

Enter the termination date. Click to move the to the Former Staff file, the records will then be stored in the Former Staff file (archive). They can also stay in the current file but will display as former staff.

Staff List - Personal Details

Staff	Title	Surname	Given Names	Gender	Spouse	Home	Mobile	Email	WWCC Alert
ALLT	Mr	Allesch	Trevor	Male			0422986111	support@denbigh.com.au	WWCC Alert
HUNJ	Mrs	Hunter	Janet	Female			0404567890	support@denbigh.com.au	WWCC Alert
THOL	Mrs	Thompson	Louise	Female		0414 123 456	02 3456 789	support@denbigh.com.au	WWCC Alert
RYAS	Ms	Ryan	Susan	Female			02 3456 789	support@denbigh.com.au	WWCC Alert
FRLJ	Ms	Fricker	Jo	Female			0414 123 45	support@denbigh.com.au	WWCC Alert
ADAD	Mr	Adams	Damien	Male			02 3456 789	support@denbigh.com.au	WWCC Alert
BERP	Rev	Berman	Punam	Female			0414 123 45	support@denbigh.com.au	WWCC Alert
TONM	Mr	Tonkin	Michael	Male			0414 123 45	support@denbigh.com.au	WWCC Alert

Former Staff not moved to the Former file will display with a yellow highlight in list view. Click to go to the Former Staff File.

Former Staff File

The screenshot shows the 'Former Staff Details' page. At the top, a navigation bar contains several icons, with 'Move to Current Staff' highlighted by a red circle. Below the navigation bar, there are input fields for staff details: DESM (Code), Desmond (Surname), Maureen (First Name), Second Names, Known As, Position, and S00020 (Community ID). The main content area is titled 'General Information' and contains a form with the following sections:

- General Information:** email (support@denbigh.com.au), Title (Mrs), Alternative Title, Qualifications (T.P.T.C.(Vic) T.Cert.(NSW), Dip. Sp.Ed), Phone Ext (152), Pastoral, and a 'Confidential' checkbox.
- Residential Address:** Property, Street, Suburb/State/PC, and Address ID (SBRE1).
- Postal Address:** Property, Street, Suburb/State/PC, and Address ID (SBRE1).
- Home Phone:** Home Phone, Mobile (0414 123 456), and DOB (11 Sep 1946).
- Faculty:** A grid of checkboxes for various subjects: Administration, Co-Curricular, Computing, Creative Arts, English, History, HSIE, Junior School, LOTE, Mathematics, Music, PDHPE, Primary School, Science, Special Needs, and TAS.
- Other:** Silent Number, Child Protection Certificate, and Spouse/Partner.

Staff display in the Former Staff Details. Staff can then be moved back to current if necessary.

PlayGround Duty Roster

The screenshot shows the Denbigh Administration web application. The top navigation bar includes 'Main Menu', 'Back', 'Database Config', 'Admin Tasks', 'Quick Search', and 'Quit'. The 'Denbigh Administration' logo is on the right. The main menu is a grid of icons, with 'Playground Duty Roster' highlighted by a red circle. The right side of the screen shows a 'Reminders' panel with the following content:

- Reminder Note: 9/6/2015 - Deak, Ryan. Check on Clergy Discount. Actioned.
- Reminder Note: 9/6/2015 - Willis-Heron, Felicity. Check on enrolment Fee. Actioned.
- Reminder Note: 9/6/2015 - Thomas, Sophia. Check on Enrolment date. Actioned.
- Reminder Note: 9/6/2015 - Thomas, Sophia. Check on Enrolment Date. Actioned.
- Reminder Note: 9/6/2015 - Jordt, Jack. Ring to check on enrolment. Actioned.

To Create the Duty Roster for Staff click the following button within Main Menu.

Denbigh Administration

Playground Duty Areas

Create all the PGD Areas here, then click the arrow next to an area to edit staff assignments to that area.

Area Code	Area Name	Gender Prefs	Overwrite?	Sort Order
Inner	Inner Area	Either Men or Women	<input checked="" type="checkbox"/>	1
Cafe	Cafe	Either Men or Women	<input type="checkbox"/>	2
Oval	Oval	Either Men or Women	<input checked="" type="checkbox"/>	3
Courtyard	Courtyard	Either Men or Women	<input checked="" type="checkbox"/>	4
BusBay	Bus Bays	Either Men or Women	<input checked="" type="checkbox"/>	5
Computer	Computer Lab TC1	Either Men or Women	<input checked="" type="checkbox"/>	6
Library	Library	Either Men or Women	<input checked="" type="checkbox"/>	7
Music	Music Rooms	Either Men or Women	<input checked="" type="checkbox"/>	8

For All Areas

Note that options for Gender selection and Overwriting existing assignments are specific to each area. You should check what the settings are for these options before using the Auto Assign button below.

Enter the area's where the duties are to be held. This function can be used to auto assign staff to the roster based on their timetables. Click into an area to add the times that the area needs to be covered.

Denbigh Administration

Playground Duty Assignment

Inner Inner Area

Day	Period Time	Staff Member	Suggest	Clear
1	11 Before School		<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
1	12 Recess	ADAD Adams Mr D	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
1	13 Lunch 1	TADD Address T	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
1	14 Lunch 2	TADMIN Administrator T	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
2	11 Before School	ALLT Allesch Mr T	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
2	12 Recess	AMPH Amponin Jr Ms H	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
2	13 Lunch 1	ANGC Angel Mrs C	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
2	14 Lunch 2	ARCD Arcidiacono Mr D	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
3	11 Before School	ARMG Armitage Mr G	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
3	12 Recess	TASSET Assets T	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
3	13 Lunch 1	TATTEND Attendance T	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
3	14 Lunch 2	TATTENDS AttendanceStaff T	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
4	11 Before School	AYRS Ayre Ms S	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
4	12 Recess	BAIR Bailey Mr R	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
4	13 Lunch 1	BALG Balean Mrs G	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
4	14 Lunch 2	BERP Berman Rev P	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
5	11 Before School	BERJ Berzins Ms J	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
5	12 Recess	BIRM Bird Ms M	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
		BLUJ Blumer Ms J	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>
		BOLG Bolton Mr G	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>

OR

For this area

Overwrite existing

Gender Assignment:

Note that Gender selection is not absolute, if a person of the desired gender is not available, another person will be assigned.


Enter the day, period time and then choose the teacher to cover the duty from the drop down list. Or click suggest for the system to choose a teacher.

Select Teacher for Grounds Duty

Toggle Suggested

Subject Name	Lessons Today	Extra Today	Extra Count	Extra Count / Load	Teaching Load	PGD Duties Max	PGD Duties Assigned
T Staff	TAS	2	0	0	50%	4	0
T Attendance			0	0	50%	4	0
T FinanceWrite			0	0	50%	4	0
T DBA			0	0	50%	4	0
T HRWrite			0	0	50%	4	0
T HRRead			0	0	50%	4	0
T FinanceRead			0	0	50%	4	0
T Registrar			0	0	50%	4	0
T Address			0	0	50%	4	0
T Community			0	0	50%	4	0
T Curriculum			0	0	50%	4	0
T CorrespondenceRead			0	0	50%	4	0
T CorrespondenceWrite			0	0	50%	4	0
T MarkbookAdmin			0	0	50%	4	0
T MarkbookEntry			0	0	50%	4	0
T MedicalRead			0	0	50%	4	0
T MedicalWrite			0	0	50%	4	0
T AttendanceStaff			0	0	50%	4	0
T Calendar			0	0	50%	4	0
T Discipline			0	0	50%	4	0
T Sport			0	0	50%	4	0
T ExtraCurricular			0	0	50%	4	0
T UserRead			0	0	50%	4	0
T UserWrite			0	0	50%	4	0
T User			0	0	50%	4	0
T Assets			0	0	50%	4	0
T Foundation			0	0	50%	4	0
T Groups			0	0	50%	4	0
T Letters			0	0	50%	4	0
T PastoralCare			0	0	50%	4	0
T PplWrite			0	0	50%	4	0
T PplRead			0	0	50%	4	0
T References			0	0	50%	4	0
T SmsRead			0	0	50%	4	0

Suggests a list of available teachers.

 Denbigh Demonstration School
Playground Duty Roster Printed 13:56 26/02/1:

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School	Brettell Mr A Adams Mr D	Brettell Mr A Sun Mr N Stokes Ms M	Waugh Ms J Burlinson Dr M Lam Mrs L	Grierson Ms V Angel Mrs C Fricker Ms J	Faulks Mrs J Petersons-Ruzmanis Burlinson Dr M
Recess	Tonkin Mr M Kearnsley Ms J	Guinness Ms R Lee Ms K Thompson Mrs L Hallett Ms R Merchant Mrs J	Arcidiacono Mr D Tindall-Jones Mrs L Mackie Mrs T Vlahos Ms R Merchant Mrs J	Lang Ms K Preeyadarshanan Mrs Tonkin Mr M Kovats Mr J Denbigh Mr J	Balean Mrs G Robertson Mrs K Angel Mrs C McLeod Ms L Burdon Mr J
Lunch 1	Holmes Mrs A Mackie Mrs T Sowden Mrs A Cameron Ms K Donald Miss J	Bowd Mr D Holmes Mrs A Grierson Mrs J Adams Mr D Morris Ms B Rumsey-Merlan Mrs K Macintosh Mr W	Denbigh Mr J Gairey Mr E Koning Rev S Grierson Mrs J Cunningham Ms K Bailey Mr R Sanderson Mr R	Skrbinsek Ms J Tran Ms L Economopoulos Ms M Sun Mr N Hirst Mrs L Stankovich Mr J Dragnich Ms K	Harvey Mr M James Mrs S Brown Ms A Tindall-Jones Mrs L Kossak Mr S Moeder Ms J Lindsay Mrs C
Lunch 2	Gorringe Mr W Kilham Ms A Weatherstone Mrs N Allesch Mr T Morris Ms B Williams Mrs J Leljak Ms B	Gibbons Ms D Tran Ms L Lam Mrs L Berman Rev P Carvalho Mr G McMaster Mrs R Logue Ms K	Moderegger Ms G Bolton Mr G Saeck Mrs L Weatherstone Mrs N Armlage Mr G Wilson Mr C Shaw Mrs M	Clinch Mrs P Richardson Ms O Matthews Mr M Lee Ms K Patterson Ms R Blumer Ms J Berzins Ms J	Davies Ms L McAlpine Mrs L Pino Ms L Preeyadarshanan Mrs Ayre Ms S Starling Ms A Harding Mrs A
After School	Bird Ms M Ford Ms K	Grierson Ms V Groux Ms M	Dragnich Ms K Toohey Ms J	Moran Ms C Hudspeth Mrs L Denbigh Mr J	Paterson Ms L Hartnell Mr D
Tutor Group	Bolton Mr G Gilmour Ms E	Denbigh Mr J Bowd Mr D	Bowd Mr D	Bolton Mr G Bowd Mr D	Ayre Ms S Bowd Mr D

Printed Playground duty.

Staff Bulletin

The screenshot shows the main menu of the Denbigh College Staff Bulletin system. A red box highlights the 'New Bulletin Entry' button, which is located in the 'Staff' section under 'Excursion/Variation to Day'. Other buttons in the menu include 'Family', 'Students', 'Community', 'Academic', 'Compliance', 'PTI', 'Enrolment Enquiries', 'Calendar', 'Staff', 'Staff Details', 'Class Details', 'Academic Reports', 'Playground Duty Roster', 'Find Free Teachers', 'Find Teachers of Year...', 'Markbook Menu', 'Staff Timetables', 'Playground Duty Roster', 'Bulletin List', and 'Print Bulletin'. On the right side, there is a 'Birthdays' widget for Monday, 9 April 2018, showing a list of staff birthdays for the week.

Day	Year	House Name	Age
Sun	10	M Desmond, Sonia	17
Sun	11	B McGrath, Vanessa	18
Sun	7	P Simons, Jessica	14
Mon	5	G Lendrum, Hilary	12
Tue	5	G Hartmann, Francesca	12
Fri	6	M Treffers, Siridhorn	13
Sat	3	B Smyth, Kate	10

Adding Bulletin items, viewing the list and Printing the Bulletin

The screenshot shows the 'Daily Bulletin Entry' form. The form has the following fields and values:

- Date: 9/4/2018
- Staff Code: DENB
- Staff Name: Mrs Jane Denbigh
- Title: Curriculum Committee meeting
- Bulletin Text: Meeting to take place in the Library annex

At the bottom of the form, there are three buttons: 'Cancel', 'Recurring', and 'Done'.

Add a bulletin Entry. Click the recurring button for any recurring entries

Daily Bulletin Entry

9/4/2018 DENB Mrs Jane Denbigh
Date Staff Code Staff Code

Curriculum Committee meeting
Title

Meeting to take place in the Library annex
Bulletin Text

Recurring Item

Recurring for how many days?

Days

Enter the number of days for the entry to be added. Click Ok, Then Done.

Bulletin List

Date	Week No	Timetable Week	Absent Staff	Casuals Today	No. of Items
21/03/2014	8				1
5/05/2014	2				
20/10/2014	3				2
23/03/2015	9				2
16/02/2016	4				2
21/03/2016	9				1
21/07/2016					1
1/08/2016	2				1
7/08/2016	2				1

Click the New Bulletin to Create the Daily Bulletin. Click on the Jump button to view the day's bulletin items.

New Daily Bulletin

- 1 - Add the sort number for the bulletin entries.
- 2 - Add Staff Absences and Casuals for the day.
- 3 - Add any Verse of daily message.
- 4 - Click to Print.

Daily Bulletin - Print

Denbigh Demonstration School

Daily Bulletin

Date:	7 Sep 07	Day:	Friday
Week:	W36	Timetable Week:	

Staff absent today:
Antonella Sowden - Leave Evelyn Gilmour - Trevor Allesch -

Casual teachers in today:

Notices for Today:
Meeting in the Hall regarding Sports Houses
Maths faculty meeting cancelled today
Please make sure all students permission notes are handed into the Administration office.

Principal

Printed daily bulletin.

Incident Reports

The screenshot shows the Main Menu of the Denbigh Staff Module. The 'Incident Reports' icon is highlighted with a red circle. To the right, a 'Birthdays' widget is visible, showing a list of staff birthdays for the week of April 9, 2018.

Day	Year	House	Name	Age
Sun	10	M	Desmond, Sonia	17
Sun	11	B	McGrath, Vanessa	18
Sun	7	P	Simons, Jessica	14
Mon	5	G	Lendrum, Hillary	12
Tue	5	G	Hartmann, Francesca	12
Fri	6	M	Treffers, Sirdhorn	13
Sat	3	B	Smyth, Kate	10

The Incidents Report file aims to document and archive any incidents which have occurred. The Incidents reports file can be accessed through MainMenu

The screenshot shows the Incident Report List interface. The 'New Report' button is marked with a red circle containing the number 1. The first row of the table is highlighted in yellow and marked with a red circle containing the number 2.

Icon	Type	Name	Date of Incident	Injury Nature	Claim Made	Print
	Casualty	John Smith	21/10/2015	twisted ankle	YES	
	Casualty	sean	2/12/2015	dead	YES	
	Casualty	John Smith	5/10/2015			
	2	ality				

- 1 - To create a new incident report
- 2 - the jump button will take you to a previously created incident report.

Creating a new Incident Report

The screenshot shows the 'Incident Report Form' interface. The top navigation bar includes 'Main Menu', 'Back', 'Find', 'View As List', 'Delete', 'New Report', and 'Print'. The form is divided into several sections. The top section contains fields for 'Name of School' (Denbigh Demonstration School), 'Address' (33 Cobbitty Road), 'Suburb' (Narellan), 'Contact Person' (James), 'Policy No.', 'Client No.', 'Telephone', 'Facsimile', and 'Email' (denbigh@gmail.com). A 'Done' button is located to the right of the 'Policy No.' field. Below this is the 'Details Of Injured Person' section, which includes fields for 'Name' (John Pearce), 'Personnel Type' (Student), 'Address' (4 Brooklyn Drive), 'Gender' (Male), 'Age' (13), and 'Date of Birth' (12/03/2003). A 'View All' button is on the left, and a 'Next' button with a red circle containing the number '1' is on the right. A green checkmark and the text 'Section Completed' are centered below the 'Details Of Injured Person' section. At the bottom, there is a 'Completed (report will be locked):' checkbox and a 'Signed:' field with the text 'Mrs Jane Denbigh - Head of Middle School - 13/10/2016 11:35:32 AM'.

The following information will need to be filled in when creating a new incident report.

- 1 - clicking next will take you to a secondary stage which will allow the user to fill in a more detailed version of what happened.

The screenshot shows the 'Incident Report Form' interface, specifically the 'Details Of Incident/Occurrence' section. The top navigation bar is the same as in the previous screenshot. The form is divided into several sections. The top section contains fields for 'Name of School' (Denbigh Demonstration School), 'Address' (33 Cobbitty Road), 'Suburb' (Narellan), 'Contact Person' (James), 'Policy No.', 'Client No.', 'Telephone', 'Facsimile', and 'Email' (denbigh@gmail.com). A 'Done' button is located to the right of the 'Policy No.' field. Below this is the 'Details Of Incident/Occurrence' section, which includes fields for 'Date Of Incident' (13/10/2016), 'Time Of Incident' (2:20 pm), 'Type Of Activity' (Soccer), 'Accident Description' (Minor Injury), 'Brief Details' (Student Rolled his ankle upon stepping on an unbalanced cone), 'Parent Notified' (YES), 'Notified Date' (13/10/2016), 'Accident Site' (MAS), 'Name Of Witness' (James), 'Teacher(s) on Duty' (John Smith), and 'First Aider' (Mark). A 'View All' button is on the left, a 'Previous' button is to its right, and a 'Next' button with a red circle containing the number '2' is on the right. A green checkmark and the text 'Section Completed' are centered below the 'Details Of Incident/Occurrence' section. At the bottom, there is a 'Completed (report will be locked):' checkbox and a 'Signed:' field with the text 'Mrs Jane Denbigh - Head of Middle School - 13/10/2016 11:39:08 AM'.

- 2 - Once the details of the incident has been entered click next again for more fields that need to be completed.

Incident Report Form

Name of School: Denbigh Demonstration School
 Address: 33 Cobbity Road
 Suburb: Narellan
 Contact Person: James

Policy No:
 Client No:
 Telephone:
 Facsimile:
 Email: denbigh@gmail.com

View All Previous **Details Of Injury** Next

Nature Of Injury: Rolled Ankle
 Severity Of Injury: Minor
 Treated By Dr: Seus

Location Of Injury: Ankle
 Hospital: none

Completed (report will be locked): Signed: Mrs Jane Denbigh - Head of Middle School - 13/10/2016 11:41:04 AM

3 - As per above fill in the following information and then click next.

Incident Report Form

Name of School: Denbigh Demonstration School
 Address: 33 Cobbity Road
 Suburb: Narellan
 Contact Person: James

Policy No:
 Client No:
 Telephone:
 Facsimile:
 Email: denbigh@gmail.com

View All Previous **Has Student/Parent/Visitor Made a Claim**

Made a Claim: YES NO

Section Completed

Completed (report will be locked): Signed: Mrs Jane Denbigh - Head of Middle School - 13/10/2016 11:41:04 AM

Once the final question has been answered a pop up will appear informing the user that the section has been completed and they are now okay to hit the done button.

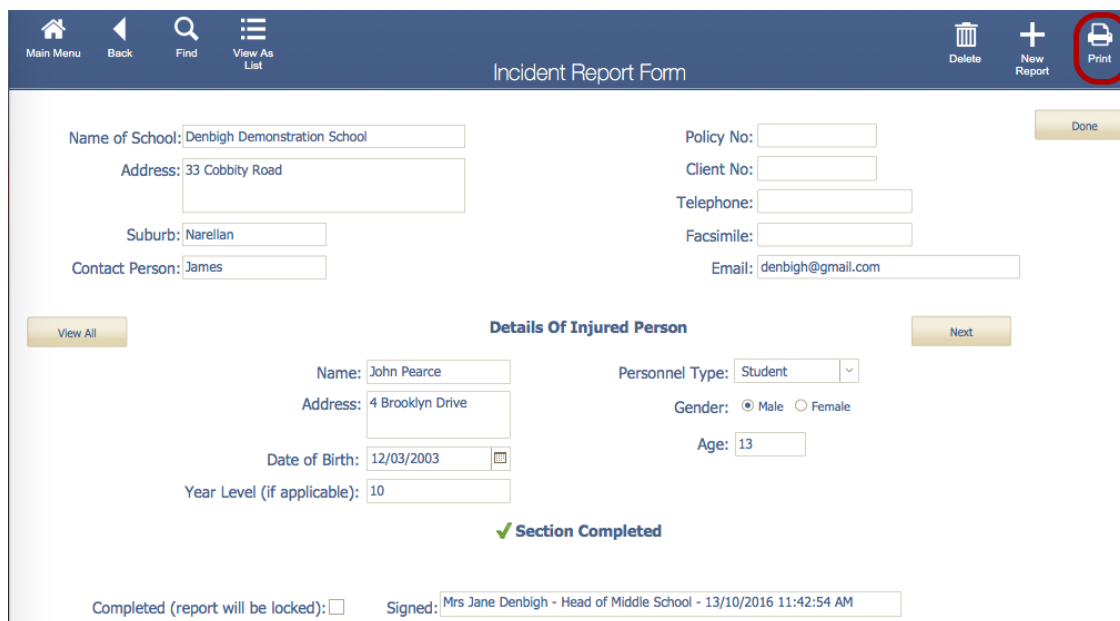
Viewing Incident Reports



	Casualty	Name	Date of Incident	Injury Nature	Claim Made	
	Casualty	John Smith	21/10/2015	twisted ankle	YES	
	Casualty	sean	2/12/2015	dead	YES	
	Casualty	John Smith	5/10/2015			
	Casualty					
	Casualty	John Pearce	13/10/2016	Rolled Ankle	NO	

Once the new incident report has been created it can be viewed in the incident Report List by clicking the jump button.

Printing an Incident Report



Incident Report Form

Name of School: Policy No:

Address: Client No:

Suburb: Telephone:

Contact Person: Facsimile:

Email:

Details Of Injured Person

Name: Personnel Type:

Address: Gender: Male Female

Date of Birth: Age:

Year Level (if applicable):

Section Completed

Completed (report will be locked): Signed:

To print the incident report click the Print Button.

School Insurances - Accident Report

Name of School/Parish Denbigh Demonstration School *Policy No*
Address *Client No*
Suburb Narellan *Telephone*
Contact Person Mrs Jane Denbigh *Facsimile*
Email

Details of Injured Person

Name John Smith *Personnel Type* Visitor
Address 1 First Ave, Burwood *Gender* Male
Date of Birth 29/10/1969 *Age* 46

Details of Incident/Occurrence

Date of Incident 21/10/2015 *Time of Incident* 14:15
Type of Activity Delivering Goods *Accident Description*
Brief Details

Accident Site Schools Steps
Name of Teacher on Duty

Name of Witness Sally Hill *Name of First Aider*

Details of Injury

Nature of Injury twisted ankle *Location of Injury* Schools front steps
Severity of Injury Low
Treated by Dr *Hospital* Not required.

Has Student/Parent/Visitor made a claim

Claim made? YES *Date of Claim* 22/10/2015
Details of Claim This is claim details

Signed Mrs Jane Denbigh - Head of Middle School - 3/12/2015 11:05:21 AM

Example of printed report.