



**DENBIGH**  
INTERNATIONAL

Administration  
Solutions  
for Education

# DENBIGH ADMINISTRATION

## Staff Module

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

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**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.*

## MainMenu >Staff

The screenshot shows the Denbigh Administration 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 banner indicates '1 Medical Condition Warning'. The main menu is organized into several columns of icons. The 'Staff' and 'Staff Details' icons are highlighted with red circles. On the right, a 'Reminders' sidebar is open, showing a list of reminder notes with dates and descriptions, such as '16/2/2018 - Bhargava, Rahul TLC as there was a death in the family.' The bottom of the screen shows 'MAIN MENU' and 'DENBIGH DEMONSTRATION SCHOOL'.

## Staff Details

The screenshot displays the 'Staff Details' screen for a staff member named Lee Kellie. The top navigation bar includes icons for Main Menu, Back, View As List, Find, Find Teachers, Print Menu, Email Menu, PGD Poster, Meeting Times, Former Staff, Students Menu, Classes, and Community Details. A 'WWCC Alert' banner is visible. The staff member's details are as follows:
 

- Code: LEEK
- Surname: Lee
- First Name: Kellie
- Middle Names: [Blank]
- Known As: [Blank]
- Position: [Blank]
- Community ID: 105342

 The 'General Information' section includes:
 

- email: support@denbigh.com.au
- Title: Ms
- Post Nominal Titles: [Blank]
- Qualifications: B.Ed., M.Ed., Grad. Dip. Urban & Reg. Planning
- Phone: (08) 9043 Ext: 187
- Tutor Group: [Blank] Head of House: [Blank]
- Tutor Group Room: [Blank] House: Prescott
- PTI Default Room: Gym
- Receives Timetable:
- Pastoral Care Team:
- Casual Teacher:
- Junior School:
- Middle School:
- Senior School:
- Faculty: [Blank]
- Mobile: 0414 123 456
- WWCC Status: Cleared
- Use to Send Emails:

 A sidebar on the left contains navigation options: General Information, Classes, Timetable, Tutor Group, Co-Curricular Textbooks, Groups, Professional, and Correspondence Email. A profile picture of a woman is shown with an 'Update' button below it.

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

## Staff Details (with Confidential details)

**Staff Details** WWCC Alert

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

### General Information

**General Information**

Classes

Timetable

Tutor Group

Absences Extras

CoCurricular Textbooks

Groups

Professional

Correspondence Email

Notes

Confidential

**Residential Address**

email: support@denbigh.com.au  
Title: Mrs  
Post Nominal Titles:  
Qualifications: B.Vis. Arts (Hons), M. Teach.  
Phone: Ext: 1680

Address Line1: Unit 6, 35 Smith Street  
Address Line2:  
Suburb/State/PC: Sydney NSW 2000

**Postal Address**

Address Line1: PO Box Denbigh Street  
Address Line2:  
Suburb/State/PC: Cobbitty NSW 2570

Tutor Group: 11.1 **1** Head of House: Blue  
Tutor Group Room: D1.3 **2** House: Magenta  
PTI Default Room: D0.1 **2**

Receives Timetable  Junior School **5**  
 Pastoral Care Team  Campus  Middle School  
 Casual Teacher  Senior School

Employment basis: Full Time

**Faculty**

Administration  Music **4**  
 Co-Curricular  PDHPE  
 Computing  Primary School  
 Creative Arts  Religion  
 English  Science  
 History  Special Needs  
 HSIE  TAS  
 Junior School  
 LOTE  
 Mathematics

Home Phone:  Silent Number   
 Mobile: 0425264227  WWCC Status: Cleared  
 Spouse/Partner: Mark  Display Birthday in Main Menu   
 Email PT Interviews As Parents Make Them **6**

Home Phone:  Silent Number   
 Mobile: 0425264227  WWCC Status: Cleared  
 Spouse/Partner: Mark  Display Birthday in Main Menu   
 Email PT Interviews As Parents Make Them **6**

Email Type | Email Address | Use to Send Emails

Work | support@denbigh.com.au |

Home | sally.hill@me.com |

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)
- 6 - For Parent Teach Interview module - check to receive emails as Parents make a booking.

## Staff Birthdays

**Staff Details**

LEEK | Lee | Kellie | 105342

**General Information**

email: support@denbigh.com.au | Title: Ms | Residential Address: 24 Grey Street, NORTH WEST CAPE, WA 6707

Phone: 9898 9898 | Ext: 187 | Postal Address: [Empty]

DOB: 26 Aug 1965  Display Birthday in Main Menu

Mobile: 0414 123 456 | Home Phone: (08) 9043 8012

Faculty: [Empty]

Spouse/Partner: [Empty]

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 dd/mm/yyyy. The Date of Birth that is entered in the staff file can be displayed in main menu under birthday reminders when that birth date falls due. Check the box if required.

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

**Birthdays**

Today (Thu)

- David Zanardo (32) is 9 years old today.
- Claire Beckett (33.2) is 16 years old today.
- Hilary Fisher (35.1) 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 Within the Community file is not the Date of Birth that is displayed on the Main Menu Birthday Reminders Screen.**

## Create new Staff Member

The screenshot shows the 'Staff Details' form in the Denbigh system. The top navigation bar includes buttons for 'Main Menu', 'Back', 'View As List', 'Find', 'Find Teachers', 'Move to Power Staff', 'Add New' (highlighted with a red circle), 'Staff Menu', and 'Print Menu'. Below the navigation bar, there are search fields for 'DENU', 'Denbigh', 'Jane', and 'Head of Middle School'. The main form area is titled 'General Information' and contains several sections: 'General Information' with fields for email, title, qualifications, phone, and tutor group; 'Residential Address' with fields for property, street, suburb/state/PC, and address ID; 'Postal Address' with similar fields; 'Faculty' with checkboxes for various subjects; 'Personal Information' with fields for home phone, mobile, DOB, and spouse/partner; and 'Email' fields for work and personal addresses. A 'Confidential' checkbox is at the bottom left.

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".

The screenshot shows the 'Locate Community Member' search form. At the top, there is a blue header with instructions: '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.' Below the header, there are two search fields: 'First Name' and 'Surname', both highlighted with a red circle. Below the search fields is a table of search results with columns for 'Given Names', 'Surname', 'Community ID', 'Community Status', 'Date of Birth', and 'Mobile Phone'. The table contains several rows of data, including Michael Phillips, Lucy Abednego, Tom Paloni, Indra Thompson, Thamarasa Newman, and Amelia Braxley. At the bottom of the table, there are 'Cancel' and 'Create New' buttons.

Given Names	Surname	Community ID	Community Status	Date of Birth	Mobile Phone
Michael	Phillips	S00001	Father GroupMember Donor	22/02/1955	0414 123 456
Lucy Abednego	Paloni	MABEDNEGO	Mother Past Parent GroupMember		0409872400
Tom	Paloni	FABEDNEGO	Father Past Parent GroupMember		
Indra	Thompson	1029653	GroupMember		0414 123 456
Thamarasa	Newman	1029654	GroupMember		0414 123 456
Amelia	Braxley	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

KISU Kim Sunny  
 Staff Code Surname First Name Middle Names Title Gender Date of Birth Spouse

**2. Employment**

Date of Employment  
 Previous Employer  
 Confidential Info  
 Notes

**3. Communications**

Mobile Home Fax  
 Email Address Email Type

**4. Medical**

Doctor Doctor Phone  
 Medicare No Fund  
 Emergency Rnship Phone  
 Medical Details

**5. Vehicles**

Make Rego Colour

**6. School / Professional**

Post Nominal Title  
 Position Faculty  
 Tutor Group Homeroom Phone Ext

**7. School Other**

Receives Timetable:  KISU  
 Pastoral Care Team:  Login Name  
 Relief Teacher:   
 WWCC Number  
 WWCC Date  
 WWCC Outcome  
 WWCC Expiry Date

Cancel Continue

The staff code created can be customised depending on the school's needs. The system will create a unique code for the staff member. Enter all the details for 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. Please note for new staff, add their address in the Community record.

## Classes

Staff Details

DENB Denbigh Jane Head of Middle School 500063

Code Surname First Name Middle Names Known As Position Community ID

**Classes**

Class	Subject	Year	Units
08VA7	Visual Arts	8	
09V12	Photography and Digital Media	9	
10ENS	English	10	
10FR2	French	10	
11PO1	Photography	11	
Area1			
Cafe			
Oval			

Audit

This page will display the classes taught by the current staff member and any grounds duties.

## Timetable

- 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 (preferred times) to be used for class covers
- 5 - Total number of timetables lessons

## Tutor Group (Roll Class/Homeroom Group)

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)



## Absences Extras

- 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

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

## Groups

Group Code	Group Name	Start Date	End Date	Status
OBU	Old Boys Union	2/07/2012		Current
AD09	Annual Dinner 09	16/05/2013		Current
				Current

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

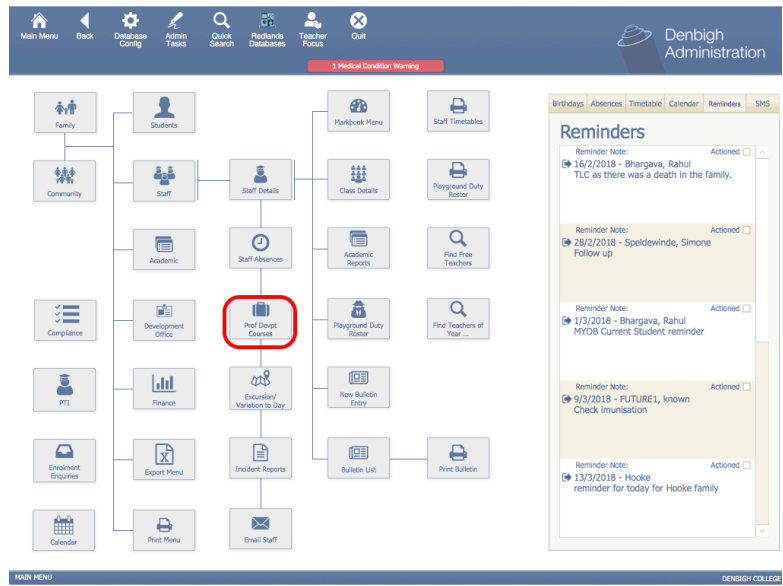
## Professional - Qualifications, Professional Development

Years of Experience	1
15	

Qualifications	2	3	4
Degree / Qualification: Diploma Major / Minor Subjects: Tertiary Institution: University of NSW Date Obtained: 1970 Years Fulltime Study: 5	Attach	Save	View
Degree / Qualification: Msc Major / Minor Subjects: Tertiary Institution: UWS Date Obtained: 1998 Years Fulltime Study: 2	Attach	Save	View

1 - Staff qualifications and years of experience.  
2 - Professional Development  
3 - Appraisals  
4 - Associations

# Professional Development Courses



## MainMenu > Professional Development Course

Course Code	Course Name	Course Cost	Location	Start Date	End Date	PD Hours	Attachments
TEST	Test Course						1
OHS	OHS&S Chemical Safety Programme						
FA	First Aid Course	100	Camden Civic Centre	14/3/2015	14/3/2015	7	
FA2011	First Aid Course 2011	100.00	Camden Civic Centre	5/9/2011	5/9/2011	1	
FA2013	First Aid Course 2013	100.00	Camden Civic Centre	28/2/2013	28/2/2013	3	
WWCC	Working with Children check		School Hall	9/3/2016	9/3/2016	.5	
Z146	The Power of Computers	0	School	11/12/2016	11/12/2016	3	
CPC	Child Protection 2018		Internal	1/1/2018	31/12/2018	.5	
LS	Life Saving 2018			1/1/2018	30/3/2018		

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

The screenshot shows the 'Staff Professional Development Courses' form. The 'Add Course' button is highlighted with a red circle. The form contains fields for Course Code, Course Name, Course Cost, Location, Course Type, Start Date, End Date, PD Hours, and Attachments. Below these fields is a 'Course Description' and a list of staff members under the 'Attendees' section. The staff member 'ADAM Adams, Damien' is highlighted with a red circle.

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.

The screenshot shows the 'Staff Details' page for a staff member named Jane Denbigh. The 'Professional' tab is active, displaying a table of Professional Development courses. A red box highlights a new entry: 'WWCC Working | Working with Children check' with a duration of 1 hour and a cost of \$100.00. The table also shows other courses like 'OHS Chemical Safety Programme' and 'First Aid Course 2013'. The total PD hours for the year are 11.5, and the total PD cost is \$250.

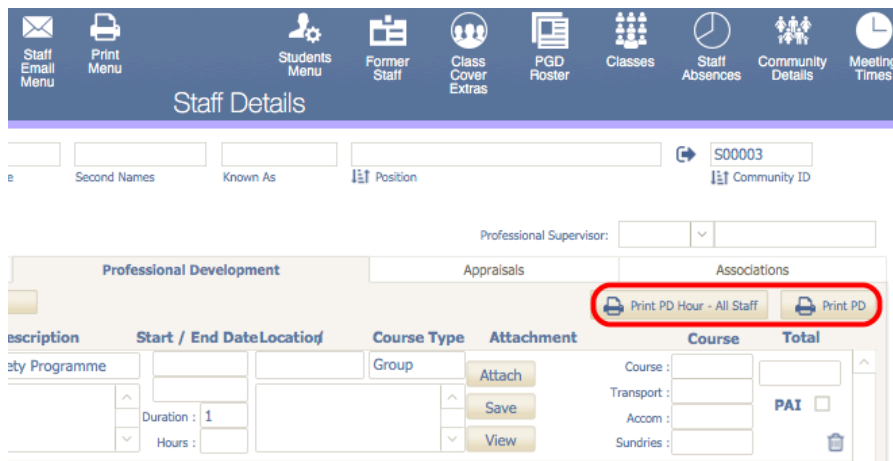
Once the Professional Development course has been created the teacher can then go into their Professional tab within their staff file and view the development courses that they have or are attending.

The screenshot shows the 'Staff Details' page for the same staff member. The 'Professional' tab is active, and the table of Professional Development courses is visible. Red circles highlight four key features: 1. The 'Add Event' button, 2. The 'Course List' button, 3. The 'Print PD Hour - All Staff' button, and 4. The 'Print PD' button. The table shows the same courses as the previous screenshot, but with updated totals: Total PD Hours this year: 3.5, Total PD Cost: \$250, and Total PD Hours: 8.5.

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.

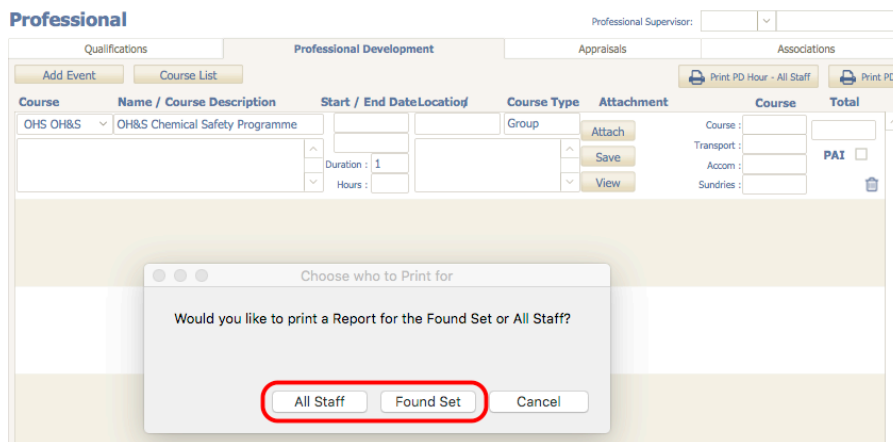
## Printing Professional Development Courses



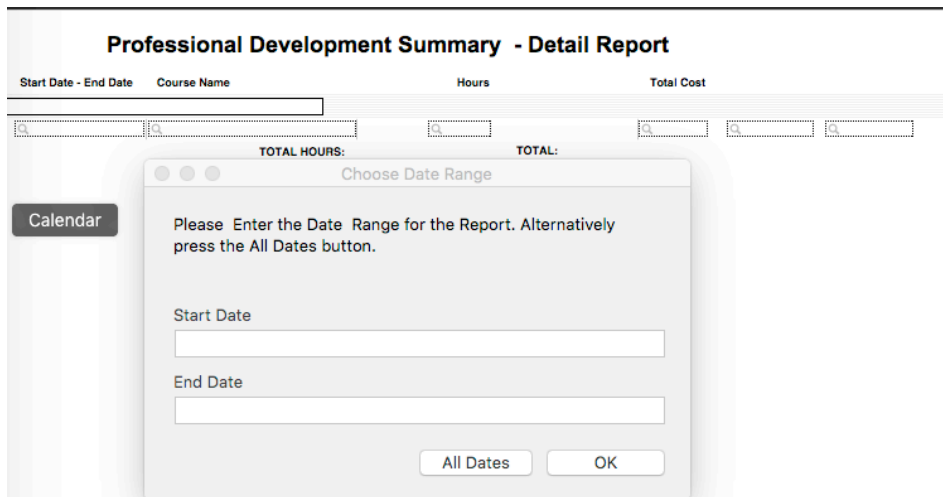
In the professional section within the Staff file, the user has two options to Print out the Professional Development courses.

- "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

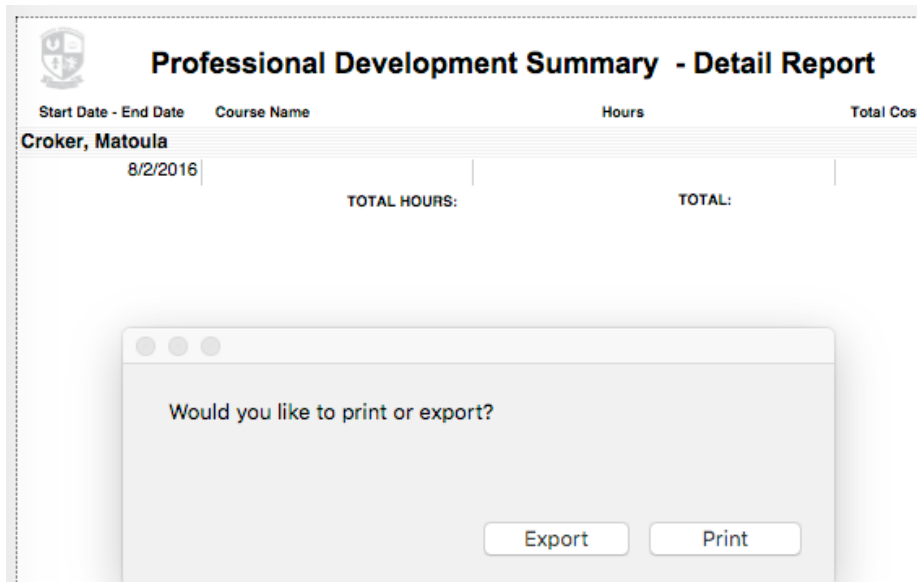


User can print a report for both the found set of staff members or All staff.

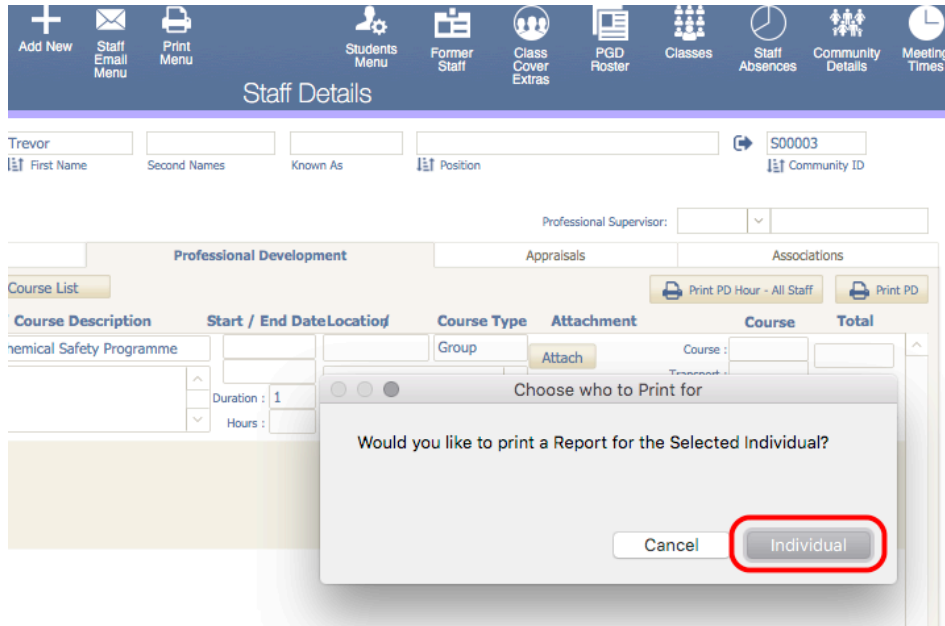


Once the user selects whether to choose all staff members or Found set they will have to enter in a start date as well as an end date.

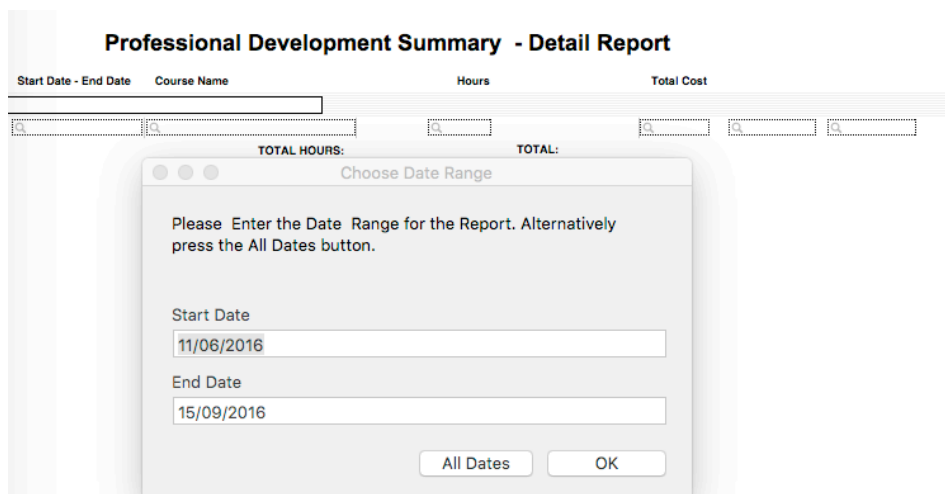
**Note\*** Please ensure that the date is entered in the following format dd/mm/yy



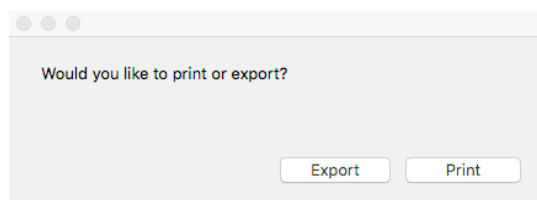
Once the date range has been entered the user will then get the option of either printing or exporting the report. Exporting the report will allow the user to save the file in multiple different file formats such as .xml, text editor file etc...



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

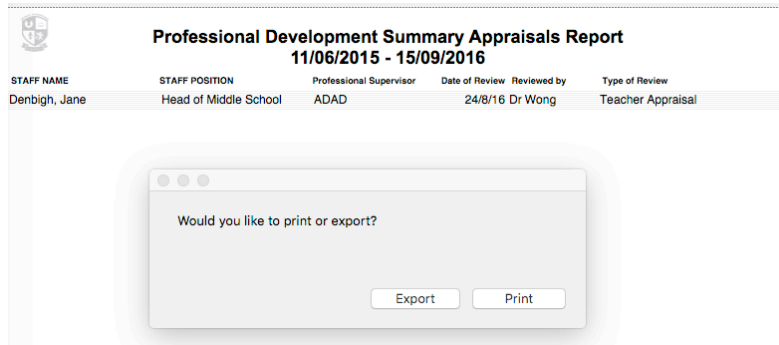
This is where the staff appraisals can be entered.

## Printing Appraisals

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.

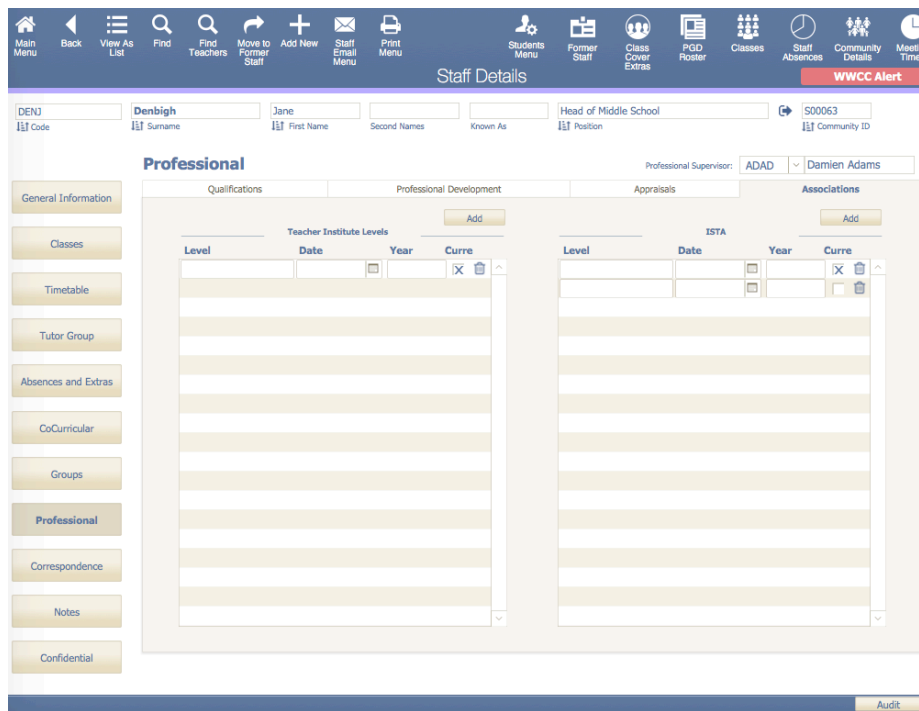
Once appropriate date sets have been entered the user is then able to Print or export their Appraisal Report.





When attempting to print a Appraisal Report for all Staff, the same steps should be followed as above, entering an appropriate date range etc... Once the user has done this they will be prompted to either export or print the appraisal Report.

## Associations



Details of Institutes, Unions and/or Associations that staff are members.

# Correspondence

- 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

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

The screenshot shows the 'Staff Details' page for Jane Denbigh, Head of Middle School. The 'Correspondence' section is active, and the 'eMail Sent' tab is highlighted with a red circle. The table below displays a list of emails sent by the staff member.

Date	Subject/ Sent	Email Text
12/10/2016	Notice of new VTR Jane Denbigh	A new VTR/TPH 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/TPH 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, Head of Middle School. The 'Correspondence' section is active, and the 'eMail Received' tab is highlighted with a red circle. The table below displays a list of emails received by the staff member.

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. In the top navigation bar, the 'Staff Email Menu' button is highlighted with a red box. Below the navigation bar, the staff member's details are displayed: DENB, Denbigh, Jane, Head of Middle School, and Community ID 500063. The 'Correspondence' section is visible, showing 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. It features a 'Choose years here' section with checkboxes for years 1 through 12. Below this are five selection buttons: 'Tutors and YCOs of Year(s) 6, 10', 'Teachers of Year(s) 6, 10', 'Found Staff', and 'Designated Group'. Red circles with numbers 1 through 5 are placed next to the buttons to indicate the steps in the process.

- 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 Denbigh Jane Head of Middle School 500063  
Code Surname First Name Middle Names Known As Position Community ID

**Confidential** Account / Email Info / Security

**Current Staff**

**School / Employment Info** Positions Held

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

**Medical / Emergency Info** Working With Children Check

PD / Accreditation Vehicle Details

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

Medical Details: Allergic to hard work

Police Check: 1/6/2007  
MCECDYA Check: 19/6/2009  
Child Protection Cert

Staff Category Type:   
Staff Category:   
Signature: *J. Denbigh*

Audit

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

**Staff Details** WWCC Alert

DENB Denbigh Jane Principal 500063  
Code Surname First Name Middle Names Known As Position Community ID

**Confidential** Account / Email Info / Security

**Current Staff**

**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

Staff Positions Held

Start Date: 9/4/2018 End Date: Load: Position Held: Principal  
Count Absences: Annual Leave Balance Today: 0.0  
Sick Leave Balance Today: 0.0  
Details...

Start Date: 31/1/2017 End Date: 14/7/2017 Load: Position Held: Head of Middle School  
Count Absences: Annual Leave Balance Today: 0.0  
Sick Leave Balance Today: 0.0  
Details...

- 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

The screenshot shows the 'Staff Details' page for Jane Denbigh. The 'Account / Email Info / Security' section is expanded. In the 'Account / Email Info' sub-section, the 'Login Name' and 'eMail Username' fields are both set to 'denbigh' and are highlighted with a red rectangular box. Other fields include 'eMail', 'Local\_Access\_DataEntry', 'Proxy Username', 'Proxy Password', and 'Pushover Device Name'. The 'Security' section contains a list of checkboxes for various system components, such as 'Addresses', 'Attendance', 'Audit', 'Calendar Bookings', 'Community', 'Correspondence', 'Denbigh Assets', 'Denbigh Calendar', 'Discipline', 'Email', 'Enrollment Report', 'Extra Curricular', 'Family', 'Finance', 'Finance\_Correspondence', 'Function', 'Internal Messaging', 'iOS', 'MainMenu', 'Markbook Group Students', 'Markbook Groups', 'Markbook Task Students', 'Markbook Tasks Groups', 'Markbook Tasks', 'Markbook', 'Notes', 'Photos', 'POS', 'Program', 'PurchasingInterface', 'References', 'ReportArchive', 'Reports', 'SMS', 'Staff', 'Student Class Enrolments', 'Student Current', 'Student Former', 'Student Future', 'Test Results', 'TextBooks', 'Times', 'Timetable Lessons', 'TimeTables', 'Transport Passes', 'VCAL', and 'VSR'. A 'WWCC Alert' banner is visible at the top right of the page.

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

## Staff Positions

The screenshot shows the 'Staff Positions' page for Jane Denbigh. The 'Current Staff' section is active, showing 'Current Position' (1) as 'Denbigh International Pty Ltd' with a start date of 9/4/2018 and an anniversary date of 9/4/2018. The 'Positions Held' section (2) shows a list of previous positions. The 'Working With Children Check' section shows a WWCC No. of 76032, a WWCC Date of 15/2/2016, and a WWCC Expiry Date of 27/7/2017. The page also includes fields for 'Medical / Emergency Info', 'PD / Accreditation', and 'Vehicle Details'.

- 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: [ ]

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 - Click "New Position" tab to create a new position.
- 2 - Number of positions held
- 3 - Details button to view 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

**Staff Details**

DENB Denbigh Jane Principal S00063

**Confidential**

**Current Staff**

**School / Employment Info**

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

**Current Position**

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  
 WCCSWA Check (Y): 19/6/2009

**Termination Date:**

**Medical / Emergency Info**

Doctor: Dr Smith  
 Medicare No: 123456 789  
 Emergency: Mary

Doc Ph: 1234 5678  
 Fund: MBF  
 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.

## Former Staff

**Staff List - Personal Details**

Staff	Title	Surname	Given Names	Gender	Spouse	Home	Mobile	Email	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
FRID	Ms	Friccker	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	suooort@denbioh.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 displays the 'Former Staff Details' page. At the top, a navigation bar contains several icons, with 'Move to Current Staff' circled in red. 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 Care/Name/Comm.
- Residential Address:** Property, Street, Suburb/State/PC, Address ID (SBRE1).
- Postal Address:** Property, Street, Suburb/State/PC, Address ID (SBRE1).
- Home Phone:** Home Phone, Mobile (0414 123 456), DOB (11 Sep 1946), Spouse/Partner.
- Other:** Silent Number, Child Protection Certificate.
- Faculty:** Administration, Co-Curricular, Computing, Creative Arts, English, History, HSIE, Junior School, LOTE, Mathematics, Music, PDHPE, Primary School, Religion, Science, Special Needs, TAS.
- Roles:** Receives Timetable, Pastoral Care Team, Casual Teacher.
- Campus:** Primary, Secondary.

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

## PlayGround Duty Roster

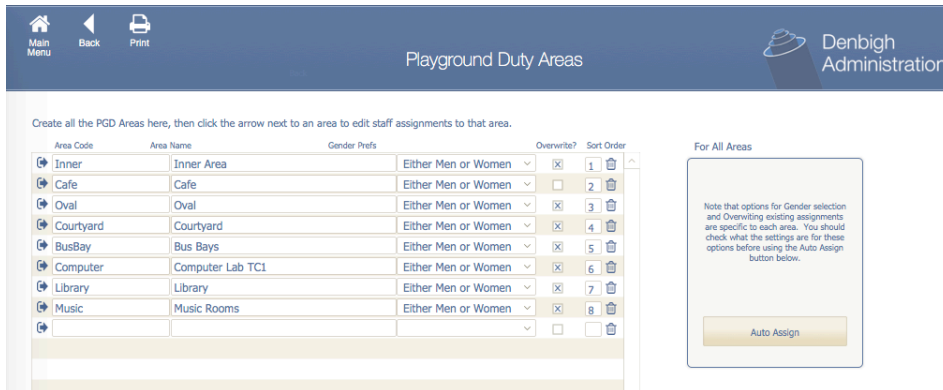
The screenshot shows the 'Denbigh Administration' Main Menu. The 'Playground Duty Roster' button is highlighted with a red circle. The menu is organized into several columns:

- Left Column:** Family, Community, VTR, Compliance, PFI, Enrolment Enquiries, Calendar.
- Second Column:** Students, Staff, Academic, Development Office, Finance, Export Menu, Print Menu.
- Third Column:** Staff Details, Staff Absences, Prof Depts Courses, Incident Reports.
- Fourth Column:** Markbook Menu, Class Details, Academic Reports, New Bulletin Entry, Bulletin List.
- Right Column:** Staff Timetables, Playground Duty Roster, Find Free Teachers, Find Teachers of Year, Print Bulletin.

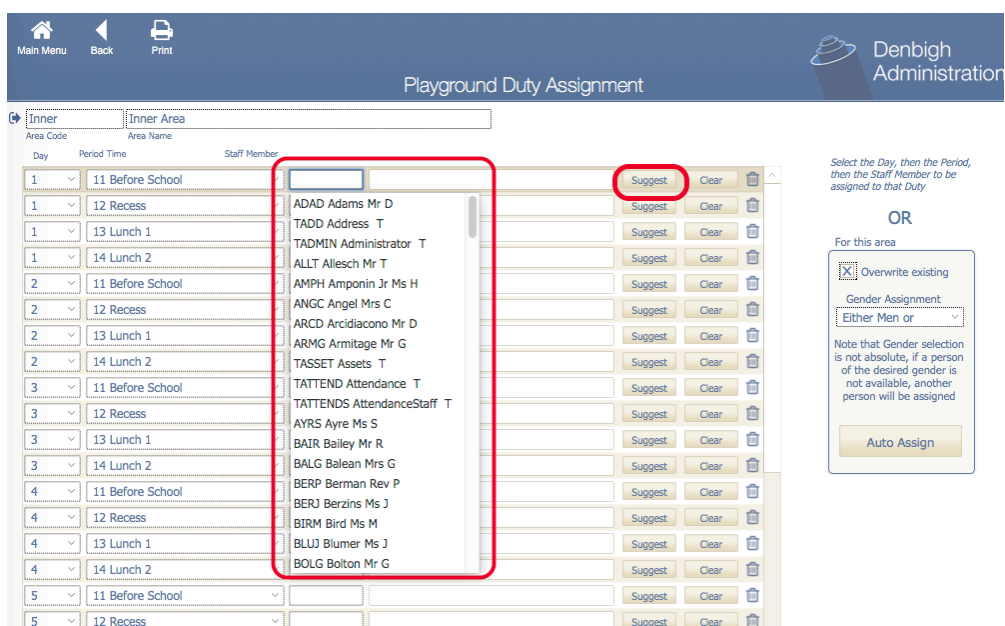
On the right side of the screen, there is a 'Reminders' panel with the following entries:

- Reminder Note: 9/6/2015 - Desk, 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 Data. 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.



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.



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

Select	Name	Lessons Today	Extras Today	Extras Count	Extras Count / Load	Teaching Load	PGD Duties Max	PGD Duties Assigned
<input type="checkbox"/>	T Staff	TAS	2	0	0	50%	4	0
<input type="checkbox"/>	T Attendance			0	0	50%	4	0
<input type="checkbox"/>	T FinanceWrite			0	0	50%	4	0
<input type="checkbox"/>	T DBA			0	0	50%	4	0
<input type="checkbox"/>	T HRWrite			0	0	50%	4	0
<input type="checkbox"/>	T HRRead			0	0	50%	4	0
<input type="checkbox"/>	T FinanceRead			0	0	50%	4	0
<input type="checkbox"/>	T Registrar			0	0	50%	4	0
<input type="checkbox"/>	T Address			0	0	50%	4	0
<input type="checkbox"/>	T Community			0	0	50%	4	0
<input type="checkbox"/>	T Curriculum			0	0	50%	4	0
<input type="checkbox"/>	T CorrespondenceRead			0	0	50%	4	0
<input type="checkbox"/>	T CorrespondenceWrite			0	0	50%	4	0
<input type="checkbox"/>	T MarkbookAdmin			0	0	50%	4	0
<input type="checkbox"/>	T MarkbookEntry			0	0	50%	4	0
<input type="checkbox"/>	T MedicalRead			0	0	50%	4	0
<input type="checkbox"/>	T MedicalWrite			0	0	50%	4	0
<input type="checkbox"/>	T AttendanceStaff			0	0	50%	4	0
<input type="checkbox"/>	T Calendar			0	0	50%	4	0
<input type="checkbox"/>	T Discipline			0	0	50%	4	0
<input type="checkbox"/>	T Sport			0	0	50%	4	0
<input type="checkbox"/>	T ExtraCurricular			0	0	50%	4	0
<input type="checkbox"/>	T UserRead			0	0	50%	4	0
<input type="checkbox"/>	T UserWrite			0	0	50%	4	0
<input type="checkbox"/>	T User			0	0	50%	4	0
<input type="checkbox"/>	T Assets			0	0	50%	4	0
<input type="checkbox"/>	T Foundation			0	0	50%	4	0
<input type="checkbox"/>	T Groups			0	0	50%	4	0
<input type="checkbox"/>	T Letters			0	0	50%	4	0
<input type="checkbox"/>	T PastoralCare			0	0	50%	4	0
<input type="checkbox"/>	T P6Write			0	0	50%	4	0
<input type="checkbox"/>	T P6Read			0	0	50%	4	0
<input type="checkbox"/>	T References			0	0	50%	4	0
<input type="checkbox"/>	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
<b>Before School</b>	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
<b>Recess</b>	Tonkin Mr M Kaarsley 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 Preeyadashanan Mrs Tonkin Mr M Kovats Mr J Denbigh Mr J	Baiean Mrs G Robertson Mrs K Angel Mrs C McLeod Ms L Burdon Mr J
<b>Lunch 1</b>	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 Gairney Mr E Kening 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
<b>Lunch 2</b>	Gorringe Mr W Kilham Ms A Weatherstone Mrs N Alesch Mr T Morris Ms B Williams Mrs J Lejak 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 Armitage Mr G Wilson Mr C Shaw Mrs M	Clinch Mrs P Richardson Ms D Matthews Mr M Lee Ms K Patterson Ms R Blumer Ms J Berzins Ms J	Davies Ms L McAlpine Mrs L Pino Ms L Preeyadashanan Mrs Ayre Ms S Stirling Ms A Harding Mrs A
<b>After School</b>	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
<b>Tutor Group</b>	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 Staff Module. A red box highlights the 'New Bulletin Entry' button, which is located in the 'Staff' section under 'Staff Absences'. To the right of the menu is a 'Birthdays' widget. The widget shows the current date as Monday, 9 April 2018. It lists the birthday of Hilary Lendrum (SLM) on 12 years old today. Below this, a table shows birthdays for the week:

Day	Year	House	Name	Age
Sun	10	M	Desmond, Sonja	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, Sridhorn	13
Sat	3	B	Smyth, Kate	10

Below the table, there is a 'Staff Birthdays' section with a scrollable list of staff members and their birthdays.

### 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

Cancel    OK

Cancel    Recurring    Done

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
08/2016	2				1

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

## New Daily Bulletin

### Daily Bulletin

9/4/2018    Monday    11  
 Date                      Day                      Week                      Timetable Week

Staff Absences Set 2

Casuals for Today Set 3

Scripture Verse / Message

Sort	Text	Staff Code
	Curriculum Committee meeting	DENB    Denbigh Mrs J
1	Meeting to take place in the Library annex	<input type="checkbox"/> Repeating <input checked="" type="checkbox"/> Recurring
		<input type="checkbox"/> Repeating <input type="checkbox"/> Recurring

- 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:	<b>7 Sep 07</b>	Day:	<b>Friday</b>
Week:	<b>W36</b>	Timetable Week:	

**Staff absent today:**  
 Antonella Sowden - Leave    Evelyn Gilmour -    Trevor Alesch -

---

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

Incident Report List									
	Casualty	John Smith	Date of Incident	21/10/2015	Injury Nature	twisted ankle	Claim Made	YES	
	Casualty	sean	Date of Incident	2/12/2015	Injury Nature	dead	Claim Made	YES	
	Casualty	John Smith	Date of Incident	5/10/2015	Injury Nature		Claim Made		
	2	Jalty	Date of Incident		Injury Nature		Claim Made		

- 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 'Details Of Injured Person' section is highlighted, and a red circle with the number 1 points to the 'Next' button. The form contains the following data:

Name of School:	Denbigh Demonstration School	Policy No:	
Address:	33 Cobbity Road	Client No:	
Suburb:	Narellan	Telephone:	
Contact Person:	James	Facsimile:	
		Email:	denbigh@gmail.com

**Details Of Injured Person**

Name:	John Pearce	Personnel Type:	Student
Address:	4 Brooklyn Drive	Gender:	<input checked="" type="radio"/> Male <input type="radio"/> Female
Date of Birth:	12/03/2003	Age:	13
Year Level (if applicable):	10		

Completed (report will be locked):  Signed: 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. The top navigation bar is the same as in the previous screenshot. The 'Details Of Incident/Occurrence' section is highlighted, and a red circle with the number 2 points to the 'Next' button. The form contains the following data:

Name of School:	Denbigh Demonstration School	Policy No:	
Address:	33 Cobbity Road	Client No:	
Suburb:	Narellan	Telephone:	
Contact Person:	James	Facsimile:	
		Email:	denbigh@gmail.com

**Details Of Incident/Occurrence**

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:	<input checked="" type="radio"/> YES <input type="radio"/> NO
Accident Site:	MAS	Notified Date:	13/10/2016
Teacher(s) on Duty:	John Smith	Name Of Witness:	James
		First Aider:	Mark

Completed (report will be locked):  Signed: 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 Cobbitty Road  
 Suburb: Narellan  
 Contact Person: James

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

**Details Of Injury**

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 Cobbitty Road  
 Suburb: Narellan  
 Contact Person: James

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

**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

Jump	Casualty	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			
	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: Denbigh Demonstration School  
 Address: 33 Cobbly Road  
 Suburb: Narellan  
 Contact Person: James

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

**Details Of Injured Person**

Name: John Pearce  
 Address: 4 Brooklyn Drive  
 Date of Birth: 12/03/2003  
 Year Level (if applicable): 10

Personnel Type: Student  
 Gender:  Male  Female  
 Age: 13

✓ Section Completed

Signed: Mrs Jane Denbigh - Head of Middle School - 13/10/2016 11:42:54 AM

To print the incident report, click the Print Button.

**School Insurances - Accident Report**

Name of School/Parish Denbigh Demonstration School  
 Address  
 Suburb Narellan  
 Contact Person Mrs Jane Denbigh

Policy No  
 Client No  
 Telephone  
 Facsimile  
 Email

**Details of Injured Person**

Name John Smith  
 Address 1 First Ave, Burwood  
 Date of Birth 29/10/1969

Personnel Type Visitor  
 Gender Male  
 Age 46

**Details of Incident/Occurrence**

Date of Incident 21/10/2015  
 Type of Activity Delivering Goods  
 Brief Details

Time of Incident 14:15  
 Accident Description

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  
 Severity of Injury Low  
 Treated by Dr

Location of Injury Schools front steps  
 Hospital Not required.

**Has Student/Parent/Visitor made a claim**

Claim made? YES  
 Details of Claim This is claim details

Date of Claim 22/10/2015

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

Example of printed report.