

Administration Solutions for Education

Denbigh Administration Staff Manual

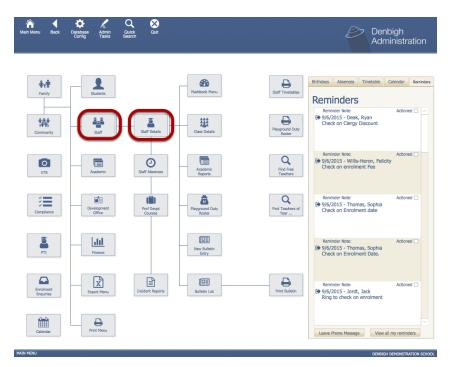
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Main Menu - Staff



Staff - Staff Details

Staff Details (Confidential screen)

ain Back View As enu List	Find Find Teachers	Move to Pormer Statt	kad New S En M	kati Print mali Menu ieru	Staff [students Menu Details	Former Staff	Class Cover Extras	PGD Roster	Classes	Staf Absences	Community Details WWCC Allo	ېې ert
	Denbigh [j] Summe	Ja Išl	Rest Name	Second Name	is Kn	ovn As	Head of Mide	Se School			Soc 151 (063 Iommunity ID	
	General Inf	format	tion										
eneral Information								Residential A	Adress				
	enal :	developer	s©denbigh.o	om,au		+ Property :						-	
Classes	Tbe :	Mrs				map Street :	Unit 1/12 Der	bigh Stree	£				
	Atemative Title :					Suburb/State/PC :	Cubbing		NSW	2570			
Timetable	Qualifications :	B.Vis. Arb	(Hons), M. 1	Teach.			ADID43319			2010			
1111238042													5
	Phone Ext :	1680						Postal Add	1955				5
Tutor Group	Tutor Group (11.1				Property (
	Tutor Group Room (D1.3				Street :	5 Murray Cou	rt.				Update	
Absences and Extras	PTI Default Room :	D0.1							1079.00				
	× Receiv		-			Suburb/State/PC :	ADID43326		NSW				
	X Pastor					Address 10	101013320						
CoCurricular	Casuel												
						Home Phone :	0298611145		Silent	Number			
Groups		-	Faculty Junior Schoo	Science		Mobile :	0413582908		× Child Pr	otection Ce	rtificate		
c.orts	Go-Curri		LOTE	Special Ne	and -	008	26 Oct 2016						
	Comput		Mathematics			in/Partner :	Mark						
Professional	× Creative		Music										
	English		PDHPE Primary Scho	-								Use to	
Correspondence	IN HSIE		Religion				Email Type	Email Ad				Ernal I	0
							Work	develop	ersØdenbigh	.com.au		Û X	
	Campu	a											
Notes		88											
Confidential													

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

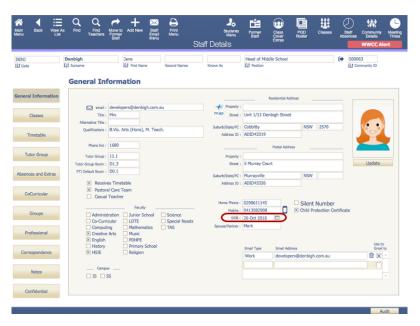
Staff Details (higher access user)

ENJ 1 Code	Denbigh Iil Surname	Jane Lit First Name	Second Names	Known As	Head of Mide	die School			0063 Community ID
0.001	General Infor		Second Harres	KINNII AS	ALL POSIDIN			121	community to
eneral Information						Residential Address			
	🖂 email : dœv	elopers@denbigh.com	.au	A Property :					
Classes	Title : Mrs			map Street :	Unit 1/12 Der	bigh Street			
	Alternative Title : Qualifications : B.Vi	s. Arts (Hons), M. Tea	ich.	Suburb/State/PC :	Cobbitty		NSW 2570		
Timetable				Address ID :	ADID43319				
	Phone Ext : 168	0				Postal Address			
Tutor Group	Tutor Group : 11.1			Property :					
	Tutor Group Room : D1.			Street :	5 Murray Cou	rt			Update
bsences and Extras	PTI Default Room : D0.	1 2		Suburb/State/PC :	Murrayville		NSW		
	X Receives Tir			Address ID :	ADID43326				
CoCurricular	Pastoral Car Casual Teac								
		Faculty			0298611145	-	Silent Number		
Groups	Administratio		Science		0413582908 26 Oct 2016		child Protection Ce	ertificate	
	Co-Curricular	LOTE Mathematics	Special Needs	Spouse/Partner :					
Professional	Creative Arts	Music							
	English	PDHPE Primary School							Use to
Correspondence	× HSIE	Religion			Email Type Work	Email Address developers@d	lenbigh.com.au		Email to
Notes	Campus 	- 5				Ц			

Staff Details screen with Confidential information.

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

Staff Birthdays



When adding a staff member's Date of Birth, it is important that the correct date is entered in the staff file, 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.

Main Menu Back Detablase Admin Quick Config Admin Quick Search	🛠 Gut	Denbigh Administration
∳ ∰	Welcome to Denbigh Administration	Birthdays Absences Timetable Calendar Reminder
Family Students	You are logged in as "Mrs J Denbigh"	
Community Staff		(* David Zanardo (3C) is 9 years old today.
VIR Academic	Annual Stream, and	Hiary Fisher (10.1) is 15 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
Compliance Development Office	Privacy reminder. The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act 1986, A high standard of care must be	Mon 7 B McVey, Reece 13 Tue 7 G Pelle, Simrin 13 Tue 11 G Da-Rin, Matthew 17
PTI Finance	Commonwealth Privacy Act 1988. A high standard of care must be excreteed by those accessing personal information on Dehiby Admin, so that use or disclosure of such information is limited to purposes closely linked to the welfare of the persons concerned.	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
Enrolment Enquiries Export Menu		Mon Moderegger Ms G Thu Denbigh Mrs J
Calendar Print Menu		~
NIN MENU		DENBIGH DEMONSTRATION SCHO

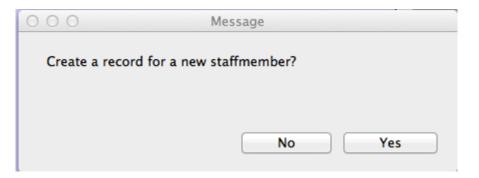
As stated above, the birthday reminders for a staff member's Date of Birth is taken from the Staff file's DOB field. Please ensure that the staff member's correct Date of Birth has been entered in the Staff File.

*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

ain Back View A enu Lief	s Find Find Teachera	Nove to Pormer Staff	sat Print mail Menu Ionu C	Staff Details	Former Swi1	Class Cover / Extras	PGD Classes loster	Staff Absence	s Details Tin WWCC Alert
ENJ J Code	Denbigh I§T Summe	Jane Est Fint Name	Second Names	Known As	Head of Middl Ed Position	e School		6 soc	063 Community ID
	General Inf	formation							
neral Information					R	sidential Addres			
	🖂 enal :	developers@denbigh.r	us.moo	🕐 Property :					
Classes	Title : Alternative Title :			map Street :	Unit 1/12 Dent	igh Street			
		B.Vis. Arts (Hons), M.	Teach	Suburb/State/PC :	Cobbitty		NSW 2570		
Timetable		or not here (noneg) are	reach	Address ID :	ADID43319				
	Phone Ext (1690				Postal Address		_	
Tutor Group	Tutor Group :	11.1		Property :					
	Tutor Group Room :	D1.3		Street :	5 Murray Court				Update
bsences and Extras	PTI Default Room :	D0.1					lantar I	-	
	N. Davela	es Timetable		Suburb/State/PC :	ADID43326		NSW		
		al Care Team		Address ID :	AD1013326				
CoCurricular	Casual								
				Home Phone :	0298611145		Silent Number		
Groups	Administ	Faculty tration I Junior Scho	ol Science	Mobile :	0413582908		Child Protection Co	ertificate	
a compa	Co-Curri		Special Needs	D08 :	26 Oct 2016				
	Comput			Spouse/Partner :	Mark				
Professional	× Creative								
	× English	PDHPE	-						Use to
Correspondence	× HSIE	Religion			Email Type	Email Address			Enail to
					Work	developersi	Ødenbigh.com.au		Û X 🗅
Red and	Campu	s							
Notes	□ 35 □ 5	SS							
Confidential									

To create a new staff member, click the Add New button.



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".

Create new Staff Member

		Lo	Locate Community Member									
	First lam	e:	Surname :									
Give	n Names	Surname	Community ID	Community Status	Date of Birth	Mobile Phone						
Mich		Phillips	S00001	Father	22/02/1955	0414 123 456						
	Address: Denbigh 56 Pitt Street dual's Address: The Property Nam	Sydney NSW e 33 Smith Street Homebush NSW		GroupMember Donor								
Lucy	Abednego	Paloni	MABEDNEGO	Mother		0409872400						
Family Individ	Address: 1 John St Sydney NSW Jual's Address: 1 John St Sydney	NSW		Past Parent GroupMember								
Tom		Paloni	FABEDNEGO	Father								
	ily Address: 1 John St Sydney NSW vidual's Address:			Past Parent GroupMember								
Indr	а	Thompson	1029653	GroupMember		0414 123 456						
	/ Address: dual's Address:											
Thar	narasa	Newman	1029654	GroupMember		0414 123 456						
	/ Address: Jual's Address:											
Ame	lia	Brearley	MABOUZEID01	Mother								
	/ Address: 26 Jackaranda St Mary Juai's Address: 26 Jackaranda St			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.

		1. Persona	Details			f	from community							
JS Snow	John		Mr	Ma	le	24/10/1990	Rachael							
Staff Code Surname	First Name	Second Names	Title	Sex		Date of Birth	Spouse							
2. Address	3	. Communicatio	ns	_		4. Medie	cal							
24	928451554					1								
Property Name	Home Phone	Number	is Silent		Doctor	C	Octor Phone	Inser						
Belghert														
Street	Mobile	Home F	ах		Medicare No	F	und							
Campsie NSW 2135														
Suburb State PCode	Email Address				Emergency	Rnship	Phone							
10 Oct 2016	Make Ferrari 458	Rego	Insurer		Medical Details Medical Details 7. Meterology Qualifications Geography Position	. School / Pro	fessional							
Notes														
	8. School Other				Tutor Group	Homeroom	Phone Ext							
Receives Timetable: X Pastoral Care Team: Cogin Name Relief Teacher		CC Number 485963 WWCC Date 13/10 C Outcome Pass												
	WWCCI	Expiry Date 13/01	/2017			Cancel	Continue							

Create new Staff Member

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

ENJ	Denbigh	12	ane		Head of Middle School		S00063
Code	Lit Surname			nown As	It Position		Lat Community ID
	Classe	s					
eneral Information		Class	Subject	Yea		Units	
		07DTE	Design and Technology	7			
Classes		08VA7	Visual Arts	8			
		09VI2	Photography and Digital Media Tutor Group	9			
Timetable		10.1 10EN5	English	10			
		11PO1	Photography	11			
CoCurricular							
Groups							
Professional							
Correspondence							

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

Timetable

ENJ	Denbigh	Jane			d of Middle School		WWCC Alert
1 Code	It Surname	J≟∱ First Name	Second Names	Known As 👫 P	osition	121	Community ID
General Information		Week A			Week B		Current
		Monday	Tuesday	Wednesday	Thursday	Friday	Refresh Timeta
Classes	Before School PGD						🔒 Print Timeta
	Tutor Group	11.1	11.1	11.1	11.1	11.1	Exempt from Ex
Timetable	Period 1	08VA7	10EN5 M0.2	10EN5 F1.4		11PO1 N1.5	0 Extras Co
	Period 2		10EN5 N1.2	10EN5 S3.1		11PO1 N1.14	
Tutor Group	Period 3		08VA7				
Absences and Extras							
	Recess PGD						Reserve Lesson (must be entered in
CoCurricular	Period 4	07DTE					form "d03p05" 2 Max # Groun
	Period 5			08VA7			Z Duties, 6 ass
Groups	Lunch 1 PGD			Cafe			Timetable
	Lunch 2 PGD						
Professional	Period 6						
Correspondence	Period 7						Total
	After School PGD						
Notes	After School Class						

- 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 not to be used for class covers
- 5. Total number of timetabled lessons

Tutor Group (Roll Class/Homeroom Group)

ENJ	Denbigh		Jane			Head of N	tiddle School	_	S00063	
	Lit Surname		Lt First Name	Second Names Kr	own As	11 Position			Lat Community	ID
	Tutor (Grou	p - 11.1							
General Information		Year	Surname	Preferred Name	Absence	s Merits	Demerits		Mail Students	1
		11	Boileau	Thomas	5	0	0			<u>_</u>
Classes		11	Bootes	Samantha	3	0	0			
		11	Bowen	Neil	3	0	0			
-		11	Choudhury	Geoffrey	2	0	0			
Timetable		11	Da-Rin	Matthew	3	0	0			
		11	Hopton	Tracey	1	0	0			
Tutor Group		11	Jerogin	Jack	3	0	0			
		11	Kim	Peter	1	0	0			
bsences and Extras		11	Martin	Soo Chung	2	0	0			
		11	McGrath	William	1	0	0			
CoCurricular		11	Morrison	Johnathon	1	0	0			
Cocumcular		11	Pennington	Robert	2	0	0			
		11	Pozza	Jimmy	2	0	0			
Groups		11	Reid	Anusha	2	0	0			
		11	Royall	Hugo	1	0	0			
Professional		11	Smith	Sung	1	0	0			
		11	Talbot	Connor	2	0	0			
Correspondence		11	Traynor	Shirley	1	0	0			
		11	Vong	Bich	1	0	0			
Notes		11	Westgarth	James	1	0	0			
notes		12	Daroesman	Gary	5	0	0			

List the students that are in the teacher's Tutor group, and displays their current total of Absences, Merits and Demerits.

1. Email Students (click this to send an email to the staff members tutor group)

NJ Code	Denbigh	Jane Iiif First Name	Second Names	Known As		Head of N		School			S00063	
	Absences a											
neral Information		Cur	rent						Arc	hive	5	
			Statistics							Extras	-	
								Date	Lesson	Class	In absence of:	
Classes	Sick Leave	Annual Leave	Total	Balance			•	1/05/2013	3-5	12EA5	Ms J Harry	
	Current : 2	Current : 1	Current : 8	Current : 12				10/09/2013	2-1	CH2H1	Dr M Burlinson	
Timetable	Total : 2	Total : 1	Total : 8	Entitlement : 20				19/08/2015		11.3	Mr G T Bolton	-(
	Dates							27/04/2016	3-3	MM2S1	Mrs C Angel	1
Tutor Group		Anniversary Date : 19/06					•					1
Tutor Group	Dat	e of Employment : 1/02/	1995	•								
ences and Extras	Date	Туре	Absence Records Reason Sick	Add Ent		2						
	11/09/2013		Excursion		H-							
	13/09/2013											
Groups	26/09/2014		Excursion									
	€ 29/09/2014	In School	Excursion			3						
Professional	15/02/2016	Sick Leave	Flu		×	-						
	27/04/2016	Annual Leave	3 days									
Correspondence	28/04/2016	i										
correspondence												

Absences and Extras

- 1. Leave entitlement details
- 2. Add an absence entry
- 3. Absence records
- 4. Extras records
- 5. Archive absence and extras records.

CoCurricular - Sport/Extra Curricular

Google Chrome		Q Find Teachers	Move to Former Staff	Add New	Staff Email Menu	Print Menu	Staff D	Students Menu Details	Former Staff	Class Cover Extras	PGD Roster	Classes	Staff Absences	Commun Details	ity Meetin Times
DENJ Jit Code	Denbigh	urricula	1	ane Ȇ First Name	2	Second Names	Kno	wn As	Head of Mid	ddle School			SOO ↓≟↑ C	063 Community ID	
General Information		Activity C		Sp	ort y Name	2				Level	Extra Cu	rricular			
Classes		ATH DOE		Duke o	f Edinbu	irgh's Award Sc	heme							Û	^
Timetable														Î	
Tutor Group															
Absences and Extras															
CoCurricular															

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

Groups

Main Back View . Kenu List	As Find	Q Find Teachers	Move to Former Staff	Add New	Staff Email Menu	Print Menu	Student Student Staff Details	s Former Staff	Class Cover Extras	PGD Roster	Classes	Staff Absences	Communit Details	Tir
DENJ	Denbigh			lane 👔 First Nam	e	Second Names	Known As	Head of Mic	dle School			() 5000 111 Co	63 mmunity ID	
General Information		Group C	ode	Group	Name				Start Date	End D	Date	Gro	oups List	
Classes		OBU AD09		Old Boys Annual D					2/07/2012			Current	Û	^
Timetable	0				Jinner U9				16/05/2013			Current	Û	
Tutor Group														
Absences and Extras														
CoCurricular														
Groups														

Groups that the staff member is a part of.

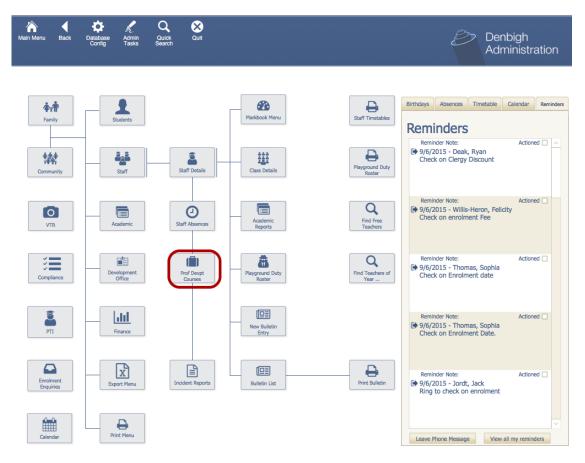
1. To the Groups list view. (all groups)

Professional Development - Qualifications

Main Back View A		Q Find Teachers	Move to Former Staff	Add New	Staff Email Menu	Print Menu	Staff D	Students Menu Details	Former Staff	Class Cover Extras	PGD Roster	Classes	Staff Absences	Community Details	Meetin Time
DENJ Išt Code	Denbigh			Jane ≧† First Nam	e	Second Names	Kno	wn As	Head of Middl	e School			S000€ ↓≟↑ Cor	53 mmunity ID	
	Profe	essiona	al							Profes	sional Supervise	ADAD) v Dam	ien Adams	
General Information		Qualifie	cations			Professi	ional Developn	nent		Appraisa	ls		Assoc	lations	
Classes		Years of Exp	perience :	15									Add Qua	lification	
Classes		Degree / Qual Major / Minor S		Diploma					Date Obtained Years Fulltime Study			Attach Save		Û	
Timetable				University	of NSW							View	Retherne o	loc.	
Tutor Group		Degree / Qual Maior / Minor S		Msc					Date Obtained Years Fulltime Study			Attach Save		ê	
Absences and Extras		Tertiary Ins		UWS					,			View			
		Degree / Qual Major / Minor S							Date Obtained Years Fulltime Study			Attach		Û	
CoCurricular		Tertiary In							- and - and the blody			Save View			
Groups		Degree / Qual							Date Obtained	-		Attach		Û	
Professional		Major / Minor S Tertiary Ins							Years Fulltime Study	-		Save View			

Staff qualifications and years of experience.

Creating a Professional Development Course



You can get to the Professional Development Courses through Main Menu.

	ain Back	View As Form		Contractions Contractions	H Add burse	Devel	opment Course Details	3				l Details
	L Course Code	L Course Name				Course Cost	Location	Start Date	End Date	PD Hours	Attachments	
•	OHS	OH&S Chemical S	Safety	Programme							4	匬
•	FA	First Aid Course				100	Camden Civic Centre	14/03/2015	14/03/2015	7	1	ŵ
•	FA2011	First Aid Course 2	2011			100.00	Camden Civic Centre	5/09/2011	5/09/2011	1	2	匬
•	FA2013	First Aid Course 2	2013			100.00	Camden Civic Centre	28/02/2013	28/02/2013	3	1	匬
•	WWCC	Working with Chil	idren (check			School Hall	9/03/2016	9/03/2016	.5	1	匬

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

	Find Find Teacher	Staff Add rs Details Course		
			Staff Professional Development Courses	
Course Code	Course Name		Attachments	_
2146	The Power of Compute	ers		5
Course Cost	Location	Course Type		
0	School	Individual		
Start Date	End Date PD Ho	urs Attachments		
11/12/2016	11/12/2016 3			
Course Descriptio		to identify the use of com		
	Attendee	5		
Community ID	Attendee Code Name	25		
Community ID	Code Name	s, Damien		
	Code Name			
ADAD Ad	Code Name Adams ams, Damien			
ADAD Ad ALLT Alle	Code Name Adams ams, Damien sch, Trevor			
ADAD Ad ALLT Alle	Code Name Adams ams, Damien sch, Trevor nponin Jr, Hilary			
ADAD Ad ALLT Alle AMPH An ANGC An	Code Name Adams ams, Damien sch, Trevor nponin Jr, Hilary gel, Caroline			
ADAD Ad ALLT Alle AMPH An ANGC An ARCD Ard	Code Name Adams ams, Damien sch, Trevor nponin Jr, Hilary gel, Caroline idiacono, Douglas			
ADAD Ad ALLT Alle AMPH An ANGC An ARCD Arc ARMG An	Code Name Adams ams, Damien sch, Trevor nponin Jr, Hilary gel, Caroline			
ADAD Ad ALLT Alle AMPH An ANGC An ARCD Ard ARMG Ari AYRS Ayr	Code Name Adams ams, Damien sch, Trevor nponin Jr, Hilary gel, Caroline idiacono, Douglas mitage, Greg			
ADAD Ad ALLT Alle AMPH An ANGC An ARCD Arc ARMG An AYRS Ayr BAIR Bail	Code Name Adams ams, Damien sch, Trevor nponin Jr, Hilary gel, Caroline idiacono, Douglas mitage, Greg e, Siobhan			
ADAD Ad ALLT Alle AMPH An ANGC An ARCD Arc ARMG Ar AYRS Ayr BAIR Bail BAIG Bal BERJ Ber	Code Name Adams ams, Damien sch, Trevor pponin Jr, Hilary gel, Caroline cidiacono, Douglas mitage, Greg e, Siobhan ey, Robert can. Conourique zins, Julie			
ADAD Ad ALLT Alle AMPH An ANGC An ARCD Arc ARMG Ar AYRS Ayr BAIR Bail BAIC Bal BERJ Ber BERP Ber	Code Name Adams ams, Damien sch, Trevor ponin Jr, Hilary gel, Caroline cidiacono, Douglas mitage, Greg e, Siobhan ey, Robert son. Gonguieue zins, Julie man, Punam			
ADAD Ad ALLT Alle AMPH An ANGC An ARCD Arc ARMG Ar AYRS Ayr BAIR Bail BAIC Bal BERJ Ber BERP Ber	Code Name Adams ams, Damien sch, Trevor pponin Jr, Hilary gel, Caroline cidiacono, Douglas mitage, Greg e, Siobhan ey, Robert aon. Geneuieue zins, Julie man, Punam d, Michele			

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.

ain Back View, enu List	As Find Find	Move to Add New Sta Former Staff Me	t Ddat	Staff D	Students Menu etails	Former Ck Staff Co	ass PG	D Classe		Community Details	Me Ti
ENJ † Code	Denbigh	Jane III First Name	Second Nar	nes Kno		Head of Middle S	chool		S000 ↓≟t C:	163 ommunity ID	
	Profession	al					Professional S	Supervisor: AD	AD - Dan	nien Adams	
General Information	Qualif	Ications	Profe	ssional Develop	ment	1	Appraisals		Asso	ciations	
	Add Event	Course List						<u> </u>	nt PD Hour - All St		PD
Classes	Course OHS OH&S ~	Name / Course Descri OH&S Chemical Safety P		Start / End Da	eLocation	Course Type Group	Attachm	Cou	Course	Total	
Timetable			^	Duration : 1 Hours : 2			Attach Save View	Transp Acc Sund	ort : om :	PAI 🗆	
Tutor Group	FA2013 First ~	First Aid Course 2013	^	28/02/2013 28/02/2013	Camden Civic	Group	Attach Save		rse : \$100.00	\$100.00 PAI	
bsences and Extras				Duration : 1 Hours : 3		~	View	Acc		1	
CoCurricular		Special English Course		1/03/2016 3/03/2016 Duration : 1	City Not accredited	Course.	Attach Save	Transp no Acc		\$50.00 PAI	
Groups	WWCC Working	Working with Children ch	ieck 🗸	Hours : 3 9/03/2016	School Hall	Group	View	add Sundi	ries : rse : \$100.00	\$100.00	
Professional	Mandatory training	g all staff	^ ~	9/03/2016 Duration : 1 Hours : .5		*	Save View	Transp Acc Sundi	om :	PAI	
Correspondence	2146 The ~	The Power of Computers	^	11/12/2016 11/12/2016 Duration : 1	School Hall	Group	Attach Save	Cou Transp Acc		\$0.00 PAI	
Notes			~	Hours : 3		×	View	Sund	ries :	j	

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.

Professional Development

					J	an D	etails						WWCC AI	ert
NJ Code	Denbigh	Jane I≟† First N	ame Secon	d Nan	1es	Knov		lead of Middl Position	e School			S0006	3 munity ID	
	Profession	al							Profe	sional Supervis	ior: ADAD) V Dami	en Adams	
eneral Information	Qualif	ications	P	rofe	ssional E	evelop	ment		Appraise	als		Associa	ations	
	Add Event	Course L	ist								🔒 Print P	D Hour - All Staff	r 🔒 Pri	int PD
Classes	Course 1	Name / Courze	Description	-			e Location	Course Ty	pe Att	achment		Course	Total	A
	OHS OH&S ~	OH&S Chemical S	afety Programme		19/06	2008		Group	Attac	:h	Course			1
Timetable					Duration :	1			Save	B	Transport : Accom		PAI 🗌	
mictore					Hours :	2			Viev	v	Sundries		ť	1
Tutor Group	FA2013 First ~	First Aid Course 2	013		28/02	/2013	Camden Civic	Group	Attac	h	Course	\$100.00	\$100.00	
Tutor Group					28/02				Sav		Transport	:	PAI	
sences and Extras					Duration : Hours :				Viev	- Bassing	Accom : Sundries :		1	~
serices and Exclas		Special English C			1/03/3		City	Individual		_		·		
		special English C	Jurse		3/03/3		Not accredited (Attac	-	Transport	\$50.00	\$50.00	
CoCurricular					Duration :	1	Not beareated v	Jour 36.	Save	a 🛤	Accom		PAI 🗌	
					Hours :	3			Viev	v add	Sundries		ť	٥.
Groups	WWCC Working	Working with Chi	ldren check		9/03/3		School Hall	Group	Attac	:h		\$100.00	\$100.00	
	Mandatory training	g all staff			9/03/3 Duration :				Save	e	Transport : Accom		PAI 🗌	
Professional					Hours :				Viev	v	Sundries	:	ť	1
	~							Individual	Attac	th.	Course			
Correspondence									Sav		Transport			
					Duration : Hours :				 Viev 		Accom Sundries			~
Notes					Hours :				_				ť	" ~
	Total PD Hours	this year: 3.5					Total PD	Cost: \$250			Total P	PD Hours: 8.	5	

Any professional development and course 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

Staff Email Menu	Print Menu	Staff De	Students Menu etails	Former Staff	Class Cover Extras	PGD Roster	Classes	Staff Absences	Community Details	Meeting Times
e	Second Names	Knowr	n As	J≧† Position		ofessional Super	visor:	€ \$0000 1≟1 Co	03 mmunity ID	
	Profession	onal Developm	ent		Арр	aisals	6		dations	
escriptio	on Sta	rt / End Date	Location	Cours	е Туре	Attachment	Print	PD Hour - All Sta	ff Pri Total	nt PD
ety Progra	Du	ration : 1 Hours :		Group	A	ttach Save /iew	Course Transpor Accon Sundrie	t:	PAI D	

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.

Print PD Hour - All Staff

Profession	al			Professional Supervisor	. ~	
Quali	fications	Professional Development	A	ppraisals	Associat	ions
Add Event	Course List				Print PD Hour - All Staff	🔒 Print PD
Course	Name / Course Description	Start / End DateLocation	Course Type	Attachment	Course	Total
OHS OH&S ~	OH&S Chemical Safety Programme	e	Group	Attach Save View	Course : Transport : Accom : Sundries :	PAI
	000	Choose who to Print for				
	Would you like to p	print a Report for the Found Set o	or All Staff?			
	C	All Staff Found Set	Cancel			

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

Start Date - End Date	Course Name		Hours	Total (Cost	
	Q		Q	Q	Q	Q
		AL HOURS:	TOTAL:			
		Choos	e Date Range			
	press the All D	-	e for the Report. Altern	atively		
		-		anvery		
	press the All D	-		auvery		

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

	Name	Hours	Total C
oker, Matoula			
8/2/2016	TOTAL HOURS:	TOTAL:	
Would you	like to print or export?		

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 .xcml, texteditor file etc...

Print PD

Add New	Staff Email Menu	Print Menu	Staff D	Students Menu Vetails	Staff	Class Cover Extras	PGD Roster	Classes	Staff Absences	Community Details	Meeting Times
Trevor I≛† First Name		Second Nar	nes Knov	wn As	J∐† Position	Professio	onal Supervis	or:	S0000)3 mmunity ID	
Course List		n	ssional Develop		Course Typ	Appraisals	chment	-	D Hour - All Stat	iations ff Pri Total	
nemical Safel	ty Progra	imme	Duration : 1 Hours :	Would	group	Attach Choose w	ort for th		ed Individu	al?	

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.

Start Date - End Date	Course Name		Hours		Total Cost			
1	Q		Q		Q	Q	Q	
	тот	AL HOURS:	т	OTAL:				
		Choos	e Date Range					
	press the All D	-	·	Alternatively				
		-		,				
	press the All D Start Date	-						
	press the All D Start Date 11/06/2016	-						

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.

Would you like to print or expor	t?	
	Export	Print

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

ain Back View A	As Find	Find Teachers	to Add New		Print Ienu	Staff D	Students Menu etails	Former Staff	Class Cover Extras	PGD Roster	Classes	Staff Absences	Community Details	Meet Time
ENJ 1 Code	Denbigh		Jane III First Nam	ne Seco	ond Names	Know	n As	Head of Mide	dle School		(S000	63 mmunity ID	
	Profe	ssional							Professio	nal Supervisor	ADAD	~ Dam	nien Adams	
General Information		Qualification				al Developm			Appraisals				dations Add Apprai	
Classes	24/8/2	me of Review		e of ther Appraisal	25/10/2 Atta		This is the i	Report individual review			tment Rep artment rep			
Timetable	Good v	VOIK			Save	ICTMan1							~	
Tutor Group	Outco	me of Review			Atta	chment			/				^	Û
Absences and Extras				/	Attach									
CoCurricular					View					/			~	
Groups														
Professional														
Correspondence														
Notes														~
Confidential														
													A	udit

Professional Development - Appraisals

This is where the staff appraisals can be entered.

Print Appraisals - Found Set

	Qualifications		Professional Developm	ient	Apprais	als	As	sociations	
Review Dat	e Reviewed	Type of	Next Review Dat	e Individual Report	Print Apprai	isals Depa	rtment Report	Add Appra	aisa
24/8/2016	Dr Wong	Teacher Appraisal	25/10/2016	This is the individual	review	 This dep 	artment report	~	Ê
		Choose who	save so to Print for		-	~		~	
Outcom	Would you	like to print a Report	for the Found Se	et or All Staff?		^		^	Ê

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.

STAFF NAME	STAFF POSITION	Professional Supervisor	Date of Review Reviewed by	Type of Review
Denbigh, Jane	Head of Middle School	ADAD	24/8/16 Dr Wong	Teacher Appraisal
				-
	Would you like to pr	int or export?		

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

Print Appraisals - All Staff

		elopment Sum 11/06/2015 - 15/0	nary Appraisals Ro 9/2016	eport
STAFF NAME	STAFF POSITION	Professional Supervisor	Date of Review Reviewed by	Type of Review
Denbigh, Jane	Head of Middle School	ADAD	24/8/16 Dr Wong	Teacher Appraisal
	Would you like to pr	int or export? Expo	rt Print	

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.

Professional Development - Associations

Main Back View Menu List		Q Find Teachers	Move to Former Staff		Staff Email Menu	Print Menu	Staff I	Students Menu Details	Former Staff	Class Cover Extras	PGD Roster	Classes	Staff Absences	Communit Details	
DENJ Jat Code	Denbigh			ne † First Name	s	econd Names	Kr	iown As	Head of Mid	dle School			(→ \$00 Lit \$	063 Community ID	
	Profe	essiona	al							Profe	ssional Superviso	r: ADA	D 🗸 Da	mien Adams	;
General Information		Qualifi	cations			Professio	onal Develop	oment		Apprais	als		Asso	ociations	
				Teacher Ins	stitute Lev	els	Ad	d			ISTA			Add	
Classes		Level		Date		Year	Curre		Level		Date		Year	Curre	
Timetable							xt	1						x û □ û	<u>`</u>
Tutor Group															
Absences and Extras															
CoCurricular															
Groups															
Professional															
Correspondence															
Notes								~							z
Confidential															
															Audit

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

Correspondence

			Staff Det	ails	ner Class PGD ff Cover Roster Extras	W	WCC Alert
	Denbigh	Jane	Second Names Known A		of Middle School	S00063 Itt Comm	unity ID
Code	tEl Sumame	4EI Hirst Name	Second Names Known At	s 451 Pos	ation	1EL comm	JUILY TO
	Correspon	dence 🚺	2		3	4	
neral Information	Corres	pondence Sent	Correspondence Recei	ved	eMail Sent	eMail Reco	sived
					New Letter to these Staff	New Letter to thi	is Staff Member
Classes	Date	Title /Salutation		Body Mr S and Mrs E		6	
	12/09/2016			Mr S and Mrs E	Roche	_	^_ 🛍 _
Timetable	1	Dear Mr and Mrs Roche					- ₽
THICK OF C	12/09/2016						<u>^</u>
Tutor Group	1	Dear Cameron,					- Ə
Tutor Group	12/09/2016						<u>^</u>
sences and Extras	1	Dear Mr Vuong					- Ə
serices and extras	8/09/2016			Please confirm	that these are the subjects for y	our student for the comi	ng ^ 💼
CoCurricular	1	Dear Mr and Mrs Price		years.			
CoCurncular	8/09/2016				Mathematics Extension 1 Mat that these are the subjects for y		
	8/09/2010	Dear Michael.		years.	and areas are are subjects for y	our student for the comm	
Groups	-				Mathamatics Estansian 1 Mai		
	7/09/2016	Thank You for Your Enqu	iry-Information	an application	your recent Enquiry about our so form to fill out if you desire to se	chool. Please find attache end your child Holly Edste	sin U
Professional	1	Dear Mr Edstein		to our school.			- -
	7/09/2016	Exam notification		Test new Year	r 8 student Portia		^ 🛍
orrespondence		Dear Mr Vuong					⊽ 🖨
	7/09/2016	Exam notification		Test new Year	r 8 student James		<u>^</u>
Notes	1	Dear Dr and Mrs Graham					- a

- 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 Meriu	S	taff Details	Staff	Cover Rost Extras		Absences	Details Tin WWCC Alert
ENJ [¶] Code	Denbigh	Jane It First Name	Second Names	Known As	Head of Mi	ddle School		S00063	
	Correspon	dence							
General Information	Corres	spondence Sent	Correspo	ndence Received		eMail Sent		eMail Rec	elved
	Date	Title /Salutation		Bod	v				
Classes	14/01/2010								
Chastes		Dear Jane,							
Timetable	14/01/2010								^
		Dear Jane,							~
Tutor Group	14/01/2010	In-complete assessment s	uspension			f fourth in-school	suspension due	to late or	
		Dear Jane,			omplete asses	<u>sment</u>	max > failed to cul	amit on time :	~
bsences and Extras	14/01/2010	In-complete assessment s	uspension	Re:		f fourth in-school			<u></u>
		Dear Jane,				<u>sment</u>			~
CoCurricular	14/01/2010	seeking permission for WI	SC	I an	n writing to info	rm you that we have may benefit from ur	identified that <<	Your Current	Student's
C		Dear Jane,		Mat	thews - psychol	ogist. The WISC III	indicates areas of	strengths an	d 🗸
Groups	14/01/2010	In-complete assessment s	uspension		Notification o	f fourth in-school	suspension due	to late or	~
Professional		Dear Jane,				identic Disformed No.	maxx failed to cut	hmit on time :	~
	12/01/2010			test					
Correspondence		Dear Jane,							
Notes		Dear Jane,							

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

ENJ	Denbigh	Jane			Head of Mi	ddle School			S0006		
Code	Correspon	JET First Name	Second Names Kr	iown As	J≟† Position				1≞¶ Con	mmunity ID	
		spondence Sent	Correspondence	Pacaluad		eMail S	ant		eMail R	lacebad	
General Information			correspondence			emails	ent		endi K	eceived	
	Date 12/10/2016	Subject/ Sent Notice of new VTR		Email Text	TPL has been :		l in an atta		unt. Disease la	a lata	
Classes	12/10/2016				l look at the V			your appro	wal. Please io	g into 🦻	<u>-</u> E
		Jane Denbigh									
Timetable	10/10/2016	Notice of new VTR		A	TDI has been				und Disease in	a lata	
Timetable	10/10/2016				TPL has been : I look at the V			your appro	wal. Please io	g into 2	
		Jane Denbigh									
Tutor Group	4.4/00/2014	WWCC Renewal Reminde									
	14/09/2016		er	This is just a	test						
bsences and Extras		John Denbigh		Diagon innor	e but lets see	haw it apos a	hall wall				
	Linuaria			_		-					
	13/09/2016	Notification of Absence		I am writing Student Pref	to bring to yo erred Name>:	ur attention t > has been m	he fact that arked as ab	according t sent from s	o our records chool for the	last 3 day	
CoCurricular		Jane Denbigh		in their scho	ol attendance	records.					
Groups	13/09/2016	Notification of Lates			to bring to yo lent's Preferre						<u>^</u>
		Jane Denbigh		the last fortr	night in < <you< td=""><td>ur Current Stu</td><td>dent his/he</td><td>r>> school</td><td>attendance re</td><td>ecords.</td><td></td></you<>	ur Current Stu	dent his/he	r>> school	attendance re	ecords.	
Professional		1									
Professional	13/09/2016	Class Cover Memo		see attached	1						
		Jane Denbigh									
Correspondence											
	13/09/2016	Class Cover Memo		see attached	1						
Notes		Jane Denbigh									

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

In Back View nu Lis	As Fin t	id Find Teachers	Move to Former Staff	Add New	Staff Email Menu	Print Menu	Sta	.ff De	Students Menu etails	Forme Staff	er Class Cover Extras	PGD Roster	Classes	Staff Absences	Community Details	
NJ Code	Denbig Lit Sum			Jane I≟† First Nam	6	Second Nam	les	Known	n As	Head o	f Middle Schoo ion			() () () () () () () () () ()	063 Iommunity ID	
	Co	rrespon	dence	e												
eneral Information		Corres	pondence §	Sent			Corresponde	ence Re	ceived		eMai	I Sent		eMail	Received	
		Date		ct/ From					Email Text							
Classes	2	21/07/2016			Peter G	ort, please d	isregard		test email s	ent by Pete	er Gort, please	disregard				
			Peter G	aort												
Timetable			just a t	test, please	ignore				test							
			Jane D	lenbigh												
Tutor Group																
			Jane D	a a bi a b												
bsences and Extras			Jane D	enbign												
															^	
CoCurricular			Jane D	lenbigh												
	F	7/09/2016	now to	st email end	u liror				This is a nor	u omail to	the enquirer.					
Groups	6	705/2010	Jane D		lanci				THIS IS & HE	w email to	uie enquirer.					
				-unorgin												
Professional									I am writing	to bring t	o your attentio ne>> has beer	n the fact the	at according	to our recor	ds < <your ^<="" td=""><td></td></your>	
			Jane D	lenbigh							nce records.			Sensor for a		
Correspondence									test < <full< td=""><td>Name>></td><td></td><td></td><td></td><td></td><td></td><td></td></full<>	Name>>						
			Jane D	enbigh												
Notes																
0.01.111																
Confidential																

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

Notes

	Denbigh		Jane			Head of Midd	le School		S00	
Code .	l≟† Surname		I≟↑ First Name	Second Names	Known As	Lit Position				ommunity ID
	Notes						2		3	4
General Information	Attachment		Note			Add Reminder	Notes File		Print	Add Note
Classes		View Attach	CV attached					User : Jol Time Stamp : 16	nn Denbigh /05/2013 4:29	:21 PM
Timetable		Save								
Tutor Group										
Absences and Extras										
CoCurricular										
Groups										
Professional										
Correspondence										
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

ENJ										
	Denbigh	Jane	Second Names	Known As	Head of	f Middle School			S00063	
Code	tel sumame	4±1 Hist Name	Second Names	Known As	4EI Positi	on			151 Community I	U
	Confidential									
eneral Information	Sc	hool Info		Confidential	6		Account	t / Email Inf	io / Security	
	🔀 Current Sta									
Classes		Medical / Em				Make of Car	Vehi Colour	icle Details Registratio	on Insurer	
Classes		Dr Smith		1234 5678		Tovota Prado	Silver	ABC-123		Û
		123456 789	Fund :							Û
Timetable	Emergency :		Phone :	01245 789						
	Medical Details :	Allergic to hard work		^						
Tutor Group										
bsences and Extras		School / Emp	lovment Info							
			oyment ano				WWCC / PD	Accreditatio	n Info	
Docreco and Exuas	Employment Date :	1/02/1995	Codes :	Т		WWCC No		Accreditatio	wWCC Renewal need	ed 🗌
	Employment Date : Termination Date :	1/02/1995	Codes :			WWCC No	12345		WWCC Renewal need	ole 🖂
CoCurricular			Codes :	123456			12345 1/08/2013		WWCC Renewal need	ole 🖂
	Termination Date :	BBC Hardware	Codes : 2 Teacher # : Employment Basis :	123456		WWCC Date	12345 1/08/2013 Barred		WWCC Renewal need	ole 🖂
	Termination Date : Previous Employer :	BBC Hardware	Codes : 2 Teacher # : Employment Basis : Category :	123456 Full Time Teacher	pr	WWCC Date WWCC Status WWCC Expirty Date	12345 1/08/2013 Barred 19/02/201		WWCC Renewal need	ole 🖂
CoCurricular	Termination Date : Previous Employer : Employment % :	BBC Hardware	Codes : 2 Teacher # : Employment Basis : Category :	123456 Full Time		WWCC Date WWCC Status WWCC Expirty Date Accreditation Stage	12345 1/08/2013 Barred 19/02/201		WWCC Renewal need	ole 🖂
CoCurricular Groups	Termination Date : Previous Employer : Employment % : Teaching % :	BBC Hardware	Codes : 2 Teacher # : Employment Basis : Category :	123456 Full Time Teacher		WWCC Date WWCC Status WWCC Expirty Date	12345 1/08/2013 Barred 19/02/201		WWCC Renewal need	ole 🖂
CoCurricular	Termination Date : Previous Employer : Employment % : Teaching % : Police Check	BBC Hardware 100% 80% X 1/06/2007 X 19/06/2009	Codes : 2 Teacher # : Employment Basis : Category : HTM	123456 Full Time Teacher L Signature:		WWCC Date WWCC Status WWCC Expirty Date Accreditation Stage	12345 1/08/2013 Barred 19/02/201		WWCC Renewal need	ole 🖂
CoCurricular Groups Professional	Termination Date : Previous Employer : Employment % : Teaching % : Police Check	BBC Hardware 100% 80% X 1/06/2007	Codes : 2 Teacher # : Employment Basis : Category : HTM	123456 Full Time Teacher		WWCC Date WWCC Status WWCC Expirty Date Accreditation Stage	12345 1/08/2013 Barred 19/02/201		WWCC Renewal need	ole 🖂
CoCurricular Groups	Termination Date : Previous Employer : Employment % : Teaching % : Police Check	BBC Hardware 100% 80% X 1/06/2007 X 19/06/2009	Codes : 2 Teacher # : Employment Basis : Category : HTM	123456 Full Time Teacher		WWCC Date WWCC Status WWCC Expirty Date Accreditation Stage	: 12345 : 1/08/2013 : Barred : 19/02/201	4	WWCC Renewal need	ole 🖂
CoCurricular Groups Professional	Termination Date : Previous Employer : Employment % : Teaching % : Police Check	BBC Hardware 100% 80% X 1/06/2007 X 19/06/2009	Codes : 2 Teacher # : Employment Basis : Category : HTM Jai	123456 Full Time Teacher	PD /	WWCC Date WWCC Status WWCC Expirty Date Accreditation Stage	: 12345 : 1/08/2013 : Barred : 19/02/201		WWCC Renewal need	ole 🖂
CoCurricular Groups Professional	Termination Date : Previous Employer : Employment % : Teaching % : Police Check	BBC Hardware 100% 80% ⊠ 1/06/2007 ⊠ 19/06/2009 Signature: Signature:	Codes : 2 Teacher # : Employment Basis : Category : HTM Jai	123456 Full Time Teacher L Signature: ne Denbigh recount Manager	PD /	WWCC Date WWCC Status WWCC Expiny Date 0 Accreditation Delegate	: 12345 : 1/08/2013 : Barred : 19/02/201	4	WWCC Renewal need	ole 🖂

Confidential information regarding 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.

				Staff Details				WWCC Ale
NJ Code	Denbigh	Jane Ist First Name	Second Names	Known As	Head of Middle School			S00063
	Confidential							
	So	hool Info		Confidential		Account	/ Email Info / Se	ecurity
eneral Information	🛛 Current Sta	ff Medical / Eme	rgency Info			Vehic	le Details	
Classes	Doctor	Dr Smith	Doc Ph :	1234 5678	Make of Car	Colour	Registration	Insurer
		123456 789	Fund :		Tovota Prado	Silver	ABC-123	NRMA 📋
Timetable	Emergency :	Mary	Phone :	01245 789				Î
Timetable	Medical Details :	Allergic to hard work						
Tutor Group				\sim				
osences and Extras		School / Emplo					Accreditation Inf	
	Employment Date : Termination Date :		Codes : Teacher # :		WWCC No			CC Renewal needed
CoCurricular	Previous Employer :		Teacher # : Employment Basis :		WWCC Date			Staff member
	Previous Employer .			Teacher	WWCC Status WWCC Expirty Date			
	Employment %			reacher	wwwcc expirity Date	19/02/2014		
Groups	Employment % :							
Groups	Employment % : Teaching % :		нтм	L Signature:	PD Accreditation Stage			
	Teaching % :		нтм	L Signature:	PD Accreditation Stage PD Accreditation Delegate			
Groups Professional	Teaching % : Police Check	80%						
	Teaching % : Police Check	80%	Jai	ne Denbigh				
	Teaching % : Police Check	80% X 1/06/2007 X 19/06/2009	Jai					
Professional	Teaching % : Police Check	80% X 1/06/2007 X 19/06/2009	Jan	ne Denbigh	PD Accreditation Delegate		laration	
Professional	Teaching % : Police Check	80% X 1/06/2007 X 19/06/2009 Signature:	Jan	ne Denbigh count Manager	PD Accreditation Delegate		-	
Professional	Teaching % : Police Check MCEETVA Check	80% 1/06/2007 19/06/2009 Signature:	Jan	ne Denbigh count Manager	PD Accreditation Delegate	Staff Dec	No	

Confidential - Working With Children Check Info

- 1. 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 members, if they need to be renewed or if they have expired.

Confidential - Account/Email Info/Security

n Back View As u List	Find Find Move to Add New Teachers Former Staff	Staff Print Email Menu Menu Staff D	Students Menu Former Staff	Class PGD Cover Roster Extras	Classes	Staff Absences	Community Details	Meetir Time ert
	Denbigh Jane 1 Surname III First Nam Confidential	e Second Names Kno	Head of Middl	e School		€ \$000 I≟t Co	63 mmunity ID	
eneral Information	School Info	Conf	idential	Ac	count / Email	Info / Security	'	
Classes	ReAuthenticate Account /	eMail UserName eMail denbiah	Prevent Security Id	Security	Override Idle 1	Time		
Timetable	db_dba_user Local_Access_DataEntry	Proxy Username	Automatically return to M	lainMenu if timeout occu	rs in these files	:	Des	
Tutor Group	Allow eMail Yes O No	Proxy Password	Attendance	Finance_Com Function Internal Mess		ReportA	rchive	
sences and Extras	Markbook Administrator	Pushover Device Name	Calendar Events	iOS MainMenu Markbook Gro			Class Enrolme	ents
CoCurricular	eMail Signature HTML Wrapper :		Clubs Community Correspondence	Markbook Gro Markbook Tas	iups ik Students	Student Student	Former Future	
Groups	Jane Denbigh Account Manager		Denbigh Assets Denbigh Calendar Discipline	Markbook Tas Markbook		TextBoo	ks le Lessons	
Professional	Denbigh International Pty L A FileMaker Business Alliana PO Box 3166 Narellan 256 Ph: 1300 788 948	e - Platinum Member	Email Enrollment Repor Extra Curricular	Photos POS Program PurchasingInt	orfaco	TimeTab Transpor VCAL VSR		
Correspondence	Pn: 1300 788 948 Fox: (02) 4647 3410 e-moil: shill@denbigh.com.au		Users will need to log ou			L) Yok		
Notes	Do not include the bo not include the bo not include the body> and <html> tag Enter tags <name>, <position>, and <pho </pho if you require additional tags, let denbigh lo</position></name></html>	ne> to be substituted.						
Confidential								

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

Main Back View As List	Find Find Teachers	Add New	Staff Print Email Menu Menu	Staff Details	Ints Former Class		LISSES	Staff Community Ma Absences Details T WWCC Alert
	Denbigh I≟† Surname	Jane 11 First Name	e Second Nam	es Known As	Head of Middle School			S00063
	Confidential	hool Info		Confidential		Account /	Email Inf	o / Security
General Information	Current Sta	ff	/ Emergency Info			Vehicle		,,
Classes	Destroy	Dr Smith		h : 1234 5678	Make of Car	Colour	Registratio	n Insurer
		123456 789		d : MBF	Tovota Prado	Silver	ABC-123	NRMA 📋
	Emergency :			e : 01245 789				Ê
Timetable		Mary Allergic to hard w		e: 01245 789				
Tutor Group Absences and Extras	Employment Date :		Employment Info	×		WWCC / PD Acc	reditatio	n Info
CoCurricular	Termination Date : Previous Employer :		Teacher Employment Bas	# : 123456	WWCC Date : WWCC Status :	1/08/2013 Barred		WWCC Responsible Staff member
	Employment % :			y : Teacher	WWCC Expirty Date :			
Groups	Teaching % :				wwcc expirty bate :	19/02/2014		
Groups	reaching to :	80%	н	TML Signature:	PD Accreditation Stage :			
Professional		X 1/06/2007 X 19/06/2009 Signal	-	ane Denbigh	PD Accreditation Delegate			
Correspondence		X	< (Account Manager	_	Staff Decla	ration	
		-	The second se	ags can be substituted in comm				
	Staff Catego	JIY :				● Yes ○ No		
Notes								
Notes	Staff Category Ty	pe :			Date :	19/11/2003		

Former Staff

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

	n Menu	Back	Q Find	Former	Staff Li	st - Personal De	etails	Curret Staff	nt Classes	Current Students	Community Details
	Staff Code	1=1 Title	IET Surname	LET Given Names	J≟t Sex	Spouse	Home Telephone	Mobile	Email		
•	DESM	Mrs	Desmond	Maureen	Female			0414 123 456	apearce@denl	oigh.com.au	
•	mjones	Mr	Jones	Murray Lloyd	Male			0409 872 400			
•	JF	Mr	Freerange	Jibin mathew	Male						
•	MOEJ	Ms	Moeder	Juan	Female				dkalnian@den	bigh.com.au	
€	GILE	Ms	Gilmour	Evelyn	Female			0425264227	pwindle@dent	oigh.com.au	
•	JS	Mr	Snow	John	Male	Rachael	928451554				

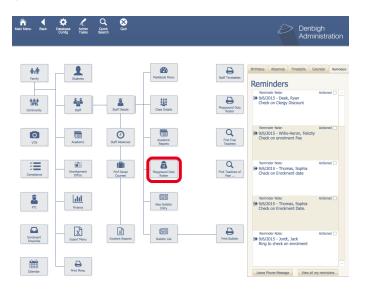
Former Staff not moved to the Former file will display with a yellow highlight in list view.

Google Chrome	Rind Find Teachers Staff Move to Current Staff Menu Print Menu Form	La Students Students Menu	Current Staff Ciass Cover / Extras	PGD Roster Classes	Staff Community Me Absences Details Me
DESM Desmon		Known As	Lat Position		S00020
General Information			Residential A	ddress	
Absences and Extras	email : apearce@denbigh.com.au Title : Mrs Alternative Title :	map Street : Suburb/State/PC :	1 John St	NSW 2000	
Absences and Extras	Qualifications : T.P.T.C.(Vic) T.Cert.(NSW), Dip. Sp.Ed Phone Ext : 152	Address ID :			
Groups	:	Property : Street :			
Professional	Receives Timetable Pastoral Care Team Casual Teacher	Suburb/State/PC : Address ID :	SBRE1		
Correspondence	Faculty Administration Junior School Science Co-Curricular LOTE Special Needs		0414 123 456 11 Sep 1946	Silent Numb	
	Computing X Mathematics TAS Creative Arts Music English PDHPE History Primary School HSIE Religion	upouse/reminer .			
Notes	Campus] JS SS				
Confidential					

Former Staff File

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

PlayGround Duty Roster



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

ain enu	Back	Print	Playground	Duty	Areas	3		Denbigh Administration
	all the PGD A	treas here, then click the arrow i	next to an area to edit staff assignments to that an Gender Prefs	sa.	Overwrite?	Swt 0	ntor	For All Areas
	ner	Inner Area	Either Men or Wom	en v	×	11		FOI AII AICOS
🗘 Ca	afe	Cafe	Either Men or Wom	en v		21	1	
() ()	val	Oval	Either Men or Wom	en ~	×	31	Ì	Note that options for Gender selection
Co	ourtyard	Courtyard	Either Men or Wom	en ~	×	4 1	Ì	and Overwiting existing assignments are specific to each area. You should
🕩 Bu	usBay	Bus Bays	Either Men or Wom	en ~	×	5 1	Ì	check what the settings are for these options before using the Auto Assign
Co	omputer	Computer Lab TC1	Either Men or Wom	en 🗸	×	6 1)	button below.
🕩 🖬	ibrary	Library	Either Men or Wom	en 🗸	×	71)	
G M	lusic	Music Rooms	Either Men or Wom	en 🗸	×	8 1	Ì	
•				~		11	ĩ	Auto Assion

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.

	Playground Duty	y Assignment	Administra
Inner Inner Area eee Code Area Name Day Period Time Staff Memi 1 ~ 11 Before School		Suggest Clear	Select the Day, then the Perioc then the Staff Member to De
1 V 12 Recess	ADAD Adams Mr D	Suggest Clear 📋	assigned to that Duty
1 v 13 Lunch 1	TADD Address T	Suggest Clear	OR
L v 14 Lunch 2	TADMIN Administrator T	Suggest Clear	For this area
2 V 11 Before School	AMPH Amponin Jr Ms H	Suggest Clear 📋	X Overwrite existing
12 Recess	ANGC Angel Mrs C	Suggest Clear	Gender Assignment
2 V 13 Lunch 1	ARCD Arcidiacono Mr D ARMG Armitage Mr G	Suggest Clear	Note that Gender selection
2 V 14 Lunch 2	TASSET Assets T	Suggest Clear 📋	is not absolute, if a person of the desired gender is
8 V 11 Before School	TATTEND Attendance T	Suggest Clear 📋	not available, another person will be assigned
3 V 12 Recess	TATTENDS AttendanceStaff T AYRS Avre Ms S	Suggest Clear 📋	person will be assigned
3 × 13 Lunch 1	BAIR Bailey Mr R	Suggest Clear 🗎	Auto Assign
8 ~ 14 Lunch 2	BALG Balean Mrs G	Suggest Clear 📋	
11 Before School	BERP Berman Rev P BER1 Berzins Ms 1	Suggest Clear 📋	
4 v 12 Recess	BIRM Bird Ms M	Suggest Clear 📋	
4 V 13 Lunch 1	BLUJ Blumer Ms J	Suggest Clear 📋	
4 × 14 Lunch 2	BOLG Bolton Mr G	Succest Clear 🛱	

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.

Playground Duty Roster

Select	Select Teach	er for Gr	ound:	Extras Today 0	puty Extras count	Extras Count / Load	feaching Load	PGD Duties Max	060 Duties Assimus
2	Name T Staff	TAS	2	<u></u>	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
Þ	T Registrar				0	0	50%	4	0
•	T Address				0	0	50%	4	0
Þ	T Community				0	0	50%	4	0
•	T Curriculum				0	0	50%	4	0
Þ	T CorrespondenceRead				0	0	50%	4	0
Þ	T CorrespondenceWrite				0	0	50%	4	0
Þ	T MarkbookAdmin				0	0	50%	4	0
Þ	T MarkbookEntry				0	0	50%	4	0
Þ	T MedicalRead				0	0	50%	4	0
Þ	T MedicalWrite				0	0	50%	4	0
Þ	T AttendanceStaff				0	0	50%	4	0
Þ	T Calendar				0	0	50%	4	0
Þ	T Discipline				0	0	50%	4	0
Þ	T Sport				0	0	50%	4	0
Þ	T ExtraCurricular				0	0	50%	4	0
Þ	T UserRead				0	0	50%	4	0
÷	T UserWrite				0	0	50%	4	0
Þ	T User				0	0	50%	4	0
Þ	T Assets				0	0	50%	4	0
Þ	T Foundation				0	0	50%	4	0
Þ	T Groups				0	0	50%	4	0
	T Letters				0	0	50%	4	0
Þ	T PastoralCare				0	0	50%	4	0
Þ	T PtiWrite				0	0	50%	4	0
Þ	T PtiRead				0	0	50%	4	0
Þ	T References				0	0	50%	4	0
•	T SmsRead				0	0	50%	4	0

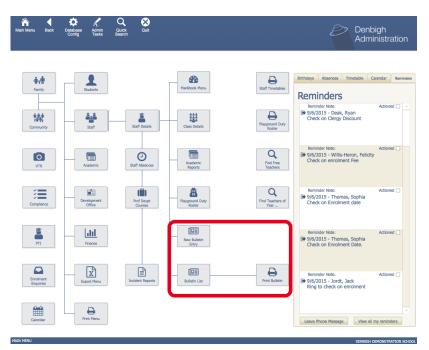
Suggests a list of available teachers.

Playground Duty Roster

\mathcal{O}		Playgrou	nd Duty Re	oster Pr	inted 13:56 26/0
	Monday	Tuesday	Wednesday	Thursday	Friday
Before School					
	Brettell Mr A	Brettell Mr A	Waugh Ms J	Grierson Ms V	Faulks Mrs J
	Adams Mr D	Sun Mr N	Burlinson Dr M	Angel Mrs C	Petersons-Rusma
		Stokes Ms M	Lam Mrs L	Fricker Ms J	Burlinson Dr M
Recess					
		Guinness Ms R	Arcidiacono Mr D	Lang Ms K	Balean Mrs G
	Tonkin Mr M	Lee Ms K	Tindall-Jones Mrs L	Preeyadarshanan Mrs	Robertson Mrs K
		Thompson Mrs L	Mackie Mrs T	Tonkin Mr M	Angel Mrs C
	Kearsley Ms J	Hallett Ms R	Vlahos Ms R	Kovats Mr J	McLeod Ms L
		Merchant Mrs J	Merchant Mrs J	Denbigh Mr J	Burdon Mr J
Lunch 1					
Lunch		Bowd Mr D	Denbigh Mr J	Skrbinsek Ms J	Harvey Mr M
	Holmes Mrs A	Holmes Mrs A	Gairey Mr E	Tran Ms L	James Mrs S
	Mackie Mrs T	Grierson Mrs J	Koning Rev S	Economopoulos Ms M	Brown Ms A
	Sowden Mrs A	Adams Mr D	Grierson Mrs J	Sup Mr N	Tindall-Jones Mrs
	Cameron Ms K	Morris Ms B	Cunningham Ms K	Hirst Mrs L	Kossak Mr S
	Donald Miss J			Stankovich Mr J	Moeder Ms J
	Donald Miss J	Rumsey-Merian Mrs K Macintosh Mr W	Bailey Mr R Sanderson Mr R	Dragnich Ms K	Lindsay Mrs C
		Macintosh Mr W	Sanderson Mr R	Dragnich Ms K	Lindsay Mrs C
Lunch 2					
	Gorringe Mr W	Gibbons Ms D	Moderegger Ms G	Clinch Mrs P	Davies Ms L
	Kilham Ms A	Tran Ms L	Bolton Mr G	Richardson Ms O	McAlpine Mrs L
	Weatherstone Mrs N	Lam Mrs L	Saeck Mrs L	Matthews Mr M	Pino Ms L
	Allesch Mr T	Berman Rev P	Weatherstone Mrs N	Lee Ms K	Preeyadarshanan
	Morris Ms B	Carvalho Mr G	Armitage Mr G	Patterson Ms R	Ayre Ms S
	Williams Mrs J	McMaster Mrs R	Wilson Mr C	Blumer Ms J	Starling Ms A
	Leljak Ms B	Logue Ms K	Shaw Mrs M	Berzins Ms J	Harding Mrs A
After School					
	Bird Ms M	Grierson Ms V	Dragnich Ms K	Moran Ms C	Paterson Ms L
	Ford Ms K	Groux Ms M	Toohey Ms J	Hudspith Mrs L Denbigh Mr J	Hartnell Mr D
Tutor Group	Bolton Mr G	Denbigh Mr J		Bolton Mr G	Ayre Ms S
Tutor Group	Gilmour Ms E	Bowd Mr D	Bowd Mr D	Bowd Mr D	Bowd Mr D

Printed Playground duty.

Staff Bulletin



Adding Bulletin items, viewing the list and Printing the Bulletin

Staff Bulletin - New Bulletin Entry

		Daily Bulletir	n Entry
13/10/2016 DENJ	Mrs Jane Denbigh		
Date Staff Code	Staff Code		
	t 11 am today, please meet in the Ha		
Bulletin Text			
		Cancel	Done

Add a bulletin Entry.

Bulletin List

Main Menu Back	Q Find	Q Show All	ew Bulitin	Print Daily Bullitin List	Students Menu	Family Details	Staff Details
↓≟† 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		
323/03/2015	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 on the Jump button to the view the day's bulletin items. Click the New Bulletin to Create the Daily Bulletin.

New Daily Bulletin

Main Menu	Back	Find	Q Show All	List View	New Bulitin	Print	4			Students Menu	Family Details	Staff Details
						Da	ily Bulletin					
13/10/ Date	2016	Thursday _{Day}	Week Ti	metable Week								
Staff Abs	ences							Set 2			3	
Casuals f								Set	Scripture Verse			
Sort	Text								Staff Code			
												Û
-												
												~
Bulletin E	intries								Mrs Jane De Head of Mid	enbigh Idle School		

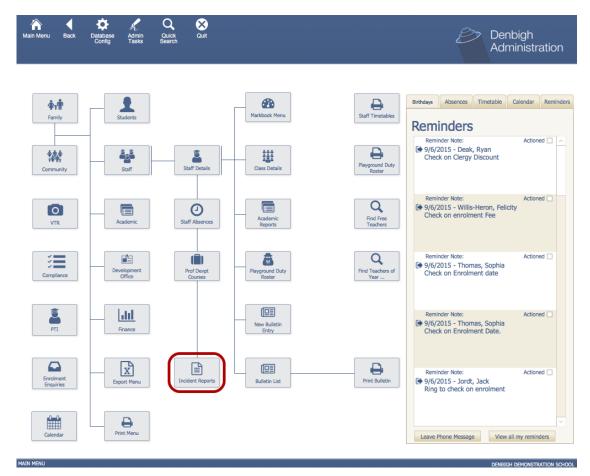
- 1. Add the sort number for the bulletin entries.
- 2. Add Staff Absences and Casuals for the day.
- 3. Add any Verse of daily message.
- 4. Click to Print.

Daily Bulletin - Print

Daily Bulletin								
Date:	7 Sep 07	Day:	Friday					
Week:	W36	Timetable Week:						
Staff absent today: Antonella Sowden - L	eave Evelyn Gilmour -	Trevor Allesch -						
Casual teachers in tod	ay:							
Notices for Today: Meeting in the Hal	I regarding Sports Houses							
-	sting cancelled today							
Maths faculty mee	• •	es are handed into the Admi	nistration office.					
Maths faculty mee	• •	es are handed into the Admi	nistration office.					
Maths faculty mee	• •	es are handed into the Admi	nistration office.					
Maths faculty mee	• •	es are handed into the Admi	nistration office.					
Maths faculty mee	• •	es are handed into the Admi	nistration office.					
Maths faculty mee	• •	es are handed into the Admi	nistration office.					
Maths faculty mee	• •	es are handed into the Admi	nistration office.					
Maths faculty mee	• •	es are handed into the Admi	nistration office.					

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 Main Menu

Main Me		Q Find	View As Form	H New Report	Incide	ent Report List		
	Casualty	John Smith		Date of Incident	21/10/2015	Injury Nature twisted ankle	Claim Made YES	0
	Casualty	sean		Date of Incident	2/12/2015	Injury Nature dead	Claim Made YES	0
	Casualty	John Smith		Date of Incident	5/10/2015	Injury Nature	Claim Made	0
	2 alty			Date of Incident		Injury Nature	Claim Made	Ð

- 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

	ind View As	In	cident Report Form		Delete	New Report	Print
		""				Roport	
			D-line Mar				Done
Name of School:	Denbigh Demonstration School		Policy No:				
Address:	33 Cobbity Road		Client No:				
			Telephone:				
Suburb:	Narellan		Facsimile:				
Contact Person:	James		Email:	denbigh@gmail.com			
View All	Name:	De John Pearce	tails Of Injured Person Personnel Type: Stu	ident v	Next	1	
	Address:	4 Brooklyn Drive	Gender:	Male O Female			
	Date of Birth:	12/03/2003	Age: 13				
	Year Level (if applicable):	10					
		~	Section Completed				
Completed (r	eport will be locked):	Signed: Mrs Jane D	enbigh - Head of Middle School - 13/10/20	16 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.

Main Menu Back Find View As List	Incident [Poport Form		Delete		Print
	Incident F	Report Form			Report	
Name of School: Denbigh Demonstration School		Policy No:			Done	e
Address: 33 Cobbity Road		Client No:				
		Telephone:				
Suburb: Narellan		Facsimile:				
Contact Person: James		Email:	denbigh@gmail.com			
View All Previous	Details Of Incide	ent/Occurrence		Next		
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 O NO			
	stepping on an anouancea cone.	Notified Date:	13/10/2016			
		Name Of Witness:	James			
Accident Site:	MAS	First Aider:	Mark			
Teacher(s) on Duty:	John Smith					
	Section	Completed				
Completed (report will be locked):	Signed: Mrs Jane Denbigh - He	ad of Middle School - 13/10/20	016 11:39:08 AM			

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

Name of School: Denbigh Demonstr	ation School	Policy No:			Do
Address: 33 Cobbity Road		Client No:			
Audress: 33 Cobbity Road		Telephone:			
Suburb: Narellan		Facsimile:			
Contact Person: James			denbigh@gmail.com		
View All Previous	De	tails Of Injury		Next	1
Na	ture Of Injury: Rolled Ankle	Location Of Injury: Ankl	e		
Sev	erity Of Injury: Minor	Hospital: none	е		
	Treated By Dr: Seus				

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

Main Menu Back Find View As List	Incident Report Form	Delete	New Report	Print
Name of School: Denbigh Demonstration School Address: 33 Cobbity Road Suburb: Narellan	Policy No: Client No: Telephone:		C	Done
Contact Person: James	Facsimile: Email: denbigh@gmail.com			
View All Previous Made a Claim: O YES	Has Student/Parent/Visitor Made a Claim © 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

^	•	Q	T	+				
Main Mer	nu Back	Find	View As Form	New Report	Incid	ent Report List		
	Casualty	John Smith		Date of Incident	21/10/2015	Injury Nature twisted ankle	Claim Made YES	0
•	Casualty	sean		Date of Incident	2/12/2015	Injury Nature dead	Claim Made YES	0
•	Casualty	John Smith		Date of Incident	5/10/2015	Injury Nature	Claim Made	0
•	Casualty			Date of Incident		Injury Nature	Claim Made	0
	Casualty	John Pearce	:	Date of Incident	13/10/2016	Injury Nature Rolled Ankle	Claim Made 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

Main Menu Back Find View As	Ir	icident Report Form	Delete	H New Report	Print
	"				
Name of School: Denbigh Demonstration Schoo	I	Policy No:		Done	e
Address: 33 Cobbity Road		Client No:			
		Telephone:			
Suburb: Narellan		Facsimile:			
Contact Person: James		Email: denbigh@gmail.com			
View All	De	tails Of Injured Person	Next		
Name:	John Pearce	Personnel Type: Student ~			
Address:	4 Brooklyn Drive	Gender: Male Female			
		Age: 13			
Date of Birth:	12/03/2003				
Year Level (if applicable):	10				
		Section Completed			
Completed (report will be locked):	Signed: Mrs Jane D	enbigh - Head of Middle School - 13/10/2016 11:42:54 AM			

To print the incident report, click the Print Button which will take you to the bellow screen.

Catholic Church	Insurances -	Accident Report
Name of School/Parish Denbigh Demonstra Address Suburb Narelian Contact Person Mrs Jane Denbigh	b Narellan	
Details of Injured Person		
Name John Smith Address 1 First Ave, Burwood		Personnel Type Visitor Gender Male
Date of Birth 29/10/1969		Age 46
Details of Incident/Occurrence		
Date of Incident 21/10/2015 Type of Activity Delivering Goods Brief Details	Time of Incident Accident Descrip	
Accident Site Schools Steps Name of Teacher on Duty		
Name of Witness Sally Hill	Name of First Aid	der
Details of Injury		
Nature of Injury twisted ankle Severity of Injury Low	Location of Injury	Schools front steps
Treated by Dr	Hospital Not rec	quired.
Has Student/Parent/Visitor made a claim		
Claim made? YES Details of Claim This is claim details	Date of Claim 2	2/10/2015