



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

Staff File Module 2016

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Main Menu - Staff

The screenshot shows the 'Main Menu - Staff' interface. The 'Staff' and 'Staff Details' icons are highlighted with red circles. The interface includes a top navigation bar with 'Main Menu', 'Back', 'Database Configuration', 'Administration Tools', 'Quick Search', and 'Quit'. A central menu tree lists various administrative functions like Families, Students, Academic, Staff Absences, Compliance, Development Office, Finance, Environment Enquiries, and Calendar. On the right, there are sections for 'Birthdays', 'Absences', 'Timetable', 'Calendar', and 'Reminders', along with a 'Today (Mon)' section showing a birthday for David Highfield and a 'This Week' table of staff members.

Day	Year	Hour	Name	Age
Sun	4	M	Connors, Jonathan	11
Mon	9	M	Highfield, David	16
Wed	4	M	Mitchell, Gordon	11
Thu	4	P	Clark, Bonnie	11
Thu	5	Y	Lalversley, Shwami	12
Thu	8	P	Sadler, Kathryn	15
Fri	8	B	Boag Taylor, Emily	7
Sat	2	Y	Chandler, Stephanie	9
Sat	6	R	Wyatt, James	13

Staff - Staff Details- provides all relevant information with regards to staff

Staff Details (Confidential screen)

The screenshot shows the 'Staff Details' screen for a staff member named John, Head of Middle School. The screen includes a navigation bar with 'Main Menu', 'Back', 'View As List', 'Add New', 'Find Teachers', 'Print Menu', 'E-mail Menu', 'Former Staff', 'Class Cover/Extras', 'PGD Roster Classes', 'Current Students', 'Community Details', and 'Meeting Times'. The main form contains fields for 'Denbigh' (Code), 'John' (First Name), 'Head of Middle School' (Position), and 'S00063' (Community ID). The 'General Info' tab is active, showing 'Current Staff' status, email address 'mrobson@denbigh.com.au', title 'Mr', qualifications 'B. Vis. Arts (Hons), M.', and contact information. A photo of the staff member is displayed on the right. The screen also includes a list of checkboxes for various subjects and roles, such as 'Administration', 'Co-Curricular', 'Computing', 'Creative Arts', 'English', 'History', 'HSIE', 'Junior School', 'LOTE', 'Mathematics', 'Music', 'PDHPE', 'Primary School', 'Religion', 'Science', 'Special Needs', and 'TAS'. The 'Receives Timetable' checkbox is checked, and the 'Pastoral Care Team' and 'Casual Teacher' checkboxes are unchecked.

Staff Details screen for most staff. This is the confidential screen that does not display personal details of staff members.

Staff Details (higher access user)

Staff Details WWCC Alert

DEN | Denbigh | John | Head of Middle School | S00063

General Info | Classes | Timetable | Home Room | Absences Extras | CoCurricular | Groups | Professional | Correspondence | Notes | Confidential | Textbooks

shill@denbigh.com.au
 Mr
 B.Vis. Arts (Hons), M.
 11.1 Home Room | DD.1 PTI Default Room
 1690 Phone Ext
 Administration LOTE Special Needs
 Co-Curricular Mathematics TAS
 Computing Music
 Creative Arts PDHPE
 English Primary School
 History Religion
 HSE Science
 Faculty: JS SS
 Campus: JS SS
 Receives Timetable:
 Pastoral Care Team:
 Casual Teacher:

Residential Address
 Property: 1 Denbigh Street
 Suburb: Cobbitty State: NSW PC: 2570
 Address ID: A15695

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

Home Phone: Silent
 Mobile: 0414 123 456
 DOB: 5 Sep 1969
 Spouse/Partner:

Update

Staff member Responsible for WWCC

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. Faculty (required for class, staff absences and markbook functions)
4. Campus check box
5. Check for teaching staff that must receive a timetable, Pastoral Care team or Casual Teacher

Create new Staff Member

Staff Details

GILE | Gilmour | Evelyn | Lynne | 105321

General Info | Classes | Timetable | Tutor Group | Absences Extras | CoCurricular | Groups | Professional | Correspondence | Notes | Confidential | Textbooks

Evelyn.Gilmour@denbighdemo.com.au
 Ms
 B.A. (Hons), PGCE, M.A.
 Gym Tutor Group
 187 Phone Ext
 Administration Junior School Science
 Co-Curricular LOTE Special Needs
 Computing Mathematics TAS
 Creative Arts Music
 English PDHPE
 History Primary School
 HSE Religion
 Faculty: JS SS
 Campus: JS SS
 Receives Timetable:
 Pastoral Care Team:
 Casual Teacher:

Residential Address
 Property: Street:
 Suburb: State: PC:
 Address ID:

Postal Address
 Property: Street:
 Suburb: State: PC:
 Address ID:

Home Phone: Silent
 Mobile: 0425264227 Child Protection Certificate
 DOB:
 Spouse/Partner:

Update

Denbigh isn't using the SMTP plugin. Only the first email address will be used in sending emails.

Email Type: Email Address: Evelyn.Gilmour@denbighdemo.com.au Use to Email to:

Click the Add New button to create a new staff member



Click yes to allow for the new record to be created

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

Locate Community Member

First Name : Peter Surname : Coo

Given Names	Surname	Community ID	Community Status	Date of Birth	Mobile Phone
Peter	Cooper	FBADER01			0414 123 456
Family Address:					
Individual's Address:					
Peter	Cookman	104930	Father		0414 123 456
Family Address: 1 John St Sydney NSW					
Individual's Address: 1 John St Sydney NSW					

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.

from community

PC: Coo Surname: Peter First Name: Second Names: Title: Sex: Date of Birth: Spouse:

2. Address

Property Name: Street: Suburb: State: PCode:

3. Communications

Home Phone: Number is Silent: Mobile: Home Fax: Email Address:

4. Medical

Doctor: Doctor Phone: Medicare No: Fund: Emergency: Kinship: Phone:

5. Employment

Date of Employment: Previous Employer: Confidential Info: Notes:

6. Vehicles

Make: Rego: Insurer:

7. School / Professional

Qualifications: Position: Faculty: Tutor Group: Homeroom: Phone Ext:

8. School Other

Received Timetable: PC: WWCC Number: WWCC Date: WWCC Outcome: WWCC Expiry Date: Pastoral Care Team: Login Name:

The staff code created is usually customized for most schools and will create a code so that there is no staff with the same code. 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

The screenshot shows the 'Staff Details' page for a teacher named John Denbigh. The 'Classes' tab is selected, displaying a table of classes taught by this teacher.

Class Code	Subject Name	Year	Level Value
06DR5	Drama	6	
06DRE	Drama	6	
06DRE2	Drama	6	
06ENZ	English	6	
06LS6	Learning Service	6	
06TEST	Testing Course	6	
06VA2	Visual Arts	6	
07DTA	Design and Technology	7	
07DTE	Design and Technology	7	
08MA2	Mathematics	8	
08VA7	Visual Arts	8	
09VI1	Photography and Digital Media	9	
09VI2	Photography and Digital Media	9	
10.1	Tutor Group	10	
10ENS	English	10	
11PO1	Photography	11	
PP001	Prep For School	-1	

The page will display all subjects/classes taught by that particular teacher

Timetable

The screenshot shows the 'Staff Details' page for a teacher named Jane Denbigh. The 'Timetable' tab is selected, displaying a weekly timetable for Week A and Week B. The timetable is organized by day (Monday to Friday) and period (1 to 7). A sidebar on the right contains controls for printing, refreshing, and exempting from extras, along with a summary of timetabled lessons.

	Week A		Week B		
	Monday	Tuesday	Wednesday	Thursday	Friday
Before School PGO					
Tutor Group	11.1	11.1	11.1	11.1	11.1
Period 1					
Period 2		08VA7 D0.2			
Period 3		12AH1			
Recess PGO					
Period 4		07DTE			
Period 5					
Lunch 1 PGO					
Lunch 2 PGO					
Period 6					
Period 7					
After School PGO					
After School Class					

Summary of Timetabled Lessons:

- Total: 13
- Duty Load: 13

1. Print timetable
2. Refresh timetable if any classes have been updated
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 timetables lessons

Tutor Group (Roll Class/Homeroom Group)

Staff Details

DENJ Denbigh John Head of Middle School S00063

General Info Classes Timetable Tutor Group Absences Extras CoCurricular Groups Professional Correspondence Notes Confidential Textbooks Audit

Tutor Group - 11.1

Year	Surname	Preferred Name	Absences	Merits	Demerits
11	Boileau	Tom	5	0	0
11	Bowen	Neil	4	0	0
11	Choudhury	Geoffrey	4	0	0
11	Da-Rin	Matthew	1	0	0
11	Daroesman	Gary	6	0	0
11	Hopton	Tracey	1	0	0
11	Huften	Scott	2	0	0
11	Human	Daniel	4	0	0
11	Jerogin	Jack	1	0	0
11	Kim	Peter	1	0	0
11	Martin	Soo Chung	0	0	0
11	McGrath	Will	1	0	0
11	Morrison	Johnathon	2	0	0
11	Pennington	Robert	0	0	0
11	Reid	Anusha	1	0	0
11	Smith	Ashley	0	0	0
11	Talbot	Connor	0	0	0
11	Traynor	Shirley	0	0	0

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

1. Email Students.

Absences Extras

Staff Details

DENJ Denbigh John Head of Middle School S00063

General Info Classes Timetable Tutor Group Absences Extras CoCurricular Groups Professional Correspondence Notes Confidential Textbooks Audit

Absences and Extras Cover

Current Archive

Leave Entitlements

Sick Leave	Annual Leave	Total	Balance
Current: 1	Current: 1	Current: 1	Current: 19
Total: 1	Total: 1	Total: 1	Entitlements: 20

Dates

Anniversary Date: 19/06/2009
Date of Employment: 1/02/1995

Absence Records Add Entry

Date	Duration in Days	Type	Reason	Med Certificate
16/05/2013	1	Sick Leave	Sick	<input type="checkbox"/>

Extras

Date	Lesson	Class	In absence of:
11/05/2013	3-5	12EA	Ms J Harry

1. Leave entitlement details
2. Add an absence entry
3. Absence records
4. Extra's records
5. Archive absence and extra's records.

CoCurricular - Sport/Extra Curricular

The screenshot shows the 'Staff Details' page for a staff member named John Denbigh. The 'CoCurricular' tab is selected, and the 'Sport' sub-tab is active. A table lists associated sport teams and extra-curricular groups.

Sport		Extra Curricular		
Sport Code	Sport Name	Agegroup	Season	Type
ROWING	Rowing		Sem 1	IGSSA

Displays the sport teams and extra curricular groups that the staff member is associated with.

Groups

The screenshot shows the 'Staff Details' page for the same staff member. The 'Groups' tab is selected, displaying a list of groups the staff member is part of.

Group Code	Group Name	Start Date	End Date	Status
OBU	Old Boys Union	2/07/2012		Current
				Current

Displays the Groups that the staff member is part of.
1. To the Groups list view. (All groups)

Professional Development - Qualifications

The screenshot shows the 'Staff Details' page for the same staff member. The 'Professional Development' tab is selected, and the 'Qualifications' sub-tab is active. A form is used to enter qualification details.

Years of Experience:

Degree / Qualification: Date Obtained: Attachment:

Major / Minor Subjects: Years Fulltime Study: [Attach](#) [Save](#)

Tertiary Institution:

Staff Details

DEN | Denbigh | John | Head of Middle School | 500063

Code | Surname | First Name | Second Names | Known As | Position | Community ID

General Info | Classes | Timetable | Tutor Group | Absences Extras | CoCurricular | Groups | Professional | Correspondence | Notes | Confidential | Textbooks | Audit

Course Code / Course Name / Course Description	Start / End Date	Duration / Location	Course Cost	Transport	Accommodation	Sundries	Total PAID	Attachment
FA First Aid First Aid Course	14/03/2007 - 15/03/2007	1 Camden	\$100.00				\$100.00	Attach Save
OHS OH&S Chemical Safety Programme	19/06/2008	1 Camden				2		Attach Save
FA2013 First Aid Course 2013	28/02/2013 - 28/02/2013	1 Camden	\$100.00				\$100.00	Attach Save

Total PD Hours this year: 3 Total PD Cost: \$200 Total PD Hours: 17

Any professional development and courses can be added for all Staff. Accrues the total PD hours for the year and costs.

1. Print Professional Development for all staff for a calendar year
2. Print Current Staff Professional Development
3. Go to the Professional Development Course Lists
4. Add a Professional Development event.

Professional Development Course Details

Professional Development Course Details

Course Code	Course Name	Course Cost	Location	Start Date	End Date	PD Hours	Attachments
OHS	OH&S Chemical Safety Programme						
FA	First Aid Course	100	Camden Civic Centre	14/03/2007	14/03/2007	1	
FA2011	First Aid Course 2011	100.00	Camden Civic Centre	5/09/2011	5/09/2011	1	
FA2013	First Aid Course 2013	100.00	Camden Civic Centre	28/02/2013	28/02/2013	3	

Professional Development - Appraisals

Staff Details

LANK | Lang | Kathryn | 105296

Code | Surname | First Name | Second Names | Known As | Position | Community ID

General Info | Classes | Timetable | Tutor Group | Absences Extras | CoCurricular | Groups | Professional | Correspondence | Notes | Confidential | Textbooks | Audit

Qualifications | Professional Development | Appraisals | Associations

Add Appraisal

Date of Review	Reviewed By	Next Review Date	Type of Review	Individual Report	Department Report
Wed, 5 Dec	Mr J Denbigh	5/12/2013	Teacher		
Outcome of Review					
Recommend a pay increase.					
Attachment					
Attach Save					

Staff Appraisals data.

Professional Development - Associations

The screenshot displays the 'Professional Development - Associations' section. It features two main tables: 'Teacher Institute Levels' and 'ISTA'. Each table has columns for 'Level', 'Date', 'Year', and 'Current'. There are 'Add' buttons above each table. The interface also includes a top navigation bar with tabs like 'General Info', 'Classes', 'Timetable', 'Advisory', 'Absences Extras', 'CoCurricular', 'Groups', 'Professional', 'Correspondence', 'Notes', 'Confidential', and 'Textbooks'.

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

Correspondence

The screenshot shows the 'Staff Details' page for a staff member named John Denbigh. The 'Correspondence' section is active, displaying a table with columns for 'Date', 'Title', 'Salutation', and 'Body'. The table contains several rows of correspondence records, all dated 9/05/2012, with titles like 'In-complete assessment' and salutations like 'Dear Caspian,'. The body text for each row is 'Re: Notification of fourth in-school suspension due to late or incomplete assessment'. Red circles 1-6 highlight specific features: 1. Correspondence Sent, 2. Correspondence Received, 3. Email Sent, 4. Email Received, 5. To create a letter for the found set of staff, and 6. To create a new letter to just this staff member.

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.

Date	Title	Salutation	Body
14/01/2010		Dear Jane,	
14/01/2010		Dear Jane,	
14/01/2010	In-complete assessment	Dear Jane,	Re: Notification of fourth in-school suspension due to late or incomplete assessment
14/01/2010	In-complete assessment	Dear Jane,	Re: Notification of fourth in-school suspension due to late or incomplete assessment
14/01/2010	seeking permission for	Dear Jane,	I am writing to inform you that we have identified that <<Your Current Student's Preferred Name>> may benefit
14/01/2010	In-complete assessment	Dear Jane,	Re: Notification of fourth in-school suspension due to late or incomplete assessment
12/01/2010		Dear Jane,	test
		Dear Jane,	
		Dear Jane,	

Displays all correspondences that have been received

Date	Subject	Sent	Email Text
17/12/2015	test	Jane Denbigh	test
17/12/2015	test 5, this one from	Jane Denbigh	test 5, this one from server side, with an attachment
15/12/2015	xcv	Jane Denbigh	zxcv
15/12/2015	sdf	Jane Denbigh	ssdfsdf
11/12/2015	Detention notice	Jane Denbigh	Today <name of student> received a conduct entry for <subtype>, qualifying for a detention.

Displays all emails that have been sent

Date	Subject	From	Email Text
19/05/2014	WWCC Renewal	John Denbigh	This is an automated email to remind you, the following people require renewal of their WWCC Community ID MABELGHAN01 Mrs Noriko Edwards WWCC Expires ...
	WWCC Check	John Denbigh	This is an automated email to remind you, the following people do not have a WWCC and are listed to require one. Community ID 500001 Mr Michael Phillips
	Level01 Threshold	Jane Denbigh	Today Alex Jobson received a conduct entry for Jewellery, reaching level01 threshold
24/10/2014	test	Jane Denbigh	test send
17/12/2015	test	Jane Denbigh	test

Displays all emails that have been received

Notes

Staff (Denbigh.PRIVATE.server)

Records: 1 / 166 Found (Unsorted)

Layout: Staff Form...Confidential View As: [Table Icon] [List Icon] Preview

Staff Details

DENJ Denbigh John Head of Middle School S00063

Code Surname First Name Second Names Known As Position Community ID

General Info Classes Timetable Tutor Group Absences Extras CoCurricular Groups Professional Correspondence Notes Confidential Textbooks Audit

Attachment: CV attached

Time Stamp: 16/05/2013 4:29:21 User: John Denbigh

Notes files

Confidential - School Info

Staff Details **WWCC Alert**

DENJ Denbigh John Head of Middle School S00063

Code Surname First Name Second Names Known As Position Community ID

General Info Classes Timetable Home Room Absences Extras CoCurricular Groups Professional Correspondence Notes Confidential Textbooks

Confidential Account / Email Info / Security

Current Staff

Medical / Emergency Info

Doctor: Dr Smith Doc Ph: 1234 5678
 Medicare No: 123456 789 Fund: MBF
 Emergency: Mary Phone: 01245 789
 Medical Details: Allergic to hard work

Vehicle Details

Make of Car	Colour	Registration	Insurer
Toyota Prado	Silver	ABC-123	NRMA

School / Employment Info

Employment Date: 1/02/1995 Codes: IT
 Termination Date: [Red 2] Teach #: 123456
 Previous Employer: BBC Hardware Employment Basis: Full Time
 Employment %: 100% Category: Teacher
 Teaching %: 80%
 Signature: [Red 1] X

Position: Head of Middle School

Staff Declaration

Declaration: Yes No
 Date: 19/11/2003
 WWCC No: 12345
 WWCC Date: 1/08/2013
 WWCC Status: Barred
 WWCC Expiry Date: 19/02/2014
 WWCC Renewal needed:

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.

Confidential - Working With Children Check Info

Staff Details 1 **WWCC Alert**

DENJ Denbigh Jane Head of Middle School S00063

Account / Email Info / Security

Current Staff

Medical / Emergency Info

Doctor: Dr. Smith Soc. N: 1234 5678
 Medicare No: 123456 789 Fund: MBF
 Emergency: Mary Phone: 01245 789
 Medical Details: Allergic to hard work

Vehicle Details

Make of Car: Toyota Prado Colour: Silver Registration: ABC-123 Insurer: NRMA

School / Employment Info

Employment Date: 1/02/1995 Code: T
 Termination Date: Teach #: 123456
 Previous Employer: BBC Hardware Employment: Full Time
 Employment %: 100% Category: Teacher
 Teaching %: 80%
 Police Check: 1/06/2007
 MCEP/TA Check: 19/06/2009
 Signature: [Signature]

Staff Declaration

Declaration: Yes No
 Date: 19/11/2003
 WWCC No: 12345
 WWCC Date: 1/08/2013 2
 WWCC Status: Barred
 WWCC Expiry Date: 19/02/2014
 WWCC Renewal needed:
 WWCC Responsible Staff member: 3

Position: Head of Middle School

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

Staff Details

DAVL Davies Lynette 105299

Account / Email Info / Security

Prevent Security Idle Timeout Override Idle Time

Automatically return to Main Menu if timeout occurs in these files:

Addresses Markbook Groups Transport Passes
 Attendance Markbook Task Students VCAL
 Audit Markbook Task Groups VSR
 Calendar Bookings Markbook Tasks
 Calendar Events Markbook
 Calendar Notes
 Classes Photos
 Clus POS
 Community Program
 Correspondence Purchasing Interface
 Denbigh Assets References
 Denbigh Calendar Report Archive
 Discipline Reports
 Email SMS
 Enrollment Report Staff
 Extra Curricular Student Class Enrolments
 Family Student Current
 Finance Student Former
 Finance_Correspondence Student Future
 Function Test Results
 Internal Messaging TextBooks
 IOS Times
 MainMenu Timetable Lessons
 Markbook Group Students TimeTables

Users will need to log out and back in to apply new settings.

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

Former Staff

Former Staff Details

HUNJ Hunter Janet S00005

Code Surname First Name Second Names Known As Position Community ID

General Info Classes Timetable Tutor Group Absences Extras CoCurricular Groups Professional Correspondence Notes Confidential Textbooks

Current Staff

Medical / Emergency Info

Doctor: Doc Ph: Fund: Make of Car Colour Registration Insurer

Medicare No: Emergency: Phone: Medical Details:

School / Employment Info

Employment Date: 1/02/1995 Termination Date: 28/04/2006 Codes: Teach #: Previous Employer: Employment Basis: Employment %: Teaching %: 50% Police Check: MCEETYA Check: Position:

Staff Declaration

Declaration Yes No Date: 16/05/2001

WWCC No: WWCC Date: WWCC Status: WWCC Expiry Date: WWCC Renewal needed: WWCC Responsible Staff member:

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

Staff List - School Details

Staff Code	Title	Surname	Given Names	Position	Faculty	TGroup	Room	Extension	Codes	Hours TTable	PCare Load
<input type="checkbox"/>	GILE	Ms Gilnour	Evelyn	HSIE				187	F	<input type="checkbox"/>	60%
<input type="checkbox"/>	ALLT	Mr Allesch	Trevor	Music				138	F	<input type="checkbox"/>	200%
<input checked="" type="checkbox"/>	HUNJ	Mrs Hunter	Janet	Administration				134		<input type="checkbox"/>	50%
<input type="checkbox"/>	THOL	Mrs Thompson	Louise	Languages				193	F	<input type="checkbox"/>	50%
<input type="checkbox"/>	RYAS	Ms Ryan	Susan	Languages	8.2			193	TM	<input type="checkbox"/>	50%
<input type="checkbox"/>	FRUJ	Ms Fricker	Jo	Art	9.3			120	F	<input type="checkbox"/>	400%
<input type="checkbox"/>	ADAD	Mr Adams	Damien	Music	6.1			136	F	<input type="checkbox"/>	50%
<input type="checkbox"/>	BERP	Rev Bernan	Purnam	Chaplain	1R	D1.4A		130	F	<input type="checkbox"/>	50%
<input type="checkbox"/>	TOMW	Mr Tomlin	Michael	Science				164	F	<input type="checkbox"/>	50%
<input type="checkbox"/>	MACT	Mrs Mackie	Tracey	TAS				168	F	<input type="checkbox"/>	50%
<input type="checkbox"/>	LAML	Mrs Lam	Lynne	HSIE	11.4			152	F	<input type="checkbox"/>	50%
<input type="checkbox"/>	WEAN	Mrs Weatherstone	Narelle	Mathematics				198	TMC	<input type="checkbox"/>	200%
<input type="checkbox"/>	BURM	Dr Burlington	Mark	Science				164	F	<input type="checkbox"/>	60%
<input type="checkbox"/>	SUNN	Mr Sun	Nicholas	Science				164/180	F	<input type="checkbox"/>	400%
<input type="checkbox"/>	LEEK	Ms Lee	Kellie	HSIE				187	F	<input type="checkbox"/>	400%
<input type="checkbox"/>	GRUJ	Mrs Grierson	Jennifer	Languages	11.6			193	TuC	<input type="checkbox"/>	100%
<input type="checkbox"/>	ANGC	Mrs Angel	Caroline	Mathematics				129/180	F	<input type="checkbox"/>	50%
<input type="checkbox"/>	TINL	Mrs Tindall-Jones	Lynn	Learning Support				180	F	<input type="checkbox"/>	50%
<input type="checkbox"/>	PREK	Mrs Preeyadarshanan	Karen	Music				137	Fdc	<input type="checkbox"/>	50%
<input type="checkbox"/>	KONS	Rev Koning	Seferosa	Chaplain				133	F	<input type="checkbox"/>	100%
<input type="checkbox"/>	SAEL	Mrs Saack	Lee	HSIE				190	F	<input type="checkbox"/>	0%
<input type="checkbox"/>	MATM	Mr Matthews	Manuel	HSIE				188	F	<input type="checkbox"/>	200%
<input type="checkbox"/>	BROA	Ms Brown	Anne	HSIE	12.6			190	F	<input type="checkbox"/>	200%
<input type="checkbox"/>	ECOM	Ms Economopoulos	Moir	Science	8.3			152	F	<input type="checkbox"/>	80%
<input type="checkbox"/>	PINL	Ms Pino	Lesley-Ann	History				188	F	<input type="checkbox"/>	50%
<input type="checkbox"/>	PETL	Mrs Petersons-Rusmanis	Lorraine	ILC				124	F	<input type="checkbox"/>	100%
<input type="checkbox"/>	GORW	Mr Gorringe	Wayne	PDHPE				126, 155	F	<input type="checkbox"/>	80%
<input type="checkbox"/>	HARU	Ms Harry	Jamie	English				170	THP	<input type="checkbox"/>	80%
<input type="checkbox"/>	ROBK	Mrs Robertson	Katherine	PDHPE	12.3			126	F	<input type="checkbox"/>	200%
<input type="checkbox"/>	GUUR	Ms Guinness	Rilla	Middle School				205	F12	<input type="checkbox"/>	50%
<input type="checkbox"/>	ARCD	Mr Arcidiazone	Douglass	Art	12.5			120	TM	<input type="checkbox"/>	50%
<input type="checkbox"/>	DENU	Mrs Denbigh	Jane	Head of English	11.1			1680	F	WWCC Exp	80%
<input type="checkbox"/>	LANK	Ms Lang	Kathryn	Science				164	F	<input type="checkbox"/>	50%
<input type="checkbox"/>	MODG	Ms Moderegger	Gabriele	Languages				192	F	<input type="checkbox"/>	100%
<input type="checkbox"/>	AMPH	Ms Amponin Jr	Hilary	Primary School				128	F	<input type="checkbox"/>	50%
<input type="checkbox"/>	BALG	Mrs Balean	Genevieve	Mathematics	10.5			129, 179	TH	<input type="checkbox"/>	50%
<input type="checkbox"/>	SKRU	Ms Skrbisek	Julie	English				170	Thp	<input type="checkbox"/>	50%
<input type="checkbox"/>	HARM	Mr Harvey	Michael	Science				168	Fc	<input type="checkbox"/>	20%
<input type="checkbox"/>	HOHC	Mr Hohnen	Christopher	Music				138	F	<input type="checkbox"/>	70%
<input type="checkbox"/>	CLIP	Mrs Clinch	Patricia	HSIE	11.2			190	F	<input type="checkbox"/>	40%
<input type="checkbox"/>	DAVL	Ms Davies	Lynette	Primary School	7.2			128	F	<input type="checkbox"/>	80%
<input type="checkbox"/>	MISJ	Mr Misic	James	Music				138	F	<input type="checkbox"/>	0%
<input type="checkbox"/>	DOWE	Ms Dowling	Emily	Drama				174	F	<input type="checkbox"/>	10%
<input type="checkbox"/>	HODK	Mr Hodgman	Kurt	Music				136		<input type="checkbox"/>	50%
<input type="checkbox"/>	PEMC	Mrs Pambrev	IC						F	<input type="checkbox"/>	150%

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

Former Staff File

Former Staff Details

DESM Desmond | Maureen | S00020

General Info | Absences Extras | Groups | Professional | Correspondence | Notes | Confidential | Textbooks

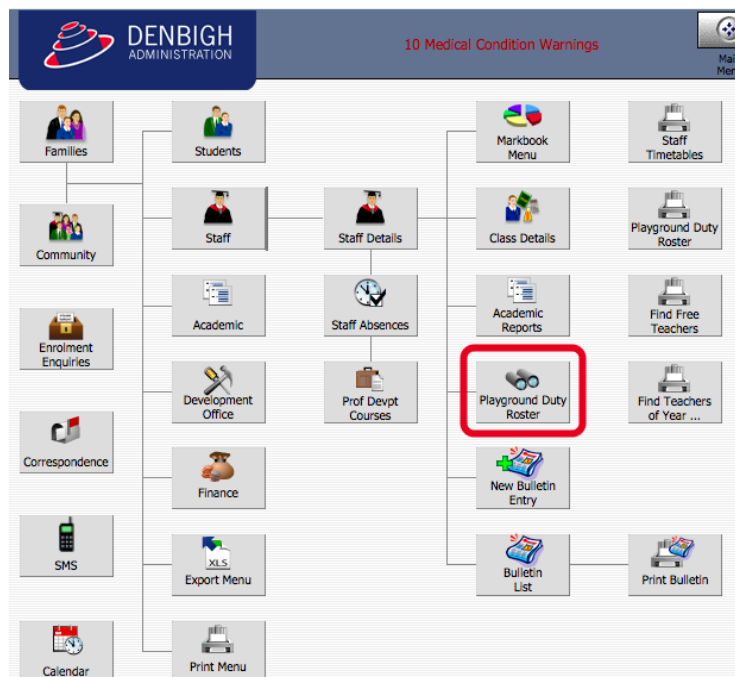
Residential Address: 1 John St, Sydney, NSW, 2000

Postal Address: SBRE1

Qualifications: Administration, Junior School, Science, Co-Curricular, LOTE, Special N, Computing, Mathematics, TAS, Creative Arts, Music, PDHPE, English, History, Primary School, HSIE, Religion

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

Playground Duty Roster



Playground duty roster identifies playground duties amongst staff

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

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.

Day	Period Time	Staff Member	Suggest	Clear	Overwrite
1	11 Before School	ROBM	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
1	12 Recess	ADAD Adams Mr D	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
1	13 Lunch 1	TADD Address T	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
1	14 Lunch 2	TADMIN Administrator T	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
2	11 Before School	ALLT Allesch Mr T	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
2	12 Recess	AMPH Amponin Jr Ms H	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
2	13 Lunch 1	ANGC Angel Mrs C	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
2	14 Lunch 2	ARCD Arcidiacono Mr D	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
3	11 Before School	ARMG Armitage Mr G	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
3	12 Recess	TASSET Assets T	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
3	13 Lunch 1	TATTENDS Attendance T	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
3	14 Lunch 2	TATTENDS AttendanceStaff T	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
4	11 Before School	AYRS Ayre Ms S	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
4	12 Recess	BAIR Bailey Mr R	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
4	13 Lunch 1	BALG Balleen Ms G	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
4	14 Lunch 2	BERP Berman Rev P	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
5	11 Before School	BERJ Berzins Ms J	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
5	12 Recess	BIRM Bird Ms M	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
5	13 Lunch 1	BLIJ Blumer Ms J	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
5	14 Lunch 2	BOLG Bolton Mr G	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
6	11 Before School	BOWD Bowd Mr D	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
6	12 Recess	BREA Brettell Mr A	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
6	13 Lunch 1	BROA Brown Ms A	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
6	14 Lunch 2	KONS Rev. Koning	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>
6	11 Before School	SAEL Mrs. Saack	<input type="button" value="Suggest"/>	<input type="button" value="Clear"/>	<input type="checkbox"/>

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.

Grounds Duty Staff Selection

159 / 240 Found (Sorted)

Records

Script Is Paused

Select Teacher for Grounds Duty

Select	Name	Faculty	Lessons Today	Extras Today	Extras Count / Load	Teaching Load	POD Duties Max	POD Duties Assigned
→	Mr B Tula	Administration	0				4	0
→	Ms N Bar-Ei	ECLC	0				4	0
→	Ms A Lopez	ECLC	0				4	0
→	Ms C Uy	ECLC	0				4	0
→	Ms A Ngaropo-Tuia	Elementary	0				4	0
→	Ms D King	World	0				4	0
→	Ms M Zhang	World	0				4	0
→	Ms L Lin	World	0				4	0
→	Ms K Mikulka	Mathematics	2				4	0
→	Ms R Chen	High School	1	0			4	0
→	Ms G Fan	Assistant	0				4	0
→	Mrs G Yang-March	Assistant	0				4	0
→	Ms B Tang	Elementary	0				4	0
→	Ms S Zhong	Office	0				4	0
→	Ms P Han	Office	0				4	0
→	Miss J Yu	Fine Arts	0				4	0
→	Mr J Zhang	Office	0				4	0
→	Mr P Zhang	Office	0				4	0
→	Miss F Yu	Office	0				4	0
→	Mr A S Huang	Assistant	0				4	0
→	Mr A K Huang	Maintenance	0				4	0
→	Mr Y M Liang	Maintenance	0				4	0
→	Mr Y J Tang	Maintenance	0				4	0
→	Mr J F Chan	Maintenance	0				4	0
→	Mr Z H Liu	Maintenance	0				4	0
→	Ms H X Xie	Assistant	0				4	0
→	Ms S Gao	Assistant	0				4	0
→	Ms M Zhou	ECLC	0				4	0
→	Ms J Tan	ECLC	0				4	0
→	Ms Y X Xie	Assistant	0				4	0
→	Ms S Wen	Assistant	0				4	0
→	Ms H Hou	Assistant	0				4	0
→	Miss L Li	Assistant	0				4	0
→	Ms R Rubinos	Assistant	0				4	0

100%

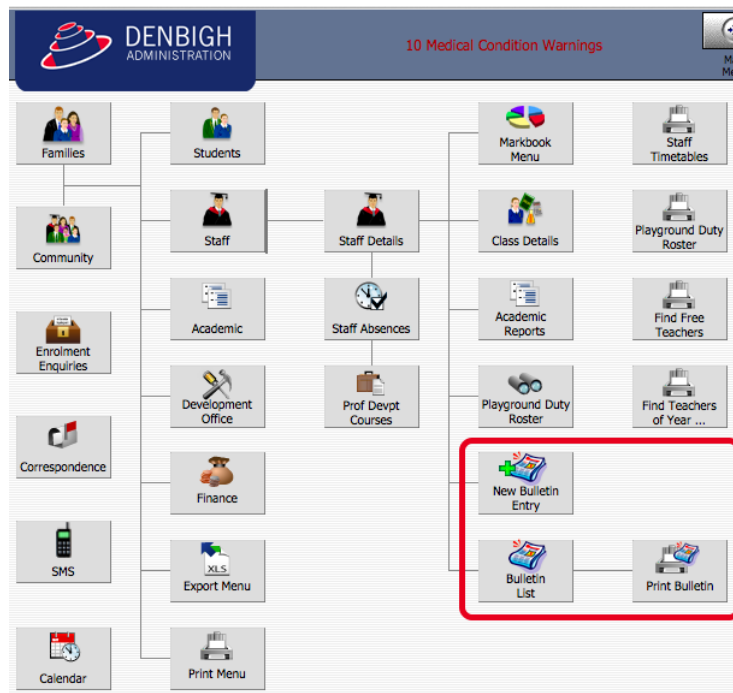
Suggests a list of available teachers.

Denbigh Demonstration School
Playground Duty Roster Printed 13:56 28/02/11

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School	Brettell Mr A Adams Mr D	Brettell Mr A Sun Mr N Stokes Ms M	Waugh Ms J Burlinson Dr M Lam Mrs L	Grierson Ms V Angel Mrs C Fricker Ms J	Faulks Mrs J Petersons-Ruamania Burlinson Dr M
Recess	Tonkin Mr M Kearnsley Ms J	Guinness Ms R Lee Ms K Thompson Mrs L Hallett Ms R Merchant Mrs J	Arcidiacono Mr D Tindall-Jones Mrs L Mackie Mrs T Vlahos Ms R Merchant Mrs J	Lang Ms K Preeyadanshanan Mrs Tonkin Mr M Kovats Mr J Denbigh Mr J	Baleon Mrs G Robertson Mrs K Angel Mrs C McLeod Ms L Burdon Mr J
Lunch 1	Holmes Mrs A Mackie Mrs T Sawden Mrs A Cameron Ms K Donald Miss J	Bowd Mr D Holmes Mrs A Grierson Mrs J Adams Mr D Morris Ms B Ramsey-Merlan Mrs K Macintosh Mr W	Denbigh Mr J Ganey 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 Kossek Mr S Mooder Ms J Lindsay Mrs C
Lunch 2	Corrigan Mr W Graham Ms A Weatherstone Mrs N Allesch Mr T Morris Ms B Williams Mrs J Lejak Ms B	Gibbons Ms D Tran Ms L Lam Mrs L Berman Rev P Cavalho Mr G McMaster Mrs R Logue Ms K	Madroegger Ms G Bolton Mr G Sack Ms L Weatherstone Mrs N Amlidge Mr G Wilson Mr C Shaw Mrs M	Clinch Mrs P Richardson Ms O Matthews Mr M Lee Ms K Patterson Ms R Blumer Ms J Barzins Ms J	Davies Ms L McAlpine Mrs L Pino Ms L Preeyadanshanan Mrs Ayns Ms S Stirling Ms A Harding Mrs A
After School	Bird Ms M Ford Ms K	Grierson Ms V Groux Ms M	Dragnich Ms K Toohey Ms J	Moran Ms C Huttsplith Mrs L Denbigh Mr J	Patterson Ms L Hartnell Mr D
Tutor Group	Bolton Mr G Gilmour Ms E	Denbigh Mr J Bowd Mr D	Bowd Mr D	Bolton Mr G Bowd Mr D	Ayns Ms S Bowd Mr D

Printed Playground duty.

Staff Bulletin



Adding Bulletin items, viewing the list and Printing the Bulletin

Staff Bulletin - New Bulletin Entry

The screenshot shows the 'New Bulletin Entry' dialog box. The title bar reads 'New Bulletin Entry'. The main content area is titled 'Daily Bulletin Entry'. It contains three input fields: 'Date' with the value '7/05/2012', 'Staff Code' with the value 'rlync1', and 'Staff Name' with the value 'Ms Robyn Lynch'. Below these fields is a large text area containing the entry: 'School Choir Practice is at 11am today, please meet in the Hall.' The text area is labeled 'Bulletin Text' at the bottom left. At the bottom right, there are two buttons: 'Cancel' and 'Done'.

Add a bulletin Entry.

Bulletin List

Date	Week No	Timetable Week	Absent Staff	Casuals Today
1/06/2007	W22			
1/06/2007	W22			
14/06/2007	W24			
24/08/2007	W34			
5/09/2007	W36			
5/09/2007	W36			
6/09/2007	W36			
7/09/2007	W36		Antoneila Sowden - Leave	Evelyn
12/09/2007	W37			
18/09/2007	W38			
19/09/2007	W38			
9/08/2008	W32			
25/07/2012	W30			

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

New Daily Bulletin

Daily Bulletin

25/07/2012 Thursday W30
 Date Day Week Timetable Week

John Zhang - Personal Leave

Staff Absences 2

Casuals for Today

Scripture Verse / Message

Sort	Text	Staff Code
1	Volleyball trials cancelled today.	rlync1 Lynch Ms R
	Choir practice will be held in the Hall.	rlync1 Lynch Ms R

Bulletin Entries

Ms Robyn Lynch
 HES Math
 Signatory

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

Daily Bulletin - Print

Denbigh Demonstration School			
Daily Bulletin			
Date:	7 Sep 07	Day:	Friday
Week:	W36	Timetable Week:	

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

Casual teachers in today:

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

Principal

Printed daily bulletin.