

Policy & Procedures Statement

FIELD SERVICES PROGRAM

Rationale

Field Services - Any activity conducted by the staff of this school, which is conducted in the field or at district locations. The instructional program is enhanced by regular face to face contacts. It is the aim of the school to provide one opportunity each term for the students to have face-to-face contact with his/her teacher. Such contact may be through home visits, Minischools, camps, cluster days (Cluster Musters), Sports Muster, Speech & Awards Day, Kick Start Conference (for Home Tutors and students) and visits by children to the school's centre in Charleville.

Values and Beliefs

Field Services form a vital and major role in this school's provision of a personalised and integrated schooling service to its students. The value of field services may be summarised in the following:

- Personalises the relationship between class teacher and the individual child.
- Provides opportunities for new learning experiences outside of those available through the instructional papers and on-air component of the school.
- Provides opportunity for assessment and testing of student learning.
- Provides support to home tutors and parents.
- Enables parents and children to interact in a social setting.
- Provides opportunity for teacher – parent face to face interviews

Policy

Field Services are a vital component of this school's operations and a high level of commitment to it will be sustained by all sections of this school.

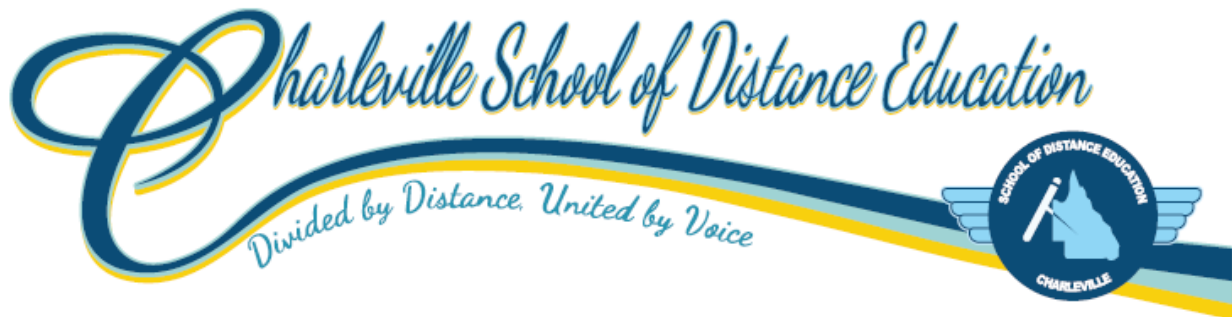
Procedures:

Venues for field services will be selected on the basis of need and viable student attendances by the school's management team. Consideration will be given to the total number of students attending, the educational outcomes for students, the financial cost of each venue and Health and Safety Guidelines of each venue and their use for educational purposes.

Minischool:

Full Service: Minimum of 20 students per venue.

Should a venue have a guaranteed number of students of 20 or more in attendance, for two consecutive Minischools with advance notice of one semester to allow for hire and planning, then such venues can be reinstated for that period of time or until such time as the number of students falls below 20.



Modified Service: 15 – 19 Students per venue.

Should a venue have a guaranteed number of students of 15 – 19 in attendance, then a modified minischool service will be offered.

Alternate Venue: 14 or less students per venue.

Should a venue have 14 or less students in attendance, then students will be able to access a full service minischool at an alternate venue. School organised transport will be provided where possible from the nearest major centres. (Cunnamulla and or Quilpie)

Cluster Muster:

Proposed: Minimum of 10 students per venue.

Should the venue have a guaranteed number of students of 10 or more in attendance, with advance notice of 6 weeks then said field service will be offered.

Teacher numbers: A prioritised criteria for selection of teachers to attend Field Services is listed below:

Minischool: Full service

- The teacher has a substantial number of children attending the proposed activity, i.e. 3 or greater.
- Support Teacher/s for additional activities such as learning support, assessment, etc.
- Other school support staff.
- Students in classes with less than 3 students combined at the discretion of the Deputy Principal and will be supervised by each of their class teachers over the course of the week when practicable.

Minischool: Modified service

- Three or four teachers will attend for the week dependent on the class break down.
- Support Teacher/s may attend on day trips for additional activities such as learning support, etc.
- All staffing of modified service minischools will be at the discretion of the Deputy Principal.

Cluster Muster:

- Two teachers to deliver curriculum as per Key Learning areas not covered by C2C material
- Principal, Deputy Principal and or Curriculum Coordinator to up skill, consult with and communicate with Home Tutors.

Home Visit:

- Class teacher/s, PLO, STL&N, SWD teacher as identified in the needs of the students and family.

Camp:

- Class teachers
 - Deputy Principal
- As per mandated ratio of student: teacher supervision.

Speech and Awards, Swim Muster, Sports Muster and Secondary Field Services:

- All staff are in attendance at these Field services.



Note: The above procedures are subject to the availability of school resources and future teacher commitments as decided by the school's management team.

The final responsibility of allocating teachers to a Field Service will be with the Deputy Principal.

Parent inquiries regarding teachers attending Field Services are not to be handled by class teachers, but are to be directed in all instances, to the Deputy Principal.

On-air lessons:

On-air lessons of teachers at Minischool are to follow the arrangement below:

- On-air lessons on the day of departure and during the Minischool are cancelled

On-air lessons of teachers at Cluster Muster are to follow the arrangement below:

- On-air lessons will be cancelled and replaced with an RRE day

On-air lessons of teachers at Speech and Awards, Swim Muster, Sports Muster and Secondary Field Services are to follow the arrangement below:

- On-air lessons of all teachers are cancelled

Duties of staff attending Field Services

These are outlined in the Teacher handbook and Minischool Handbook.