



Secondary Weekly Briefing

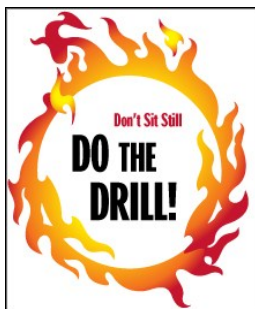
Important dates over the next week

Mon. 15 Oct	Secondary Staff Briefing 8:15am / Senior Secondary Student Briefing 8:30am RLSC
Tues. 16 Oct	Jun Sec Assembly 1.10pm / Q'land Fire Service 1.10pm / Year 11 Speeches - Periods 6 & 7 Heads of Year meeting 3.15pm in R7 / Year 12 Drama Excursion 7.30 - 9.15pm / No ESL
Weds. 17 Oct	Jun Sec Year Level Meetings 8am / APS sport training 3.10pm
Thurs. 18 Oct	Year 7 APS sport - Round 3 / Secondary Staff Meeting 3:15pm in Sec Library
Friday 19 Oct	Sec APS sport Round 5 vs. Emmanuel / Year 8 immunisations (some Year 10s)
Monday 22 Oct	New Student Orientation Day / Panel Verification Meetings & Pupil Free Day (separate schedule)



1. Biology Camp...welcome back!

It is good to have Leigh, Kerry-Anne, Liz and Phil back with us. Phil rated the camp as the 'best ever'...again! Given Phil's tendency towards boundless positivity and unbridled optimism as well as his wild enthusiasm for anything biological, we realise that we may have to take this assessment with 'a pinch of salt'. Well done to the biology camp staff!



2. Emergency Evacuation Drill

If you are a PC teacher...proceed quickly to the evacuation area on the oval & take PC roll.

* Record as absent ALL students who are not seated in front of you.

PC teachers must then report to their respective Head of Campus:

Junior Secondary to Anita Ramsay & Senior Secondary to Mark Heaney.

Please note:

* Fire wardens report on their areas to the Chief Fire Warden - **David Dobbie**

* All non-PC teachers must report to the **Alex Delaforce** to record their safe evacuation

* All admin / non-teaching staff will continue to report to **Rachel Castles**.

3. Senior Secondary Staffroom - preparing to move

Over the next week or so, staff who are located in the Senior Secondary staffroom will receive information about the move into the new administration building. The new staffroom will only accommodate *faculty filing cabinets*. A schedule will be created for moving personal filing cabinets into classrooms. The contents will need to be removed & boxed up before this can occur. Please use this as an opportunity to dispose of any materials that you no longer need.

4. Passmarc (Moodle 2.2) training

There is a substantial transition to the new instance of Passmarc. Please read Matt's email & complete the required tasks according to the timeline. Your old courses must be finalised by **Friday - 02/11/2012** (Week 5). Due to the number of teachers involved in the process, he has designated meeting times according to your timetable in TASS - as a starting point. Matt will explain the process at Thursday's staff meeting. Requirements: 1. Laptop 2. Practice resources



5. Staff Absences this week

Monday - Wayne VDB (QSA) **Cover:** Pd 5 12 Gra T2 - **Matt Dixon** / Cheryl-Lynn H (ill) / LAP (am)

Tuesday - CLH (ill) **Covers:** Pd 1 - Yr 11 Acct S6 - **Lynn Sugden** / Pd 2 - Yr 11 Acct S6 - **Jo Kara**

Wednesday - Cheryl-Lynn Hardy (ill) / Thursday - NIL / Friday - NIL



6. Other matters....

Good to Great Award - Alison & Ashni to present

- No ESL class on Tuesday - students attend RaVE in Pd 5 & Leadership speeches 6 & 7
- Heads of Year - please forward agenda items to MAH
- ELH Drop In Day Calendar - check the timetable via Teachers' Training widget on Castle

