

Phone calls

- All class spaces and offices provide land lines for use by staff.
- Personal mobile numbers are not provided to parents, family members or students.
- The school mobile 0414-298-494 and the office numbers – 0733-480-111 (Manly) and 0730-261-444 (Lindum) are published on the school website.
- All staff phone contacts including emergency next of kin contacts are required on OneSchool and MyHR for school use.
- Provide your next of kin and agencies that might need to contact you urgently in school hours with the school numbers including the mobile. Be aware that messages are not relayed to staff while they are teaching except in an emergency.
- Be aware that phones must be switched off while teaching and supervising students. Separate arrangements are made for staff on excursions and work experience placement supervision but then only for staff to contact the school or emergency services as needed. Likewise, teachers working with students with emergency support needs may request permission to have their phone on during the school day but this is only for emergency support.
- Ensure that phone calls preserve confidentiality, dignity and represent the school's shared values.
- Be aware that in a busy school environment, you may overhear telephone conversation - preserve confidentiality and remember the Code of Conduct.