











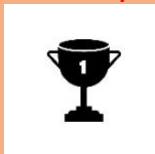





## RSAS Daily Timetable

<p><b>7.30 – 8.20 am</b></p> 	<p><b>7.30am RSAS School Attendance Supervisor Starts Work</b>  <i>Sign in at TITEB Office and Collect Bus</i></p> <p><b>7.30-8.00 am Morning Bus Runs</b>          Children are encouraged to walk to school, if parents/carers would like children to catch bus please have them ready and waiting out front of homes, bus will come past a couple of times between 7.30-8.00 am.  <i>Child seats are fitted for any small children.</i></p>
<p><b>7.30 – 8.15 am Breakfast</b></p> 	<p><b>Breakfast is available for students between 7.30 – 8.15 am each morning at School</b>  <b>On Monday mornings “Big Brekky cook up” and Bacon and Eggs provided for students!</b> As encouragement to get to School bright and early after the weekend.</p>
<p><b>8.00 - 8.45 am</b></p> 	<p><b>8.00 – 8.20 am</b> RSAS Supervisor morning check in with students. Visit Kitchen and Fitness  <b>8.20 – 8.30 am</b> Follow students to class – make sure they all get to class.  <b>8.30 -8.45 am</b> Visit all classes see who is there</p>
<p><b>8.45 – 9.30 am</b></p> 	<p><b>Parent and Family Engagement</b>          Visit families of students not at school.          Find out the reason and record on Schools Online App.  <i>Take any students located to school where possible.</i></p>
<p><b>9.30 -10.45 am</b></p> 	<p><b>RSAS Officer return to RSAS Room</b>          Be available for Teachers to provide support with students. To cool off, need quiet time and mentoring.  <i>Update Attendance data information and administrative tasks as required.</i></p>
<p><b>10.45 – 11.15am</b></p> 	<p><b>Pre School Run</b>          RSAS Supervisor drop off Pre-School children home.  <i>RSAS Bus is fitted with child safety seats.</i></p>
<p><b>11.45 am -12 pm</b></p> 	<p><b>School Lunch Break</b>          Meals provided by <b>School Nutrition Program</b> provided by TITEB.  <i>RSAS Supervisor takes lunch break, if required to assist during Lunch on occasion can be arranged with principal and alternative lunch break time agrees.</i>  <b>Any family not signed up with the School Nutrition Program can talk to the RSAS Supervisor who will assist with sign up.</b></p>

<b>12.00 -12.15 pm</b> 	<b>School Walk Around</b> <b>RSAS Supervisor checks in classrooms and outside areas</b> <i>Encouraging children back to class and offering support for any children where required</i>
<b>12.15 -1.30 pm</b>	<b>RSAS Officer return to RSAS Room.</b> <b>Be available for teachers to provide support with students. To cool off, need quiet time and mentoring.</b> <i>Update Attendance data information and administrative tasks as required.</i>
<b>1.30 -1.45 pm</b> 	<b>School Walk Around</b> <b>RSAS Supervisor checks in classrooms and outside areas</b> <i>Encouraging children back to class and offering support for any children where required</i>
<b>1.45 - 2.45 pm</b> 	<b>RSAS Officer return to RSAS Room</b> <b>Be available for teachers to provide support with students. To cool off, need quiet time and mentoring.</b> <i>Update Attendance data information and administrative tasks as required.</i>
<b>2.45 – 3.15 pm</b> 	<b>Teacher Home Visits</b> <b>RSAS Officer supports teachers with Home Visits.</b> Providing local knowledge to locate and effectively communicate with families and parents.
<b>3.00 pm</b>	<b>RSAS School Attendance Officer End Work Day</b> <b>Report to TITEB Office sign out timesheet and park bus.</b>
<b>Mondays Only</b> <b>3.15 – 3.30pm</b> 	<b>3.15 – 3.30pm Staff Meeting</b> <b>RSAS Supervisor attends school staff meeting.</b>
<b>Fridays only</b> <b>12.30pm – 3.00 pm</b>  	<b>12.30 pm Student Awards</b> <b>RSAS Supervisor meets award students outside Kitchen and takes student home with their awards.</b> <b>1.00pm - 3.00 pm Support teachers with Home Visits.</b> <b>3.00 pm – 3.30pm Report to TITEB Office tidy bus and sign out timesheet</b>

**\*Also refer to Milikapiti RSAS Schedule. Further information is also available on the Milikapiti Community Attendance plan available at the school, TITEB Office or TITEB Website.**

**RSAS Contacts:**

Milikapiti RSAS Supervisor Trevor (TW): 0472 747 375

RSAS Coordinator Jackie: 0488 017 751 (Wurrumiyanga based)

TITEB Darwin Head Office 89 415 988

