













# RSAS Daily Timetable



<p><b>7.30 -8.30 am</b></p> 	<p><b>7.30am RSAS School Attendance Officer Starts Work</b></p> <p>Encourage children to get up and ready for school and in time for breakfast.</p> <p>(RSAS School Attendance Officer to present to TITEB officer and sign in and collect Samsung Tablet between 7.30 and 7.45am)</p> <p><i>Walk school perimeter and encourage children to school in time for breakfast.</i></p>
<p><b>8.00 -8.30 am</b></p> 	<p><b>Breakfast and Sports on School Grounds</b></p> <p>Encourage all students to have breakfast, participate in sports activities and move children into classrooms.</p> <p><b>8.30 am All Children in Class</b></p>
<p><b>8.45 -10.45 am</b></p>  	<p><b>8.40 am RSAS School Attendance Officer visit classes and identify children not at school and do a head count.</b></p> <p><i>Notify the School Nutrition Program provided by TITEB how many lunches to prepare for the day.</i></p> <p><b>9.00 – 10.45 Parent Engagement</b></p> <p>Visit families of students not at school. Complete why not at school entry for each student on tablet. Take any students located to school where possible.</p> <p><b>Fridays 10.40 School Assembly.</b></p> <p>RSAS Officer to prepare Attendance Certificates and Awards identified.</p> <p><i>Note: RSAS staff are not to enter classrooms however can be contacted to collect students to take to office, sick bay or cooling off area or take for a walk on school grounds to mentor or provide support where appropriate and agreed by Principal.</i></p>
<p><b>10.45 -11.30 am</b></p> 	<p><b>Lunch Break</b></p> <p><b>Meals provided for students by the School Nutrition Program (TITEB)</b></p> <p><i>RSAS Officer on Lunch Break, on occasion where support is required on school grounds Principal and RSAS Officer to arrange alternative time for lunch break.</i></p>
<p><b>11.30am -1.10pm</b></p>  	<p><b>11.30 am Students Back in Class</b></p> <p>RSAS School attendance officer to continue family visits for Children not at school or on request of Principal.</p> <p>Assist schools with communicating information to parents/carers</p> <p>Assist with engagement and mentor children on request from Teacher/Principal</p> <p>Data Entry and ongoing administration at TITEB as required</p>

<p><b>1.10-1.20 pm</b></p> 	<p><b>Fruit Break</b>  <b>Provided by School Nutrition Program</b>  <b>RSAS Officer 10-minute break.</b>  <i>Note: If support required by RSAS Officer on occasion suitable alternative break to be negotiated between RSAS Officer and Principal on the day.</i></p>
<p><b>1.20 - 2.30 pm</b></p>  	<p><b>1.20 pm Students Back in Class</b>          RSAS School attendance officer to continue family visits for Children not at school or on request of Principal.          Assist schools with communicating information to parents/carers          Assist with engagement and mentor children on request from Teacher/Principal          Data Entry and ongoing administration at TITEB as required</p> <p><b>2.30 pm School End of Day</b></p>
<p><b>2.30 -3.30pm</b></p>	<p><b>2.30 pm RSAS School Attendance Officer to report to TITEB Office</b>          Complete data entry for day's follow up visits and complete administrative tasks.</p> <p><b>3.30 pm RSAS School Attendance Officer End of Work Day. Sign off timesheet.</b></p>

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



**RSAS Contacts:**

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