













RSAS Daily Timetable

Wurrumiyanga Community

<p>7.15 -8.30am</p> 	<p>7.15am Bus Drivers Start Work Collect Buses from TITEB Compound and Pre –Vehicle Checks.</p> <p>7.30 am First Morning Pick up Staff and any Children ready Staff sign in timesheets at RSAS Head officer Xavier CC Mondays – Senior Tiwi College student support bus pickups and engage with younger students.</p> <p>The school has arrangements to collect students from Four Mile, by their own staff who are residents.</p> <p>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>7.30 – 8.15 am</p> 	<p>Breakfast provided by School Nutrition Program <i>Encourage all students to get to School to have breakfast, RSAS Staff not on bus duty to be on school grounds yard duty.</i></p>
<p>8.30 – 10.15 am</p> 	<p>8.20 am School Starts RSAS Staff not on bus duty encourage students to class.</p> <p>9:30 am collect rolls from school office.</p> <p>9:30-9.45 am ALL RSAS Team meeting at Head office. Staff review Roll and Coordinate the days follow up visits with families Driver and offsider to collect tablet for each bus.</p> <p>Visit families of students not at school. Complete why not at school entry for each student.</p> <p>Take any students located to school where possible If XAVIER student after cut off at 10.30 am make all efforts to ensure student attends the next school day.</p> <p>Staff not on bus duty based on school grounds liaise with school staff to encourage students to class, mentor students and offer support as needed. <i>Note: 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 to students where appropriate and agreed by Teacher/Principal.</i></p>

<p>10.15 -10.45 am</p> 	<p>10.15am Morning Tea/Recess RSAS staff encouraged to have morning tea with children.</p>
<p>11.00 – 1.00pm</p> 	<p>11.30 am Drop pre-schoolers home Continue Family Follow up visits – Why not at school Complete family and child referral tasks and provide support on request of RSAS Coordinator. <i>Ensuring that all follow up visit information is captured on Apps</i></p> <p>12.30pm Part-time RSAS staff end work day Complete daily timesheet at RSAS Head Office.</p>
<p>1pm -1.45pm</p> 	<p>1pm -1.45pm School Lunch Break RSAS staff to take lunch break as scheduled by Coordinator.</p>
<p>1.45 – 2.30pm</p> 	<p>Continue Family Follow Up visits – Why not at school Complete family and child referral tasks and provide support on request of RSAS Coordinator. <i>Ensuring that all follow up visit information is captured on Apps</i> MCPS TEAM Not on bus duty base at MCPS RSAS Room.</p> <p>2.30 pm School End of Day</p>
<p>2.30pm -3.30pm</p> 	<p>2.30 pm Drop Transition children home Staff to return to RSAS Head Office for day's briefing and planning for next day. Tidy buses and return tablets. *Fridays clean buses inside and out, and clean MCPS and Xavier Office according to roster. Sign out on timesheets.</p>
	<p>All RSAS Staff Community Services Training TITEB Training Centre As scheduled around daily activities</p>
<p>Weekly Assemblies</p> 	<p>MCPS Assembly Fridays at 1.00 pm (Weekly) Xavier CC Assembly Tuesdays at 1:30pm (Every 2 weeks) <i>Teams to attend weekly or fortnightly assembly and present Attendance Awards and Certificates as identified.</i></p>

*Also refer to Wurrumiyanga RSAS Schedule. Further information is also available on the Wurrumiyanga Community Attendance plan available at the schools, TITEB Offices or TITEB Website.



RSAS Contacts:

MCPS Bus: 0497 443 396

Xavier Bus: 0497 443 423

RSAS Coordinator, Jackie: 0488 017 751

TITEB Darwin Head Office 89 415 988

