

APC for CRTs: INFORMATION 2023

DANKS STREET PICKLES ST 40 BAY STREET STUDIO 120 GATEHOUSE LAKESIDE



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College Overview

Travel Between Campuses

As an inner city school, Albert Park College has spread out in search of adequate space for our growing cohort. As a result, all CRTs must be ready to move between campuses during the course of a school day. CRTs should have ready, personal access to a smart phone with maps and data. General Classroom teachers will be expected to move between main campuses on foot or using a bike as car parking can be an issue.

If longer distance travel is required adequate time to make this travel will be prvided in your daily schedule. If you feel you cannot physically attend your timetabled classes, please contact the Daily Org immediately on 0409 169 485.

Sport teachers will often be required to travel further afield to access sporting facilities (a list of which concludes this document). When doing this Sport CRTs will often be accompanying students back to the main campuses via public transport. Myki's are available from Danks and 40 Bay St reception.

All Campuses

Danks St:	83 Danks St, Albert Park, 3206	1 - 28. Double rooms are 2a/2b, 7a/7b etc.
Pickles St:	62 Pickles St, Albert Park, 3206	P1 - P9
40 Bay St:	40 Bay St, Port Melbourne, 3207	B1 - B11
Studio 120:	120 Bay St, Port Melbourne. 3207	S1 - S8
Gatehouse:	1 Pier St, Port Melbourne, 3207	GH1, GH2
South Port:	319 Dorcas St, South Melbourne, 3205	SP
_akeside:	5 Aquatic Drive, Albert Park, 3206	APL1, APL2, SEASCT, SEASHED

Room Codes

Classroom Management

The Charter of Respect has been drawn up to assist all members of the Albert Park College community in their understanding of the way in which the College operates. This includes daily practices relating to student engagement and the expectations that these place on all of us.

These guidelines are designed to establish the tone and overarching philosophy of Albert Park College and to provide a guideline to create a safe, positive and stimulating learning environment for all.

Albert Park College wishes to create a reputation for exciting education, implementation and service to students. It is expected that all members of the school community will accept this document and continue to participate in the review process, so that needs and outcomes are better achieved.

You can read the Charter of Respect <u>here.</u> You must be logged into Google Drive with your APC CRT credentials to view this content.

First Aid

- 1. Check the first aid/OHS notice board to view students with action plans and medical needs.
- 2. Become familiar with APC's First aid policy
- 3. Fill in an incident report if you administer any serious first aid (you will find these located with the epipens in reception).
- 4. If you use something from a first aid kit, fill in the log book inside you must record the injury and treatment administered.
- 5. If you are unsure please contact reception

All student and spare epipens, as well as first aid kits are located at campus reception.

First aid procedure – If possible send the student accompanied to reception, or phone reception for assistance.

<u>Click here</u> to view our First Aid Policy. You must be logged into Google Drive with your APC CRT credentials to view this content.

To contact main reception please call 1100 from any school phone or 8695 9000 externally.

General technical Information

Education Support Staff at your starting campus will provide your CRT username and password. Basic lesson plans are left in Compass, while more lesson information maybe stored in Google Classroom. The same password gets you into both systems. Only the username differs slightly. Compass Username: CRT01

Google Classroom Username: crt01@albertparkcollege.vic.edu.au Universal Password: APcAPc37125 (Example - get yours from ES staff)

To log in to Compass, enter your CRT username and password. Then click on the hyperlinks in the timetable to view the lesson plan, location and the roll. Ensure you mark (and save!) the roll. Links from the Compass lesson plan to documents in Classroom or Drive will need the user to enter their CRT email and password to access either Google Docs, Classroom or Sites carrying the curriculum. If these links do not work, try selecting the 'Open Browser' option from the menu.

Passcode for all of the CRT iPads is: 3206 (this is the school's postcode).

Logging into CRT MacBooks requires the following details" Username: crt Password: crt

Please remember to return your device at the end of the day.



Danks Street Campus - 83 Danks St, Albert Park, 3206 Travel Between Campuses

As an inner city school, Albert Park College has spread out in search of adequate space for our growing cohort. As a result, all CRTs must be ready to move between campuses during the course of a school day. CRTs should have ready, personal access to a smart phone with maps and data. General Classroom teachers will be expected to move between main campuses on foot or using a bike as car parking can be an issue.

If longer distance travel is required adequate time to make this travel will be prvided in your daily schedule. If you feel you cannot physically attend your timetabled classes, please contact the Daily Org immediately on 0409 169 485.

Sport teachers will often be required to travel further afield to access sporting facilities (a list of which concludes this document). When doing this Sport CRTs will often be accompanying students back to the main campuses via public transport. Myki's are available from Danks and 40 Bay St reception.

All Campuses

Danks St:	83 Danks St, Albert Park, 3206
Pickles St:	62 Pickles St, Albert Park, 3206
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Studio 120:	120 Bay St, Port Melbourne. 3207
Gatehouse:	1 Pier St, Port Melbourne, 3207
South Port:	319 Dorcas St, South Melbourne, 3205
Lakeside:	5 Aquatic Drive, Albert Park, 3206

Danks St organisation of the school day (no audible school bells)

8.50am	Students arrive at school
9.00 am	Period 1
10.00 am	Period 2
11.00 am	Recess
11.20 am	Period 3
12.20 am	Lunch
1.10 pm	Period 4
2.10 pm	Period 5
3.10 pm	End of school day

Room Codes

1 - 28. Double rooms are 2a/2b, 7a/7b etc. P1 - P9 B1 - B11 S1 - S8 GH1, GH2 SP APL1, APL2, SEASCT, SEASHED



Yard Duty in Learning Centres (LC)

Please ensure that students are seated and quiet at all times. If students are noisy or moving about please ask them to leave the LC and move outside. Yard Duty is also needed in the Gasworks Garden (GWG). A map for this is at the end of this section.

Yard duty is active, please do not bring your work to the LCs when scheduled for duty. Please be active and move throughout the LC, including checking the hallways on the window side of the lockers and the toilets.

Remind students to clean up after themselves once they have finished eating. The LC will be used as a classroom directly after lunch and recess.

Five minutes prior to the end of your scheduled duty (including both sessions at lunch), please circulate through the LC and ensure that tables, chairs and the floor around the tables are clean. Please check the hallways as well.

First Aid

- 1. Check the first aid and OHS notice board in the staff room to view students with action plans and medical needs.
- 2. Become familiar with APC's First Aid Policy (link).
- 3. Fill in an incident report if you administer any serious first aid (you will find these located with the epipens in reception).
- 4. If you use something from a first aid kit, fill in the log book inside. You must record the injury and treatment administered.
- 5. If you are unsure please contact reception.

Epipens:

• All student and spare epipens are located at reception.

Major First Aid kits are located in:

- Reception
- First aid room
- Staff Room
- Science Prep rooms (between room 22 & 23 and 14 16)
- Gymnasium
- Wood work room

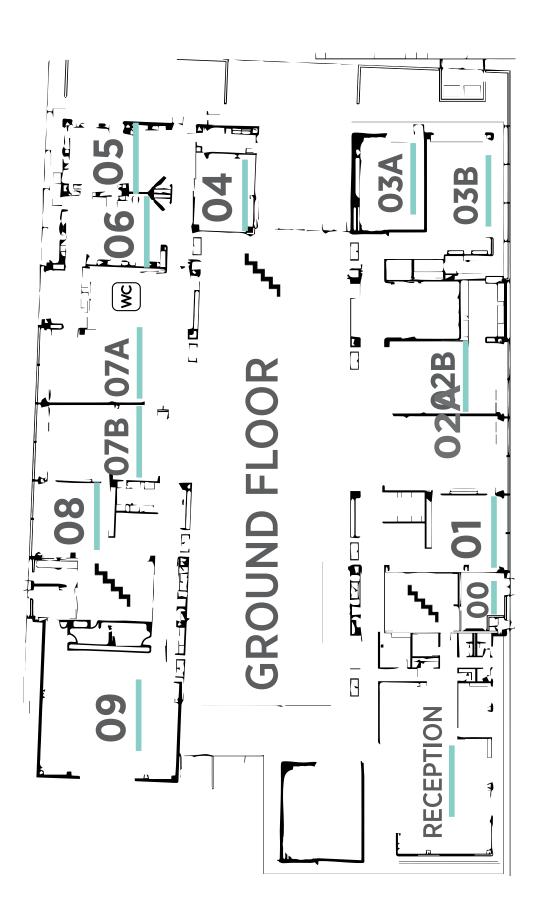
First aid procedure:

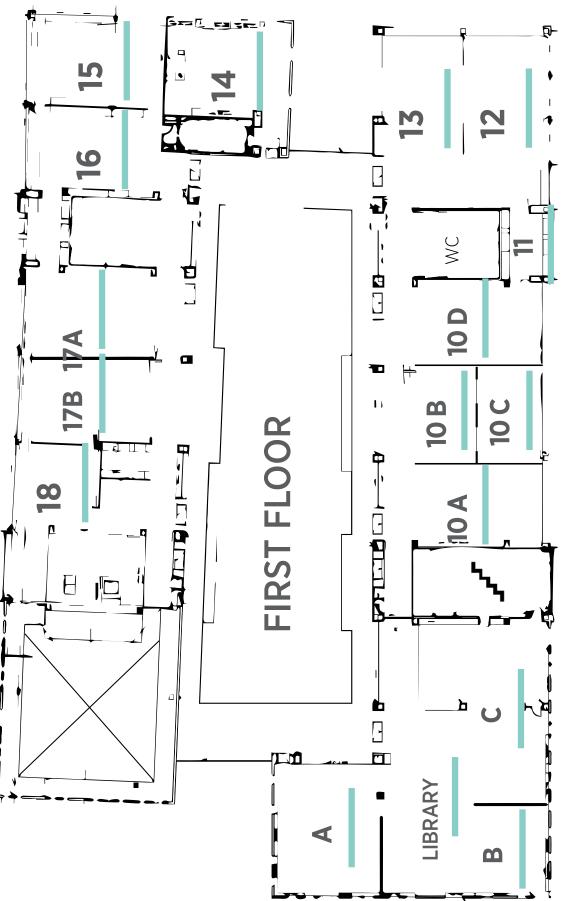
If possible send the student accompanied to reception, or phone reception for assistance. Click here to view our First Aid Policy.

If you need to leave for any reason, please be sure to send BOTH an email to <u>dailyorg@albertparkcollege.vic.edu.au</u> and a text to 0409 169 485.

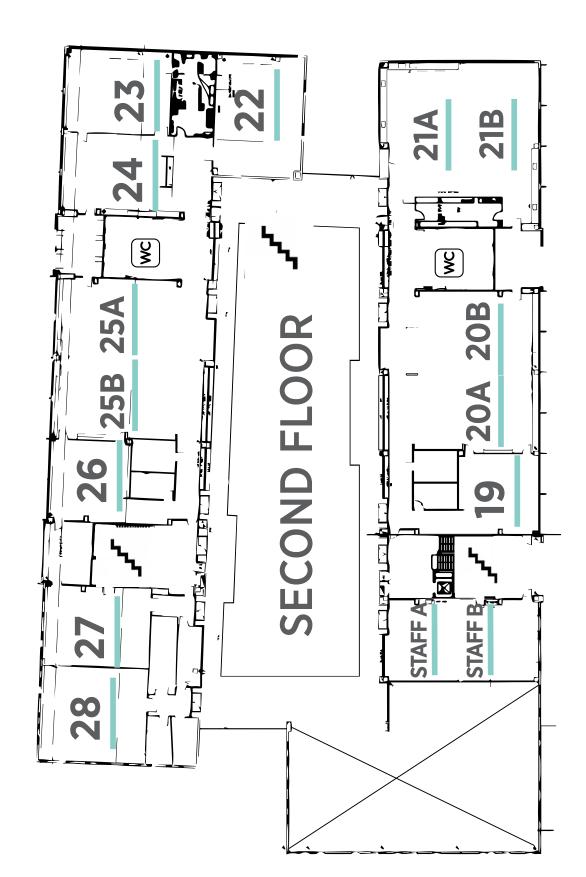
For reception please call 1100 or 1101 from any school phone, or 8695 9000 from your own mobile.



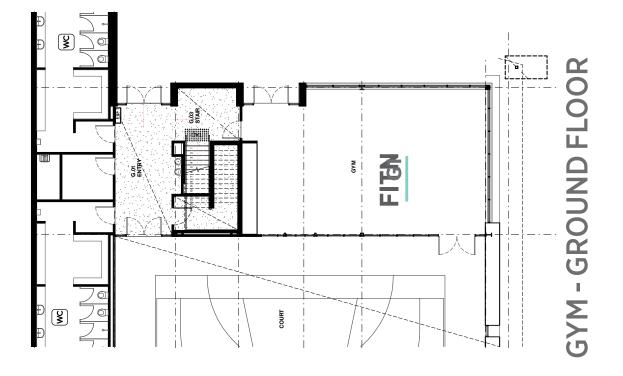


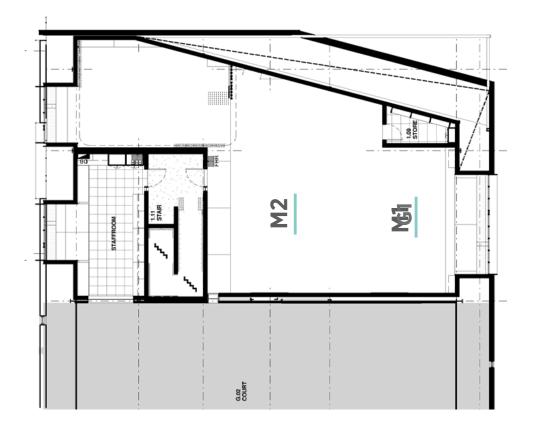








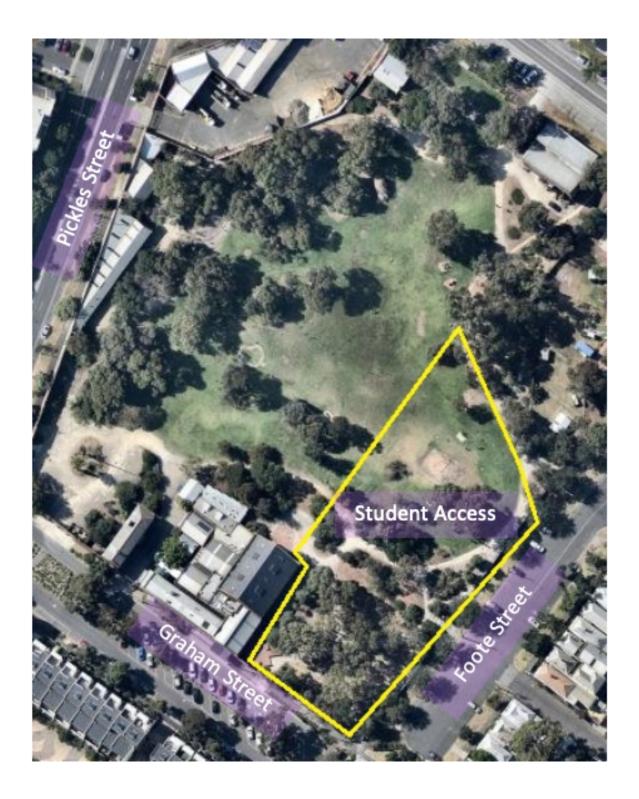




GYM - TOP FLOOR



Gasworks Park Map for Yard Duty





Pickles Street Campus

62 Pickles St Albert Park 3206

The Pickles St Campus is a 5 minutes walk from Danks St across Gasworks Park. CRTs booked for the Danks St campus may have their first period at Pickles - always present at the campus specified on your booking.

All CRTs must be ready to move between campuses during the course of a school day. CRTs should have ready, personal access to a smart phone with maps and data. General Classroom teachers will be expected to move between main campuses on foot or using a bike as car parking can be an issue.

If longer distance travel is required adequate time to make this travel will be prvided in your daily schedule. If you feel you cannot physically attend your timetabled classes, please contact the Daily Org immediately on 0409 169 485.

Organisation of School Day

As students will travel between the Pickles St and Danks St Campus, where movement is required between periods 1 and 2 or 4 and 5, the times of the classes at Pickles St have been adjusted. There are no audible bells. Period start times for Pickles St Campus are on the next page.

Pickles Street Campus Opening Hours

Reception hours: 8.30 am - 4.15 pm Staff Access: 8.00 am - 6 pm Student access: 8.30 am - 4.15 pm

If access to the campus is required by staff outside of school hours, this must be negotiated with campus administration.







Yard Duty at Pickles St

If students remain inside the main building, please ensure that students are seated and quiet at all times. If students are noisy or moving about please ask them to leave and move outside. Students may be on the outside walkways during breaks but the pavilions are locked and out-of-bounds.

Yard duty is active, please do not bring your personal work when scheduled for duty. Please be active and move throughout the campus.

Remind students to clean up after themselves once they have finished eating. The building will be used as a classroom directly after lunch and recess.

Five minutes prior to the end of your scheduled duty (including both sessions at lunch), please circulate through the campus and ensure that tables, chairs and the floor around the tables are clean.

First Aid

- 1. Check the first aid and OHS notice board in the staff room to view students with action plans and medical needs.
- 2. Become familiar with APC's First Aid Policy (link).
- 3. Fill in an incident report if you administer any serious first aid (you will find these located with the epipens in reception).
- 4. If you use something from a first aid kit, fill in the log book inside. You must record the injury and treatment administered.
- 5. If you are unsure please contact reception.

Epipens:

• All student and spare epipens are located at reception.

Major First Aid kits are located in:

- Reception
- First aid room
- Staff Room

First aid procedure:

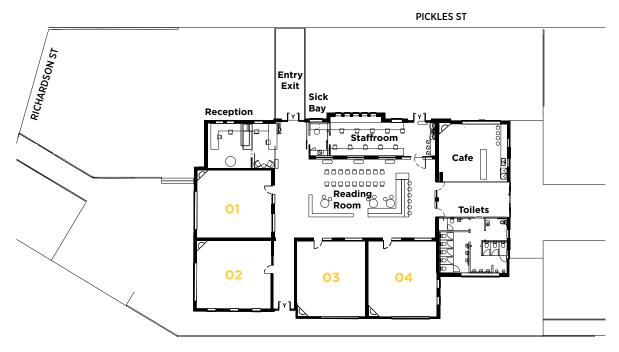
If possible send the student accompanied to reception, or phone reception for assistance. Click here to view our First Aid Policy.

If you need to leave for any reason, please be sure to send BOTH an email to <u>dailyorg@albertparkcollege.vic.edu.au</u> and a text to 0409 169 485.

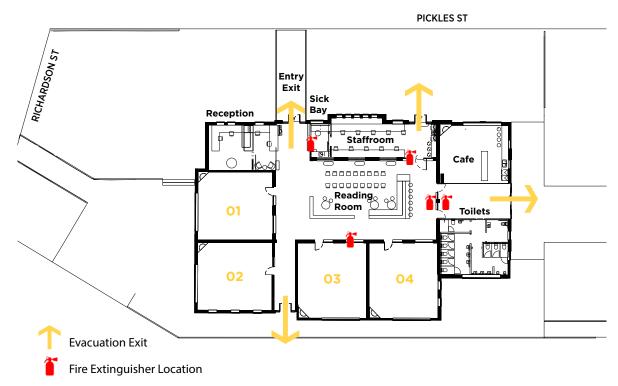
For reception please call 3101 from any school phone, or 8695 9062 from your own mobile.



PICKLES ST CAMPUS MAP 2018

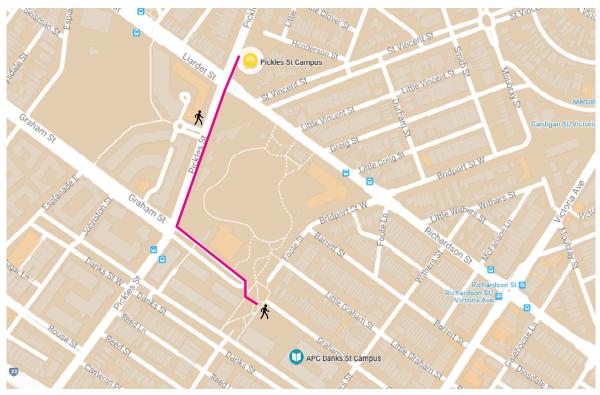


PICKLES ST EMERGENCY MANAGEMENT AND EVACUATION PLAN 2018





Travel between Danks Street and Pickle Street



(Students are to cross at the lights)





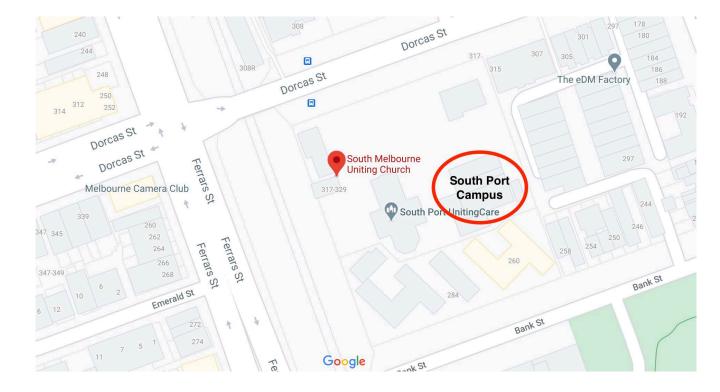
South Port Campus

The South Port Campus is a hall and classrooms at the back of the Dorcas St Uniting Church grounds. The address is 319 Dorcas St, South Melbourne. The campus has a receptionist, and the space is shared by a small cohort of alternate-stream learners and their teacher Mr Archer. Junior Years Dance and Drama classes take place at South Port on occassion.

AM Instructions: For 9am classes, meet students at the South Port Campus. You will then walk students back to their campus for the beginning of recess.

Period 3 onwards: Meet students at Room 9 at Danks or the Drill Hall at Bay and walk together to South Port. Return by the classes end time. If the final class of the day, students will be dismissed from the campus.

In the rare case of the campus being unattended there is a key safe of a pillar outside the main door - the code is 4565.





Bay Street Campus

40 Bay St Port Melbourne 3207

Travel Between Campuses

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Sport teachers will often be required to travel further afield to access sporting facilities (a list of which concludes this document). When doing this Sport CRTs will often be accompanying students back to the main campuses via public transport. Myki's are available from Danks and 40 Bay St reception.

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Gatehouse:	1 Pier St, Port Melbourne, 3207
South Port:	<i>319 Dorcas St, South Melbourne, 3205</i>
Lakeside:	5 Aquatic Drive, Albert Park, 3206

Bay St organisation of the school day (no audible bells)

8.50 am	Students arrive at school
9.00 am	Period 1
10.00 am	Period 2
11.00 am	Recess
11.20 am	Period 3
12.20 pm	Lunch
1.10 pm	Period 4
2.10 pm	Period 5
3.10 pm	End of school day

Room Codes

1 - 28. Double rooms are 2a/2b, 7a/7b etc. P1 - P9 B1 - B11 S1 - S8 GH1, GH2 SP APL1, APL2, SEASCT, SEASHED





Yard Duty at Bay St

Students can congregate in teh Drill Hall and Rooms 1/2, 7/8 during recess and lunch (map at end of section. Please ensure that students are seated and quiet at all times. Students wishing to be active can attend Lagoon Reserve with the rostered staff member. Sports equipment for Lagoon Reserve is stored under the Drill Hall stairs.

Yard duty is active, please do not bring personal work when scheduled for duty. Please be active and move throughout the area.

Remind students to clean up after themselves once they have finished eating. Spaces will be used as a classroom directly after lunch and recess.

First Aid

- 1. Check the first aid and OHS notice board in the staff room to view students with action plans and medical needs.
- 2. Become familiar with APC's First Aid Policy (link).
- 3. Fill in an incident report if you administer any serious first aid (you will find these located with the epipens in reception).
- 4. If you use something from a first aid kit, fill in the log book inside. You must record the injury and treatment administered.
- 5. If you are unsure please contact reception.

Epipens:

• All student and spare epipens are located at reception.

Major First Aid kits are located in:

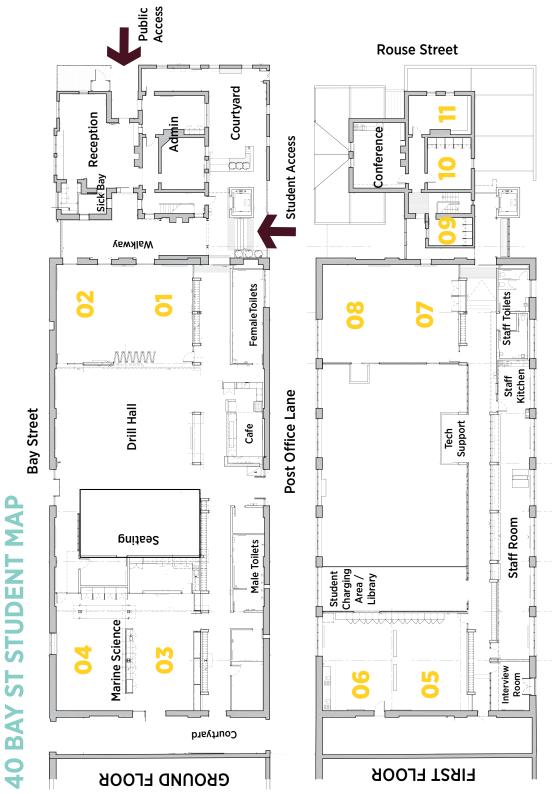
- Reception
- First aid room
- Staff Room
- Science Prep rooms (behind Rooms 3/4)

First aid procedure:

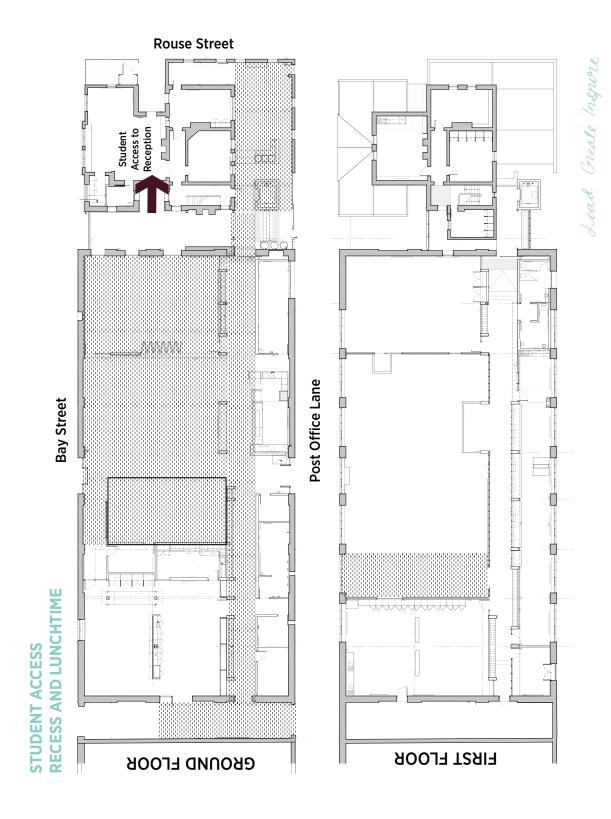
If possible send the student accompanied to reception, or phone reception for assistance. Click here to view our First Aid Policy.

If you need to leave for any reason, please be sure to send BOTH an email to <u>dailyorg@albertparkcollege.vic.edu.au</u> and a text to 0409 169 485.

For reception please call 2100 or 2101 from any school phone, or 8695 9000 from your own mobile.

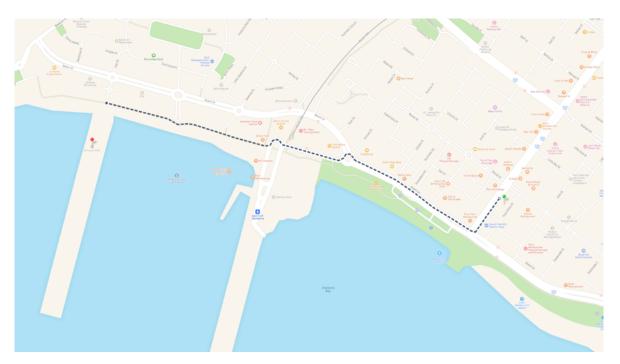


Lead Create Ingriere



Gatehouse Campus - 1 Pier St Port Melbourne, 3207

Gatehouse is an external campuses used regularly by Year 9 students for Environmental Enquiry and Positive Education classes. Depending on the period you are covering, you may need to walk students to and from the campuses. This will communicated to you by school administrators. A walking map can be found below.



Access

The Wi-Fi details are listed below. All staff and students join the same network. Network Name: APC-GH Password: gatehouse

Entering the Building

The Gatehouse key can be picked up and returned at Reception at the Bay Street campus. There is an alarm panel immediately to the left when you enter through the glass door. The code for the alarm is listed below. This code needs to be entered immediately upon entering the building. Code: 6677

Wi-Fi

The Wi-Fi details are listed below. All staff and students join the same network. Network Name: APC-GH Password: gatehouse

Key

The Gatehouse key can be picked up and returned at Reception at the Bay Street campus.



Studio 120

120 Bay St Port Melbourne 3207

Studio 120 is a mix of Visual Arts and STEM classes housed in a state of the art campus, built into level one of a modern office building. It is an inspiring space filled with specialist equipment and breakout spaces to encourage student creativity and learning. Based on Studio working spaces in New York City, it is a campus like no other and extremely popular among staff and students. If you room assignment is S1-S8 you are at Studio 120.

Arrival: You should arrive at 40 Bay St by 8:30am to begin your day at Studio 120.

Roll-Marking, IT & Devices: You should pick up your device and password from the Bay St Campus at 40 Bay St. Studio 120 is a five minute walk from there. The Wifi Networks are the same as at Bay St or Danks St campuses - no other passwords needed.

Building Access: Enter via the unlocked door to the staircase at the back of the foyer of 120 Bay St. 120 Bay St house the Port Melbourne Grocer on the ground floor. Walk past this and past the lifts to the door at the back. You will see the College's Yellow A logo.

Parking: Parking can be challenging. There is all day parking on nearby Rouse St, as well as Dow St and Esplanade West, which run parallel to Bay St. Alternatively the No. 109 Tram arrives near by at Graham St.

Moving between campuses: Many students move between Danks St and Studio 120 each day, as do Year 9 students between Studio 120 and 40 Bay St. To allow for this travel, Studio 120 has slightly different Period times to the other campuses. These times are laid out on the next page.

In an emergency please contact Danks St reception on 8695 9000.



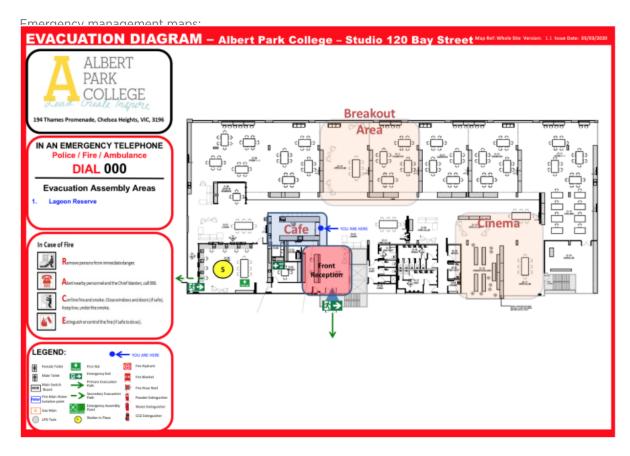




Maps



Campus map with Emergency Exits Identified:





Lakeside

5 Aquatic Drive Albert Park 3206

Lakeside Campus is situated at the Albert Park Yacht Club, 5 Aquatic Drive, Albert Park, 3206. The campus is used for teaching Positive Education, Leadership and Sport to Year 8s. Students meet you at the campus in the morning and remain there all day. Some travel may be required to nearby sports fields. Students will be dismissed from either Lakeside or these sports fields at the end of the day.

Eddie Gillespie (M: 0452 656 855) is the Campus Leader. He is at the campus every day.

Arrival: You should be arriving at the Lakeside Campus by 8:30am.

Roll-Marking, IT & Devices: A MacBook will be available for you to pick up from the Staff Room in the Lakeside campus. You can sign-in to the laptop using the credentials below:

Username: Lakeside Password: 5lakeside

You should use the CRT credentials provided to you in your booking, or via the Daily Organiser, to login to Compass and see the day's classes. The same credentials can be used to login to Google classroom.

The MacBook will be connected to the Wifi, but if there are any issues please connect using the credentials below.

Network name: APC-LS Password: apclakeside

Building Access: Normally there will be another APC teacher at the campus to let you in.

Parking: It's best to park on Canterbury Rd (4 hour and all day parking) or Paid Parking near the Lakeside building. We are awaiting parking permits for all staff, but for the time being, pelase keep your parking receipts for reimbursement.

Getting there and away: Students who are taught at Lakeside stay there for the full day, so no travel to or from the campus with students will be needed. However, CRTs may sometimes have a half day at Lakeside. Driving or bike-riding is recommended for travel between Lakeside and other Campuses due the distances involved.

In an emergency please contact Danks St reception on 8695 9000.

Sport & Off-Site Locations

Albert Park College utilises a number of external sports locations across Year 7, 8 and 9. If you are a Sport/PE CRT you must be prepared to travel to and from these locations, often accompanying students to or from our various campuses by foot or on public transport. Myki's can be All off-site activities are double lessons. If you have an off-site class, you must pick up First Aid Kits and EpiPen before traveling to the location. Your booking will specify which campus this pick up will occur from, and the recommended time of arrival at the campus to allow travel to the off-site location.

AM Off-site: Meet students at the location by 9am, then travel back (walk or PT) with students to arrive by 11am. Estimated travel times from campuses to external sites are provided below.

PM Off-site: Meet students at Danks Street Gym, Bay Street Drill Hall or Lakeside Campus and travel with students to the location. Students dismissed from venue. CRTs should return the First Aid kits and school devices to the campus they borrowed them from and sign out with reception.

All off-site Sport locations are written below. Sports classes that are not listed below, take place at the Danks Street Gym. Further details for each location, including travel times, exact addresses are provided in the following pages.

Sport	Term	Location	Year Levels
Handball	Term 1	APC Gym	7, 8, 9
Tennis	Term 1 and 4	АРТНС	7, 8, 9
Volleyball	Term 1 and 4	APC Gym	7, 8, 9
Cricket	Term 1	Lagoon	7, 8, 9
AFL (Year 7 and 8)	Term 2	lan Johnson Oval	7, 8
AFL (Year 9)	Term 2	JL Murphy Reserve	9
Netball	Term 2 and 3	APISC	7, 8, 9
Soccer (Year 7 and 8)	Term 2	John Coleman Field	7, 8
Yoga	Term 2	PMLSC	9
Badminton	Term 2	APC Gym	9
Basketball	Term 3	APC Gym	7, 8, 9
Futsal	Term 3	APISC	7, 8, 9
Soccer (Year 9)	Term 2	JL Murphy Reserve	9
Hockey	Term 3	АРТНС	7, 8, 9
Group Fitness	Term 3	FITN	7, 9
Softball	Term 4	To be confirmed	7, 8, 9



Leadership Classes and Locations

Leadership runs in Years 7 and 8 and features a rolling schedule of activities that each class moves through. All the activities, their weeks of operation and off-site locations are listed below. You class notes will tell you if you have these activities, as will the Daily Organiser. Year 8 Leadership always meet at the Lakeside Campus and use surroundaing sports fields. Year 7 Leadership meeting spots vary.

Many activities have an external instructor who will teach the students, with the CRT offering supervision and support. 'CRT' means the CRT takes the class, 'Instructor' means the Instructor does. Further details for each location, including travel times, exact addresses are provided in the following pages.

Activity	Time-Frame	Location	CRT/Instructor
Life-Saving	Feb-April (T1), Oct-Dec (T4)	PMLSC	Inst.
Sailing	Feb-May (T1&2), Sept- Dec(T3&4)	RMYS Y7 Lakeside Y8	Inst.
Athletics	All-Year	Lagoon	CRT
Martial Arts	Apr-Jun (T2), Jul-Sep (T3)	PMLSC	Inst.
Team Challenges	All Year	APC Gym Y7 Lakeside Y8	CRT
Health	All Year	Classrooms/ SMLSC	CRT
Fitness	All Year	APC Gym/Gasworks	CRT
Gymnastics	All Year	APC Gym	Inst.
Aquatics	All Year	MSAC	Inst.

Sport Information

APTHC - Albert Park Tennis and Hockey Centre – Synthetic Fields

Address: Hockey Dr, St Kilda VIC 3182 (Off Aughtie Drive, Albert Park Lake) Equipment Notes: All equipment stored in lock box underneath the concrete stairs. Code for keybox next to gate = 6732 Code for combination locks = 007

JL Murphy Reserve

Address: JL Murphy Reserve, Williamstown Rd, Port Melbourne, 3207 Equipment Notes: Equipment for JL Murphy to be collected from Bay St storeroom (located under stairs in Drill Hall) prior to travelling to JL Murphy.

Albert Park Lake Sporting Precinct

Oval 1, 6, 17 or Field 14 - Aughtie Drive, Albert Park.

Equipment Notes:

Equipment located in Clarke Shields Pavilion South Melbourne District Sports Club, St Kilda VIC 3182

- Boys Changerooms in Back Room.

APISC – Albert Park Indoor Sports Centre

Pitt Building 3, Aughtie Drive, Albert Park VIC 3206 Equipment Notes: Equipment for Futsal located behind desk at APISC.

Port Melbourne Surf Life Saving Club PMSLSC 38

Beaconsfield Parade, Port Melbourne VIC 3207 Equipment Notes: N/A **MSAC – Melbourne Sports and Aquatic Centre** Aughtie Dve, Albert Park Equipment Notes: N/A

Lagoon Reserve

Graham St, Albert Park Equipment Notes: Equipment located in Danks St gym storeroom. Key available from reception.

St Vincents Bowls Club

St Vincent Gardens, Albert Park VIC 3208 Equipment Notes: Equipment to be collected from Danks St gym storage room if session is located at St Vincents. Will be in large wheel bag.

APC Gym

Equipment for all sport in the APC Gym, is located in Danks St storeroom. The key is available from reception.

South Melbourne Life Saving Club

72 B Beaconsfield Parade, Albert Park Victoria 3206

Royal Melbourne Yacht Squadron

Royal Melbourne Yacht Squadron, Pier Rd, St Kilda VIC 3182

Lawler Theatre

140 Southbank Boulevard, Southbank 3006 Enter via reception, school has hired the Lawler Theatre