

## Help Page - School Principal Page



NSW / ACT

Home

# School Principal Page

Jump to:

[Principal Area](#) | [Principal Checklist](#) | [Compliance Report](#)

## Principal's Area

*example image: see numbers below for explanation of the different areas of this page*

# Principal's Area

## Principal Checklists

+ Create Principal Checklist

1

Title	Creator	Modified
No content found.		

## Compliance Reports

+ Create Compliance Report

1


Compliance Report Sign Off

2

Title	Creator	Modified
No content found.		


3

in order for your compliance report to appear you need to

1. Click the following icon while in edit mode 
2. Add the label **hacprincipalchecklist** to the created sheet. There should be 2 labels now **happincipalchecklist** and **principalchecklist**.

4

in order for your compliance report to appear you need to

1. Click the following icon while in edit mode 
2. Add the label **hacompliance** to the created sheet. There should be 2 labels now **hacompliance** and **compliancereport**.

Jump to:

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## 1.

Use the buttons to create a new Principal Checklist and Compliance Reports. Refer to the [Principal Checklist Page](#) & [Compliance Report Page](#) for more information.

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## 2.

Click here to sign off on each reporting period. This form is required to be submitted after the Compliance Report has been completed.

### NSW Compliance Report Sign Off

**School**

**Principal**



I,   confirm that the  Compliance Report has been completed.

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### 3.

This lists all the past and current Principal Checklist/Compliance Report pages. Click on one to open, cmd + Click (Mac) or Ctrl + click (Windows) top open in a new tab.

#### EXAMPLE VIDEO

Your browser does not support the HTML5 video element

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### 4.

These labels **MUST** be added to a newly created page for the page to appear on the list above.

You can press "L" on a page to edit the labels on a page

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## Principal Checklist Page

Jump to:

[New Checklist](#) | [Update Checklist](#) | [Irrelevant Task](#) | [Add Task](#)

## New Checklist

When creating a new Principal Checklist Page enter the year of the checklist.

[Policies - NSW Education](#) / [Pages](#) / ... / [Border Christian College Principal Checklists](#)    DRAFT

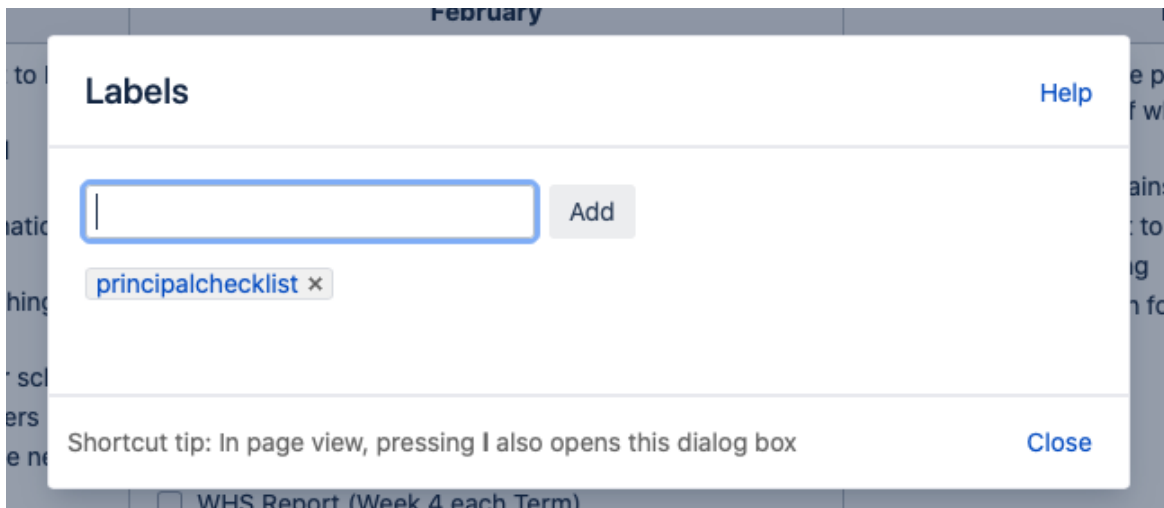
### Border Principal Checklist - @year

and then click on the label icon

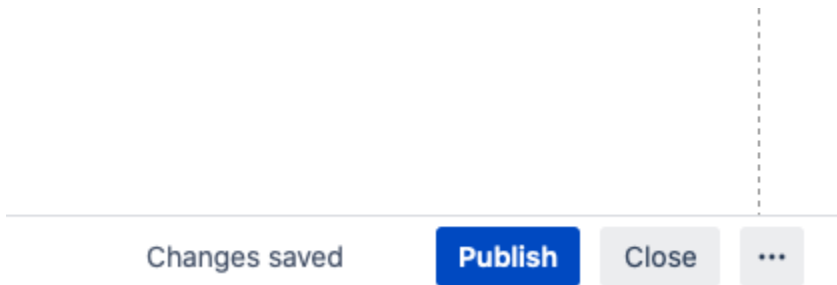
[Policies - NSW Education](#) / [Pages](#) / ... / [Border Christian College Principal Checklists](#)    DRAFT

### Border Principal Checklist - @year

and add the label that is relevant for your school. This found on your Principal's page



Click publish to save your page



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## Update Checklist

To edit the checklist just click on check box for the task completed. No need to click edit as the page saves the checkbox like a to do list.

## Tasks to be completed through the year

January	February	March
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All new employees information sent to Head Office</li> <li><input checked="" type="checkbox"/> Send all start dates for Support and Administrative staff to Head Office</li> <li><input checked="" type="checkbox"/> Collect Contractor insurance information and Safe work expectations</li> <li><input checked="" type="checkbox"/> Check NESA registration of all Teaching staff</li> <li><input checked="" type="checkbox"/> Select mentors for new staff in your school</li> <li><input checked="" type="checkbox"/> Select mentors for beginning teachers</li> <li><input checked="" type="checkbox"/> All staff sign code of conduct for the new year</li> <li><input checked="" type="checkbox"/> New Staff School Induction (Child Protection &amp; Code of Conduct, Policies &amp; Procedures etc)</li> <li><input checked="" type="checkbox"/> Sign WHS Consultation Agreement</li> <li><input checked="" type="checkbox"/> Forward School Council Meeting dates for the year to Head Office</li> <li><input checked="" type="checkbox"/> Forward School Calendar to Head Office</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> AUC Opening Report</li> <li><input checked="" type="checkbox"/> Check pay levels for all staff</li> <li><input checked="" type="checkbox"/> Term 1 fees sent out</li> <li><input checked="" type="checkbox"/> Bad Debt review of current parents</li> <li><input checked="" type="checkbox"/> Start Attendance Data collection</li> <li><input checked="" type="checkbox"/> NAPLAN PAR Due</li> <li><input checked="" type="checkbox"/> Updated Rolling School Improvement Plan (QAS)</li> <li><input checked="" type="checkbox"/> Notify Education Director re changes in grades offered, principal changes, address changes, addition of campuses</li> <li><input checked="" type="checkbox"/> Final budget and capital approval</li> <li><input checked="" type="checkbox"/> WHS Report (Week 4 each Term)</li> <li><input type="checkbox"/> Complete a schedule for Governance training</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Remind Head Office payroll of Support and Administrative staff who do not work over the holidays</li> <li><input type="checkbox"/> Government Chaplains Report</li> <li><input checked="" type="checkbox"/> Compliance Report to BOD (1)</li> <li><input checked="" type="checkbox"/> WHS Online Training</li> <li><input checked="" type="checkbox"/> Prepare information for NESA Annual Report due April</li> </ul>

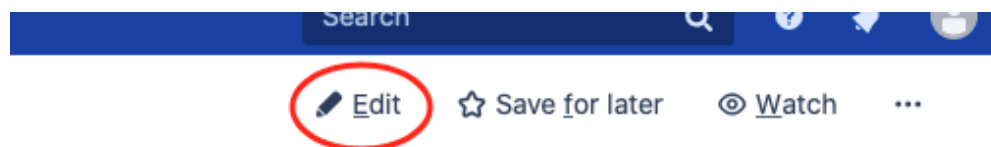
### EXAMPLE VIDEO

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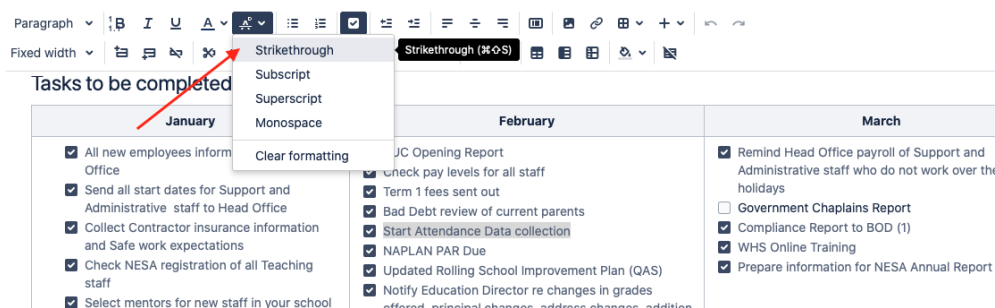
## Irrelevant Task

If a task is irrelevant for your school, click on the edit button

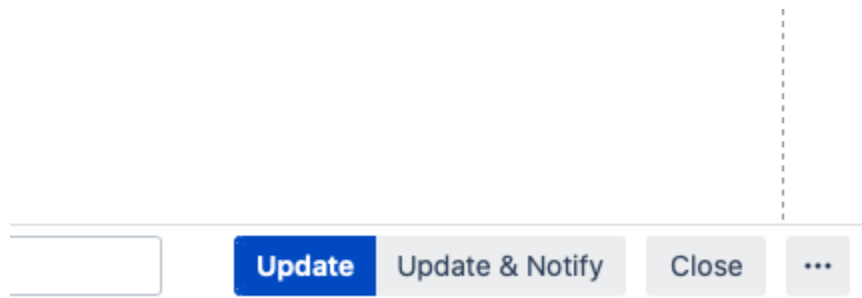


March
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Remind Head Office payroll of Support and Administrative staff who do not work over the holidays</li> </ul>

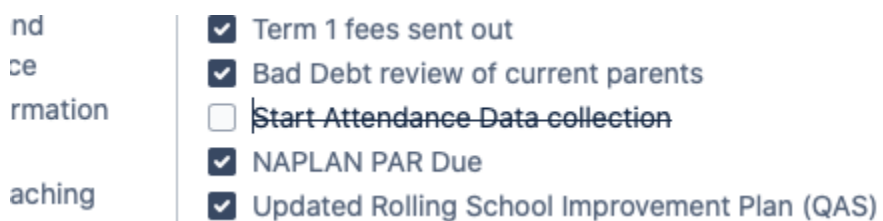
Highlight the task and then select Strikethrough



Once finished just click Update to save your changes



Final result will look like this






#### EXAMPLE VIDEO

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## Add Task

To add a task to the list, click on the edit button

 **Edit**  Save for later  Watch ...

March	
<input checked="" type="checkbox"/>	Remind Head Office payroll of Support and Administrative staff who do not work over the holidays

Click at end of the last task in the month you want to create your task and press enter

<input type="checkbox"/> Administrative staff to Head Office <input type="checkbox"/> Collect Contractor insurance information and Safe work expectations <input type="checkbox"/> Check NESA registration of all Teaching staff <input type="checkbox"/> Select mentors for new staff in your school <input type="checkbox"/> Select mentors for beginning teachers <input type="checkbox"/> All staff sign code of conduct for the new year <input type="checkbox"/> New Staff School Induction (Child Protection & Code of Conduct, Policies & Procedures etc) <input type="checkbox"/> Sign WHS Consultation Agreement <input type="checkbox"/> Forward School Council Meeting dates for the year to Head Office <input type="checkbox"/> Forward School Calendar to Head Office	<input type="checkbox"/> Bad Debt review of current parents <input type="checkbox"/> Start Attendance Data collection <input type="checkbox"/> NAPLAN PAR Due <input type="checkbox"/> Updated Rolling School Improvement Plan (QAS) <input type="checkbox"/> Notify Education Director re changes in grades offered, principal changes, address changes, <u>addition</u> of campuses <input type="checkbox"/> Final budget and capital approval <input type="checkbox"/> WHS Report (Week 4 each Term) <input type="checkbox"/> Complete a schedule for Governance training	<input type="checkbox"/> Government Chaplains Report <input type="checkbox"/> Compliance Report to BOD (1) <input type="checkbox"/> WHS Online Training <input type="checkbox"/> Prepare information for NESA Annual Report due April
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Type your new task in the new line

<input type="checkbox"/> All new employees information sent to Head Office <input type="checkbox"/> Send all start dates for Support and Administrative staff to Head Office <input type="checkbox"/> Collect Contractor insurance information and Safe work expectations <input type="checkbox"/> Check NESA registration of all Teaching staff <input type="checkbox"/> Select mentors for new staff in your school <input type="checkbox"/> Select mentors for beginning teachers <input type="checkbox"/> All staff sign code of conduct for the new year <input type="checkbox"/> New Staff School Induction (Child Protection & Code of Conduct, Policies & Procedures etc) <input type="checkbox"/> Sign WHS Consultation Agreement <input type="checkbox"/> Forward School Council Meeting dates for the year to Head Office	<input type="checkbox"/> ABC Opening report <input type="checkbox"/> Check pay levels for all staff <input type="checkbox"/> Term 1 fees sent out <input type="checkbox"/> Bad Debt review of current parents <input type="checkbox"/> Start Attendance Data collection <input type="checkbox"/> NAPLAN PAR Due <input type="checkbox"/> Updated Rolling School Improvement Plan (QAS) <input type="checkbox"/> Notify Education Director re changes in grades offered, principal changes, address changes, <u>addition</u> of campuses <input type="checkbox"/> Final budget and capital approval <input type="checkbox"/> WHS Report (Week 4 each Term) <input type="checkbox"/> Complete a schedule for Governance training <input type="checkbox"/> New Task	<input type="checkbox"/> Remind Head Office payroll of support and Administrative staff who do not work over the holidays <input type="checkbox"/> Government Chaplains Report <input type="checkbox"/> Compliance Report to BOD (1) <input type="checkbox"/> WHS Online Training <input type="checkbox"/> Prepare information for NESA Annual Report due April
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Once finished just click Update to save your changes

	<input type="button" value="Update"/> <input type="button" value="Update &amp; Notify"/> <input type="button" value="Close"/> <input type="button" value="..."/>
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**EXAMPLE VIDEO**

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## Compliance Report Page

Jump to:

[New Report](#) | [Update Complete Checklist](#) | [Update Answers](#) | [Report Sign Off Form](#)

### New Report

When creating a new Compliance Report Checklist Page enter the Term and Year of the report.

[Policies - NSW Education](#) / [Pages](#) / ... / [Avondale Compliance Report Page](#)    **DRAFT**

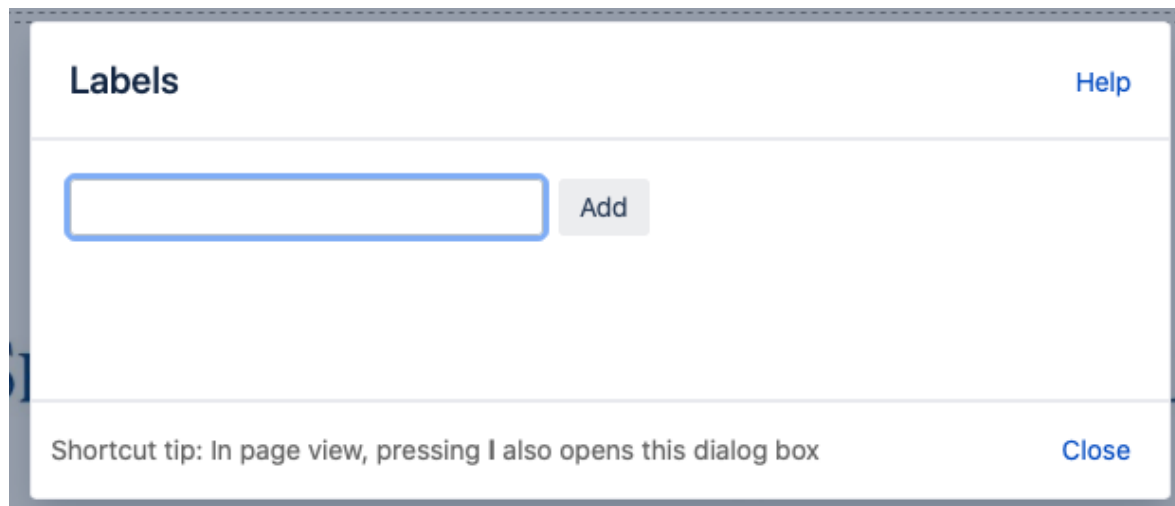
## Avondale Compliance Report - @Term @Year

and then click on the label icon

[Policies - NSW Education](#) / [Pages](#) / ... / [Avondale Compliance Report Page](#)    **DRAFT**

## Avondale Compliance Report - @Term @Year

and add the label that is relevant for your school. This found on your Principal's page.



**Labels** [Help](#)

 **Add**

Shortcut tip: In page view, pressing I also opens this dialog box [Close](#)

It would also be a good idea to fill in this information, **apart from the date**, as this should be date of completion.





# SEVENTH-DAY ADVENTIST SCHOOLS NSW/ACT

## School Principal's Report to the Board of Directors

**School Company**

*type text here*

**School**

*type text here*

**Date**

*type // to insert date*

Click publish to save your page

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Changes saved

**Publish**

Close



### EXAMPLE VIDEO

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## Update Compliance Checklist

To complete questions in each of the 10 compliance sections just click on either the yes or no boxes. No need to click edit as the page saves the checkbox like a to do list.

### 1. Teaching Staff

Do you have readily accessible:

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | An updated copy of the qualifications of teaching staff?                    |
| <input type="checkbox"/> | <input type="checkbox"/> | An ongoing register of all professional development undertaken by teachers? |
| <input type="checkbox"/> | <input type="checkbox"/> | Annual staff appraisals?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Job descriptions for each staff member?                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | An updated list of teacher loadings and FTE for each teacher?               |

If any item is selected 'No' please explain.

### 2. Non-Teaching Staff

Do you have readily accessible:

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | An updated list of all non-teaching employees and their FTE?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Record of WWCC Clearance for volunteer staff and contractors? |
| <input type="checkbox"/> | <input type="checkbox"/> | Job descriptions for each non-teaching staff?                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Annual Staff Appraisals?                                      |

If any item is selected 'No' please explain.

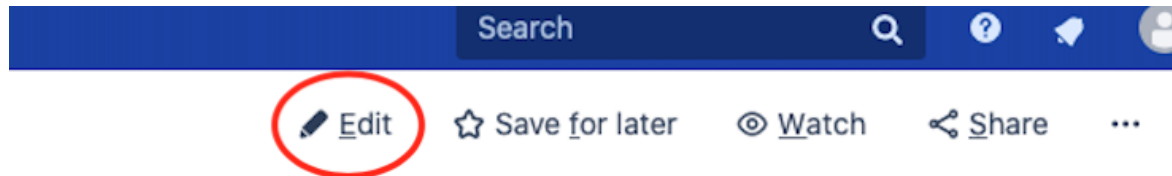
#### EXAMPLE VIDEO

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## Update Answers

If the answer was no to any of the compliance questions or need to answer the top question in the report, click on the edit button



Scroll to the area to need to answer and type your answer in the type text here area

**1. School Improvement Plan**

a. **Please indicate the QAS Component(s) being reviewed by the school this year**

*type text here*

b. **For Components where the review has been completed in the period since the last report, comment on whether related these initiatives are**

*type text here*

c. **Where School Improvement Plan initiatives have been completed in the period since the last report, comment on the**

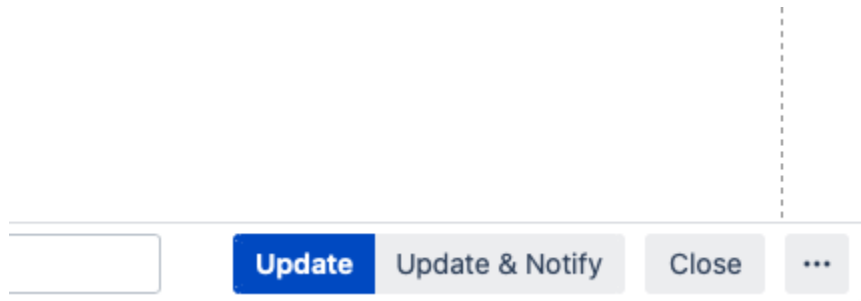
*type text here*

**2. WHS**

a. **Please provide the current status of outstanding WHS issues**

*type text here*

Once finished just click Update to save your changes



The image shows a horizontal bar at the bottom of a form. On the left is a small empty rectangular box. To its right are four buttons: a blue 'Update' button, a grey 'Update & Notify' button, a grey 'Close' button, and a grey button with three dots (a menu icon). A vertical dashed line is positioned to the right of the 'Update' button, and a solid vertical line is to the right of the menu icon button.

**EXAMPLE VIDEO**

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## Report Sign Off

Below is a video outlining how to fill in the sign off form.

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