




HOW TO USE THIS DOCUMENT

Cowandilla Learning Centre—New Staff Orientation

Click anywhere that has  to go directly to that location in the Staff OneNote.

FINDING WHAT YOU NEED IN ONENOTE
Cowandilla Learning Centre—New Staff Orientation

- DAILY BULLETIN**
OneNote > CLC Staff 2025 > Daily Bulletin
- NIT TIMETABLE**
OneNote > CLC Staff 2025 > Daily Bulletin > NIT Timetable
- ABC-H SUPPORT (CRITICAL INCIDENT)**
OneNote > CLC Staff 2025 > ABCH Support
- EXCURSION PROCEDURE AND FORMS**
OneNote > CLC Staff 2025 > Excursions

Click on icons for more information.

Hover mouse over icons for examples.



RETURN HOME!





FINDING WHAT YOU NEED IN ONENOTE

Cowandilla Learning Centre—New Staff Orientation



DAILY BULLETIN

 OneNote ▶

CLC Staff 2025 ▶ Daily Bulletin



NIT TIMETABLE

 OneNote ▶

CLC Staff 2025 ▶ Daily Bulletin ▶ NIT Timetable



ABC-H SUPPORT (CRITICAL INCIDENT)

 OneNote ▶

CLC Staff 2025 ▶ ABCH Support



EXCURSION PROCEDURE AND FORMS

 OneNote ▶

CLC Staff 2025 ▶ Excursions



HAZARD REPORTING

 OneNote ▶

CLC Staff 2025 ▶ Hazard Reporting



SITE INVENTORY

 OneNote ▶

CLC Staff 2025 ▶ Resource Inventory



STAFF ABSENCE PROCESS

 OneNote ▶

CLC Staff 2025 ▶ Staff Absence Process



STUDENT FILES

 OneNote ▶

CLC Staff 2025 ▶ Student Files

DAILY BULLETIN

- ONENOTE EDITION

A quick guide to what you need to know



STAFF AND STUDENT ABSENCES

Reported staff and student absences for the day.



STAFF WHEREABOUTS AND EXCURSIONS

Locations of staff including review/transition meetings and current excursions.



TIMETABLES AND DAILY BOOKINGS.

Bookings for meeting room, yard and kitchen. Any program or staff changes for the day.



STUDENT TRAVEL DETAILS.

Information on student travel arrangements.



VISITORS ON SITE DETAILS.

List of visitors present on site.

INCLUSION
RIGOUR
RESPECT
POSITIVE MINDSET
SUCCESS

COWANDILLA
LEARNING
CENTRE

STUDENT FILES – ONENOTE QUICKGUIDE



Checklist

To support teachers in tracking student assessments and meetings throughout their placement.



Student information

Student family contact information and entry meeting notes.



SMARTAR Goals

SMARTAR Goals suggested in entry meeting and SMARTAR Goals created by the program teacher.



Scheduled Meetings

Review and transition meeting dates and checklists.



Reporting

Review report and transition report due dates and checklists.



Transition Timetable

Transition timetable that was created and agreed upon during review meeting.



Extension request

Extension request checklist and extension transition timetable.



Notes

A section for relevant teacher notes and observations e.g. for events that may not warrant an ABC-H but are worth documenting.

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