

# SOS (School Office Support) Template

## School Operating Procedures

*Note: If you don't find a topic here, look in SOS under "School Administration Tasks".*

<b>Area</b>	<b>Topic</b>	<b>SOS link and/or Departmental web search words</b>	<b>My role</b>	<b>Information to be aware of (including location of documents)</b>
<b>Buses</b>	Local bus contractor bookings	SOS > Useful administration information >Contacts		
	Bus orders for excursions			
	School Bus concessions			
	Bus routes			
	Bus duty roster			
<b>Canteen</b>	Parent, school or privately operated?	SOS > School Administration Tasks > Finance and Procurement > A -Z > Canteen		
	Days canteen operates			
	Canteen list			
	List of suppliers			

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	Canteen policy			
	Canteen supervisor/ arrangements/duty statement/hire agreement			
	Financial statements			
	Canteen contact person			Name Phone number/mobile
<b>Communications</b>	Faxes		Clear fax machine regularly. Distribute at designated times.	
	Use of phone fax and photocopier			
	E-mails		Reading – frequency? Distribution/delegation	
	School newsletter		Publication	Where is the master kept? Coordinator? Editorial supervisor? Collector of news? Distribution?

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	Dispersal and storage of information throughout the school e.g. staff meetings, pigeon holes, newsletters, bulletin boards, etc.			
	Central office newsletters and memoranda - distribution			
	SACS documentation - distribution			
	Notices of meetings, e.g. staff		Display	
	Incoming phone calls			Transferring to principal? Messages for staff? Use of answering machine for after hours?
<b>Emergencies</b>	See also on the web: SOS > School Administration Tasks > School and Student Admin> Emergency Contacts SOS > My School > Essential School Info			
	First Aid			First Aid Officer

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	Emergency Contact Lists			
	Evacuation procedures			
	Fire drills			
	Bomb threat procedures			Keep a list of procedures next to telephones.
	Suspicious mail link			
	Critical incident procedures			
<b>Farms</b>	Farm location			
	Farm operations			
	Farm volunteers			
<b>Fees and Levies</b>	Follow up unpaid levies			
<b>Parents</b>	Communications from teachers to parents			Keep copies of all notices and e-mails.
	Parent information day / night			Have parent handbook updated.

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	Parent/student handbook			
<b>Safety</b>	Reporting of hazards or unsafe work practices			
	Drugs and other substances			
<b>School Operations</b>	Reception and visitors to the school		Greeting/reception Signing in and out Provide waiting area Offering refreshments	
	Assemblies			
	Lost property			
	School photographs			
	Badges – list of suppliers			
	Excursions	SOS > School Administration Tasks > School and Student Administration		
	Book clubs			

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	Moderation days			
	Census – February and August	Search web for <i>Census</i> to get document entitled 'Student Based Census'		
	Reports to parents			
	Parent/Student handbook		Revise each year in October. Organise printing and circulation for November.	Where are the master and changes located?
<b>School schedules</b>	Annual school calendar of events		Coordinate	
	School times and end of day			
	School Cycle	Search web for <i>School Cycle Calendar</i>		
	Term dates	Search web for <i>Term Dates</i>		
<b>Staff</b>	See also on the web SOS > School Administration Tasks > Staff Tasks > General staff information, Leave, Relief, etc			
	Accidents to staff – emergency contacts	SOS> My school> Essential school info> Emergencies at school		

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	Notification of sick staff		Receive notification by ... (time) Arrange relief	
	Staff Room		Maintain staff pigeon holes Maintain staff whiteboard for messages/diary	
	Staff duties/rosters e.g. lunch duty			
	Staff bulletin			Coordinator? Publisher?
	Staff Handbook			
	Pay extracts			
	Staff teaching loads			
	Staff leaving school grounds (local school policy)			
	Word processing for staff			
	Photocopying for staff			

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	Staff mail – receipt and dispatch			
	Staff funds		Provide receipts and transaction records on request	
	Itinerant teachers/ support staff	SOS > Contacts > Support Staff		
<b>Students</b>	See also on the web SOS > School Administration Tasks > School and Student Administration			
	Absences of students			
	Class rolls and attendance			
	Messages for students		Ensure delivery before end of school day Call to office for message	
	Student access to phone		Apply policy Receipt payment	
	Student banking			Who organises? When?
	Student lateness			
	Leaving school grounds		Record in student sign-out book	



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	Sick students		Contact parents/guardians of students that are sick or in need of medical attention. Check if supervised in sick room. Let staff know if students have gone home when sick.	
	Administration of medication to students	SOS > School Administration Tasks > School and Student Administration > Medical		
	Yearbook			
	School magazine			
	Book sales			
<b>Uniforms</b>	Sales arrangements			
	Is there a policy on uniforms?			
	School uniform brochure			

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	Is there a uniform shop/ clothing pool?			
	Who coordinates the clothing pool/uniform shop?			
<b>Volunteers</b>	See also on the web			
	Appointment processes			
	Volunteers Register			

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This template is part of SOS (School Office Support). It is intended to provide a record of essential school administration information, particularly useful to new and relieving school administration officers.

It is designed for you to complete with information relevant to your school, and store on your school server, or make printed copies if you wish.

Any changes or additions you make to the template in customising it for your school may be useful to administrators in other schools – if you have any suggestions for changes, inclusions or whole new templates please let [www.schoolofeducators.com](http://www.schoolofeducators.com) know - you will be helping make other administrators jobs easier!

### **Tip: How to store this document on your school server**

For each document select from the menu: File > Save as...> select Office Drive > select the folder where you would like to store the document (you may like to create a new folder named SOS Templates or similar).