

Stawell Secondary College

PSTI Policy Guidelines

Assistant Principal Guidelines

- Year Prior – schedule dates in Year Calendar for:
 - PSTI Week Term 1 or 2
 - PSTI Week 8 Term 3
- 4 Weeks Prior:
 - Determine Parent Portal opening date
 - Communicate information to parents/guardians/carers and staff
 - Initiate PSTI process
 - Determine staff availability for interviews (including staff employed on time fractions)
 - Update staff list for ES staff to establish seating setup in Assembly Hall
- Interview Time:
 - Organise set up and pack up of assembly hall for interviews
 - Roster Council representative for interview time control (Bell ringing)
 - Organise tea/coffee/biscuits in Hall
- Follow-up:
 - Implement a processes that ensures all teaching staff contact parents/guardians/carers of unscheduled or cancelled interviews within a reasonable time
 - Provide the opportunity for staff feedback on interviews
 - Provide the opportunity for parent feedback via connections on interviews

ES Guidelines

- 4 Weeks Prior to scheduled interviews:
 - Liaise with AP to determine Parent Portal opening date
 - Update SMT with staff availability (including staff employed on time fractions)
 - Update staff seating setup sheet
 - Support parents with Non-portal bookings
 - Support AP in organising tea/coffee/biscuits in Hall

Teacher Guidelines

- Phone contact is to be made where a teacher is unavailable, or a parent/carer/guardian is unavailable or a telephone interview has been requested.