



Operational Plan of Management

Proposed Secondary School

at

42A Kookaburra Parade Woodberry

NSW 2322

October 2024



Atwea College



Alesco Secondary College

Operational Plan of Management - Woodberry

1. Executive Summary

This document outlines the Operational Plan of Management to ensure effective and compliant functioning of the proposed campus at 42A Kookaburra Parade, Woodberry. This plan seeks to clarify the operating nature of the campus on a day-to-day basis.

2. School Governance and Administration

2.1 Governing Body

2.1.1 Alesco Secondary College is governed by the Atwea College Board of Directors.

2.2 Alesco Leadership Team

2.2.1 The school is led by a Principal and supported by a Deputy Principal.

2.2.2 Each campus has a Head of Campus, who has the delegated authority of the Principal for day-to-day operations.

2.3 Alesco Business Model

2.3.1 Alesco is currently designed as a 'one school many campuses' model. This means that many areas of shared services support the many campuses of Alesco.

2.3.2 We currently have campuses in Cooks Hill, Charlestown, Argenton, Abermain, Raymond Terrace, Nelson Bay, and Tuncurry.

2.3.3 We believe that the best way to support a safe, supportive, and positive learning environment is to cap the number of students in any program at no more than 90.

2.3.4 Each campus provides a safe, supportive, and positive learning environment for young people who may find it challenging to complete their education through traditional schooling.

2.3.5 We are community led and respond to community demand. Being embedded in the communities closest to where the student resides also means the student's sense of connection with their community is strengthened through partnerships with local stakeholders and networks in the community around us.

2.4 Policies and Procedures

- 2.4.1 The school will adhere to all Organisation policies and procedures.
- 2.4.2 Regular reviews and updates of policies and procedures will ensure compliance with regulatory requirements and best practices.

2.5 Change Management

- 2.5.1 Where a matter in the Operational Plan of Management is required to be adjusted, this must first be raised by the Principal to the CEO who will then determine action to be taken to address the change or approve the adjustment as it fits within all legislative regulations.

3. Operational and Management Details

3.1 Hours of Operation

- 3.1.1 Hours of operation for the site will be 7am – 5pm Monday through Friday.
- 3.1.2 School hours are 9am – 3pm, however, occasionally there is a need to be on site earlier (for class preparation or leaving for excursion) and some extended hours to be considered for school events such as presentation evenings and parent teacher interviews.

3.2 Student Management

- 3.2.1 A maximum number of 90 students ranging in age from 14-18 will be on site.
- 3.2.2 Average attendance at Alesco is approximately 75% it is very rare that all 90 students are onsite at one time.
- 3.2.3 Class sizes at Alesco range from 15-17 per class, with 17 being the maximum number.
- 3.2.4 Enrolment procedures will follow the guidelines established by Alesco, including interviews, assessments, and orientation programs.
- 3.2.5 Attendance will be monitored daily, with follow-up procedures for absenteeism in place.
- 3.2.6 A dedicated Student Welfare Officer will provide support services, including Individual support and wellbeing programs.
- 3.2.7 Anti-bullying and student behaviour policies will be strictly enforced to maintain a safe and supportive environment.

3.3 Enrolment and Code of Conduct

- 3.3.1 The school has an established enrolment procedure and student code of conduct which must be signed.
- 3.3.2 The school uses approved school management system “Sentral”.

3.4 Staffing

- 3.4.1 The campus will employ qualified teachers, administrative staff, and support personnel. Approximately 10 FTE (fulltime equivalent) staff will be onsite.
- 3.4.2 Recruitment will be conducted in accordance with Atwea College’s hiring policies, ensuring staff meet educational and professional standards.
- 3.4.3 Continuous professional development opportunities will be provided to all staff.
- 3.4.4 Staff will have access to support services, including an Employee Assistance Program (EAP).

3.5 Traffic and Parking

- 3.5.1 Students of Alesco are not permitted to drive themselves to and from campus.
- 3.5.2 Students will attend campus via either public transport or parent drop-off.
- 3.5.3 In many of our campuses, it is even break-up of students utilising public transport vs private transport.
- 3.5.4 There is a designated 'kiss and ride' area for parent drop off in the existing car park.
- 3.5.5 Students can secure bicycles on site if they choose to ride to school.
- 3.5.6 The site has 34 on site, including 1 accessible space.
- 3.5.7 The largest vehicle requiring regular access to the site is the Waste Management Heavy Vehicle.

3.6 Pedestrian Access

- 3.6.1 Staff and students who utilise public transport system can access the site by safe passage along the existing nature strip that runs along Lawson Avenue, Lark St and Kookaburra Parade.
- 3.6.2 Students who access public transport along the North line can safely cross the road at the existing pedestrian crossing at the corner of Frewin Avenue and Lawson Avenue.

3.7 School Cleanliness, Waste Management and Maintenance

- 3.7.1 Maintenance of the campus grounds is overseen by the Facilities team, responsible for the upkeep of buildings and grounds.
- 3.7.2 Regular inspections and maintenance schedules ensure the facilities are safe and well-maintained.
- 3.7.3 Staff, students, and visitors have capacity to report maintenance issues to the Facilities team, who will be responsible for appropriate rectification of maintenance issues.
- 3.7.4 The site is serviced by JR Richardson Waste Management and the onsite skip will be emptied weekly.
- 3.7.5 Professional cleaning services are engaged to maintain the cleanliness of the buildings.
- 3.7.6 Quarterly pest services are carried out at each campus.

3.8 Building Uses

- 3.8.1 The existing main building will be used for a combination of Learning and Wellbeing areas, as well as office space for teaching and support staff, and administration.

3.9 Evacuations and Emergencies

- 3.9.1 All emergency procedures and associated infrastructure must be implemented and maintained in accordance with the relevant standards and requirements and should include, but not limited to the following:
 - Instructions concerning procedures to be adopted in the event of an emergency shall be clearly displayed on the premises for both students and staff information at all times
 - A site plan must be permanently fixed inside to indicate the available emergency egress routes.
 - All staff are to be made aware of the fire safety features of the building and what to do in the event of an emergency.

- All fire safety features within the building are to be regularly maintained in accordance with statutory requirements.
- Exit fire plans are to be displayed and visible in the common area.
- Fire exit plans are to be appropriately illuminated with signage.
- There is a marked assembly area in the event of an evacuation.

3.10 Security and Safety

- 3.10.1 The campus includes perimeter fencing on the site's western and northern boundary and controls vehicular access to the site via single driveway point of entry from Lark St and exit via Kookaburra Parade.
- 3.10.2 All buildings are secured with a back-to-base alarm system throughout.

3.11 Bathrooms and Amenities

- 3.11.1 This site has existing facilities which will be split into separate staff and student facilities.

3.12 Noise Management

- 3.12.1 Alesco does not ring school bells to signify changing of classes, therefore there is no impact of this on neighbouring businesses. A complaint and continuous improvement register will be maintained as detailed in Section 3.14 below.

3.13 Community and Stakeholder Engagement

- 3.13.1 The school will actively engage with the local community through events, partnerships, and volunteer programs.
- 3.13.2 Transparent communication channels will be maintained with parents, students, staff, and the wider community.
- 3.13.3 Alesco is required to produce and publish an annual report in accordance with the Registration requirements from NSW Education Standards Authority (NESA) which provides updates on school achievements, goals and strategic plans.

3.14 Complaints Register and Continuous Improvement

- 3.14.1 Once an external complaint is received, it will be registered, and the relevant person will be informed immediately. The general procedure is followed once a complaint is registered:
- Complainant contacted to acknowledge receipt of complain and outline the next steps.
 - Complaints are investigated by the appropriate person.
 - Outcome of investigation is reported to the CEO, with remedial action noted.
 - Outcome of investigation reported to complainant.
- 3.14.2 Feedback from stakeholders will be used to identify areas for improvement.
- 3.14.3 Action plans will be developed and implemented to address identified issues and enhance school operations.

3.15 Business Continuity

- 3.15.1 Allowing students to receive flexible delivery of the curriculum based on weather and their health status is a feature of the Alesco model.
- 3.15.2 In any severe weather event such as bushfires, flooding, etc, students can attend any of our other campuses or complete their studies online from home.

3.16 Communications and Marketing

3.16.1 The organisation's marketing plan may include the following avenues for publicising the school:

- Branding
- Banners
- Bulk advertising – e.g. flyers
- Website
- Newsletters
- Social Media

3.17 Extra-Curricular Events and Community Access

3.17.1 Alesco has very limited extra-curricular events, we do not do school sports or band activities, etc. Occasionally we may host a presentation night or graduation event at the end of the year.

3.17.2 From time-to-time Alesco does host community network and interagency events after school hours. It may also room hire to appropriate agencies for meetings and workshops at times that do not impact on students. However, any event would only run on an infrequent basis outside of regular school teaching hours.

4. Conclusion

The Operational Plan of Management for Alesco Secondary College at the proposed Woodberry campus outlines a comprehensive approach to support the successful establishment and operation of the campus, providing a safe and supportive learning environment for all students. Furthermore, it emphasises our commitment to being good community citizens and making a positive impact in the community.