

Sevenoaks Senior College 2022 Student Handbook

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College Principal: Dr. Karen Read

Vice Principal: Ms Mary Anne Morgan

STUDENT DETAILS

Name:.....

AG Group:.....

Student Number:.....

Email Address:.....

Phone Number:.....

Principal's Welcome

'Welcome to Sevenoaks Senior College!'

I am proud that our college presents a contemporary and practical approach to senior campus education in Western Australia. We cater for up to 530 Year 11 and 12 students. Our staff and programs attract students from across the metropolitan area and indeed, from across the globe. We are also a local feeder school for both Yule Brook College and Cannington Community College. Wherever students come from, at Sevenoaks you will *Find Your Future*.

About our college

We offer a flexible timetable that operates between the hours of 8:00am and 4:30pm. We learn and teach in different and dynamic ways, using the power of technology and telecommunications. Sevenoaks has lots of unique features. The more obvious one is Information Technology and the key role it plays in program delivery. We have extensive ICT resources, with over 500 state of the art computers on campus. Whether you are bound for university, TAFE, an apprenticeship or direct entry to employment, the College will offer a suitable tailored program. Our innovative site and industry links mean students are offered new opportunities to work directly with employers of some of Western Australia's most prosperous industries supporting students enrolled in our Automotive and Metals & Engineering Trade Training Centre qualifications. Learning at our \$4.5 million Centre and linking with industry to gain an apprenticeship is a very exciting educational pathway.

Sevenoaks College is a workplace practice environment with workplace expectations in the many ways we communicate, develop skills and encourage Workplace Learning placements or paid employment. Sevenoaks students engage in real life activities, with relevance to future experiences, knowledge, further study and vocational training.

Every student has an Advocate teacher who will help to monitor your progress and well-being. Your Advocate will work closely with you, your parents and your classroom teachers to ensure you are making the best of your time at Sevenoaks and managing your busy life with learning. Our young adult ethos means that you will be required to work and behave in a mature and responsible manner. We work hard to help you develop your life goals, as well as your academic and vocational skills.

You will notice a kind of freedom on campus you may not have experienced before. With this freedom comes attention to responsible behaviour. We believe our educational style nurtures the crucial elements of self-reliance, self-discipline and the organisational focus needed to tackle a demanding world. We expect that all students will show respect and work cooperatively with others. There is an understanding at Sevenoaks that mutual respect is a way of life, as well as a way of building relationships. Your opinion and individuality are acknowledged at Sevenoaks, along with the importance of positive interdependent learning. The first one is about you and how you grow and develop and the second is about how you work with others to achieve together.

So, we invite you all to reach out to the exciting opportunities we offer at Sevenoaks and explore all the possibilities of our inclusive and progressive campus. Join a sporting team, get involved with our NAIDOC, Harmony and Showcase Days; perhaps a Dance, Drama or Music performance; sustainability project; a camp or Student Services activity; an Arts, Design or Media exhibition or be a community volunteer, national award entrant or Guild member. Make our lovely campus your own and take pride in our many achievements.

I am delighted you have chosen Sevenoaks. You are now a member of one of the most innovative senior colleges in Australia.

I look forward to meeting and working with you during your time here with us as you "Find Your Future".

Dr Karen Read

Principal

The Sevenoaks Environment

Sevenoaks' young adult learning environment – What is it?

A young adult learning environment exists when teachers and students work cooperatively in an environment of mutual respect, care and support to attain the best possible learning outcomes for each student.

At Sevenoaks, we are committed to engaging you in the critical decisions about your learning and future directions. We will provide a range of structures and support to help you become more independent and self-managing.

Advocacy program

Every teacher is also an Advocate. You will have a teacher advocate who will have the special role of providing guidance, not only in relation to your educational programs but also in areas of personal support. You and your Advocate will meet weekly and they will become a significant contact for you in all aspects of your College life.

Your advocate provides a role that will enable you to explore and enjoy your rights and meet the responsibilities that are a part of being a student. You will also participate in our unique Harmony and Diversity program.

There is also an Advocate Support Panel consisting of level 3 staff members and the Vice Principal. They support the teachers and advocates where required and students may be referred to the panel for further support and intervention. The panel meets every other week.

Student rights and responsibilities

All students enjoy the right to:

- learn in an atmosphere of order and cooperation
- enjoy learning and feel optimistic about the future
- feel safe, free from harassment and discrimination
- be treated with respect

To ensure all students enjoy their rights, each individual has the responsibility to:

- attend all classes, be on time and participate fully in learning
- be open-minded and fully prepared to achieve their best
- always act in a way that is not hurtful of others
- accept responsibilities for their actions
- work with staff in a cooperative manner
- respect the rights, educational opportunities and property of others
- use all electronic devices in accordance with College policies

School Assessment Policy

A copy of the school assessment policy is available on Connect. You need to ensure that you have read and understood the policy on submission of all assessment tasks.

College Dress Code and Identification Card

College dress

For security reasons, it is important that College students are easily identifiable, preferably by the uniform they are wearing.

The College dress code requires that students are neatly and appropriately dressed and refrain from wearing attire that is immodest, offensive or displays inappropriate slogans. Top garments must be College polo shirts or College jumpers, which can be purchased at the College reception.

For occupational health and safety purposes:

- Footwear must be worn at all times
- Closed-in footwear must be worn at all times in practical classes.
- Ugg boots, slides and thongs are not acceptable footwear
- Open shoes must be flat with a strap at the back so they do not create a hazard to the individual when walking.
- Students will be expected to remove any jewellery that, in the opinion of the teacher, may be unsafe in a practical or physical education areas.

Persistent unacceptable dress standards may result in further intervention through the good standing policy.

Identification Cards (SmartRider)

All students are issued with a Sevenoaks Identification card (the SmartRider card). You should carry this with you at all times when at school. It will enable you to borrow resources from the Library, use facilities and provide proof of identity. You may be asked to show your ID card to College teachers and security.

- Persons who cannot be identified as Sevenoaks Senior College students will be unable to attend classes or remain on the College site.
- Lost or damaged ID cards will be replaced through the Library. There will be a charge to cover replacement costs. You should notify Library staff as soon as you realise your ID card is lost or damaged. All ID cards contain your student borrower number and photo.
- Your SmartRider will expire in March the year **after** you turn 17 years of age. You can renew and extend your card at the Library for free. This card entitles you to continue to receive student concession rates. Please note: If you attend Sevenoaks in the year in which you turn 19 or older, you are ineligible for both the 'Up to Year 12' concession and the student fare. You will need to pay tertiary student concession fares.

College Library

The Library's opening hours are:

- Monday, Tuesday and Thursday: 8am – 4.30pm
- Wednesday: 8am – 2.40pm
- Friday (*closed recess*): 8am – 3pm

The College Library staff consists of:

- Mrs Elaine Myburgh – Library Officer

You can use the Library for quiet or group study, reading, relaxation and to play board/card games. The Teacher Librarian can assist with any study or research related questions. It is also possible to request for books to be purchased by the Library.

You can access the *Library website and catalogue* via the link on the College website and the Sevenoaks Online Library class on Connect. Your username is your College login (firstname.lastname) and your password is Sevenoaks1.

Students can *borrow unlimited* resources for four weeks. Text books can be borrowed for one semester. If you need to extend your borrowing time, please renew your items at the Library.

An email will be sent to your school email address if you have an overdue resource. You will need to either return or renew the item at the Library. If you do not do either of those things within two weeks, your *College internet access* will be removed and you will need to come to speak to a College Library staff member.

Student Safety

Movement of students on and off the College site

The flexible timetable at Sevenoaks means that many students will spend considerable time at the College but not in classes. There is no formal supervision of students not in class. However, staff constantly move around the campus and staff are always available where necessary.

When students are not in scheduled classes, they may choose to work in areas throughout the College such as the library or computer rooms or may meet and talk to other students in the College grounds.

Direct monitoring of students takes place during recess and lunch.

We all have the right to feel safe at all times. It is extremely important that students wear their uniform and carry identification for the safety of all the College community.

Reporting of incidents

If you witness incidents of vandalism, theft or wilful damage to property, it is important that you report the incident to College staff. Useful information includes the location of the incident, number of people involved and a description of what you saw. You need not be identified in the follow up investigations when you provide this information to College staff.

Video surveillance

Video cameras are strategically placed around the College to maintain a safe and secure environment and to protect our College assets. This includes areas outside the building including the bike racks. Such surveillance will help the College:

- identify intruders.
- identify individuals who damage or remove property.
- control entry into the building after hours.

Activity in any area may be monitored at any time in accordance with laws governing the use of video surveillance cameras. It will be stored digitally and may be used at any time to follow up any issues of security or safety at the College.

Non-students/trespassers

- Visitors must have the approval of the Principal or Vice Principal and must sign in at reception.
- Visitors must wear a visitor's sticker.
- Students do not have the right to invite friends on to the College premises.
- Uninvited people on the College site are trespassing and are therefore breaking the law.
- If you actively support trespassers on the College site you will be in breach of the College good standing policy.

Harassment (including Bullying)

The Equal Opportunity Act 1984 (WA) and subsequent amendments make it unlawful to discriminate against people on the grounds of sex, sexual orientation, marital status, pregnancy, race, religious conviction, impairment, family status, family responsibility, age and gender history. We believe that any type of harassment (such as physical, racial or sexual harassment) is unacceptable and will not be tolerated by students or staff in any school or College.

If you are a victim of any form of harassment or bullying, speak to any member of staff with whom you feel comfortable. This includes bullying via social media.

- Physical harassment is any form of physical contact or threat of physical contact that has the intention of intimidating or harming another person.
- Racial harassment is any unwelcome or offensive comment or action concerning someone's race, colour, nationality, language or ethnic origin. Racial harassment can include taunting, teasing, threats or abuse.
- Sexual harassment is any unsolicited and unwelcome conduct with a sexual bias that creates an uncomfortable working or learning environment. It can be either sexist or sexual.
 - Examples of sexist harassment include: sex-oriented verbal kidding, jokes and belittling comments based on sex-role stereotyping.
 - Examples of sexual harassment include questions about a person's private life, requests for sexual favours or deliberate sexual contact such as patting, pinching, hugging and/or kissing.
 - Sexual harassment has nothing to do with mutual friendships, sexual attraction or flirtation, since these behaviours involve choice.

Harassment and bullying of any type is **never** acceptable. If you are feeling uncomfortable and feel like you are being bullied or know someone who is being bullied do **not** ignore it. Talk to any member of the College staff as soon as possible.

Personal safety

- Keep your valuables with you or locked away.
- Do not leave your belongings unattended.
- Do not keep any valuables in your car.
- When coming from the bus and train station, walk with a friend or a group if possible and please cross Sevenoaks Street at the traffic lights.

The College cannot accept responsibility for any valuables brought onto the campus.

Occupational Health and Safety

It is the responsibility of all staff and students at Sevenoaks to abide by Department of Education and College policies regarding health and safety.

The College has an Occupational Health and Safety Committee and trained Occupational Health and Safety officers.

Attendance & Punctuality

Attendance

Students are required to attend regularly and to be on time for all classes.

Absences have a negative impact on educational outcomes. Successful students are seldom absent or late. Students with poor achievement often have unsatisfactory attendance patterns.

Course teachers will mark an attendance register for every lesson. If you are absent from class, it is expected that your parent or guardian will:

- Contact the College prior to the absence to explain the absence, or
- Provide a written explanation that you should bring to College the next day. Letters explaining absences should be addressed to your advocate teacher and may be given directly to your advocate or left with the receptionist. Alternatively, your parents may choose to telephone, text or email the College with an explanation for your absence.
- If you live independently, a medical certificate should be provided to explain your absence for sickness and explanations for other absences should be discussed with your advocate.
- For prolonged absence where a student is unable to attend school for a lengthy period due to injury or illness, the College will endeavour to support students to continue their learning program.

Punctuality

Students are expected to be on time for all classes.

Attendance will be closely monitored by your Advocate.

Communication and mobile phones

Communication

- Notices for staff and students will be displayed on Connect and the College website. Students should ensure that they read the notices each day, as this will be one of the main methods of communicating important information to students.
- Unexplained absences from class will be relayed to your parent(s) by an automatic messaging system.
- A text message will notify your parent(s) each day there is any unexplained absences.
- Except for cases of emergency, students will not be allowed to receive or send messages from administration or staff phones.
 - The emergency needs to be explained to a member of the office staff and a message left. Every effort will be made to locate the student and to deliver the message.
 - Emergency messages of a confidential nature will be referred to the Vice Principal.

Mobile phone policy

All members of the College must use their phones appropriately and responsibly.

You must ensure that your mobile phone:

- Is switched off and put away during the College day.
- Is not answered or used during class time.
- Is only used in class for educational purposes after permission has been granted by the teacher.

You must:

- Accept personal responsibility for all images, data, messages etc sent from or stored on your phone as per the Information Technology User Policy.

- Not send, film, or encourage others to send anything that may cause another person to feel abused, harassed or menaced.
- Not send or display pornographic, violent or offensive images, messages or sites.
- Not be used to film fights or altercations.

Any student concerns regarding this policy will be dealt with through the *Good Standing Policy*.

Mobile phone use, including the filming of others without their knowledge or approval, is an invasion of privacy and disruptive and will not be tolerated at Sevenoaks. Schools have been directed to suspend immediately students found to be involved in recording, distributing or uploading inappropriate images or videos of other students, parents or staff on or around school premises.

If you have a smart watch it must be put in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.

Information Technology User Policy

The College website is a doorway to information about our unique campus, courses being offered, special programs and features that set us apart as a school for the twenty-first century.

You can visit the website daily from any computer at Sevenoaks or from home to:

- Access your personalised program of study via Connect.
- Use the library catalogue and other curriculum resources via the Library link on the College website.

The Sevenoaks campus has software in place that monitors and records all internet and e-mail usage and can detect any inappropriate use. You have a responsibility to adhere to the following standards. Violations of this policy may result in disciplinary action, withdrawal of internet access and possible legal action.

As a student at Sevenoaks, you will be expected to accept personal responsibility for using the internet, e-mail, mobile phones and information technology resources appropriately and agree to:

1. Use appropriate language, i.e. no swearing, use of vulgar or other inappropriate language at any time. (See Section 852E of the Commonwealth Crimes Act).
2. Use the internet and e-mail only for curriculum related purposes only, i.e. no games, cheat sheets, chat rooms, social media sites, proxy servers, online messenger services.
3. Not download or save materials that are not curriculum-related.
4. Not use College equipment to 'Spam', i.e. distribute unwanted material to e-mail addresses.
5. Never send or encourage others to send abusive messages or harass or menace another online.
6. Not reveal your personal address or phone number or the personal details of others at the College.
7. Not use another student's account or password.
8. Accept full responsibility for your own user account. This includes never providing another person with your password, impersonating another person or choosing to remain anonymous when personal details are required.
9. Strictly adhere to copyright regulations for sites visited.
10. Correctly reference internet sites as per the student handbook.
11. Report any misuse of the network to teacher, i.e. any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism or inappropriate language. (We realise that inadvertent access to inappropriate materials does occur from time to time.)
12. Not alter, manipulate or tamper with any software or hardware belonging to Sevenoaks.
13. Not interfere with another student's access to the network.
14. Neither deliberately nor inadvertently spread a computer virus.
15. Use the network appropriately at all times.

- Students will be held responsible for their actions while using online services and for any

- breaches caused by allowing any other person to use their online services account.
- Students have access to their own allocated space and certain folders on the network. Access to any other parts of the network constitutes inappropriate use.
 - Students found to be breaching any part of the Online Services Acceptable Use Agreement or using the network inappropriately will be referred to the appropriate staff member
 - Serious breaches may result in the offending student being excluded from the College and the police being informed where appropriate.

Use of computers during free time

If you wish to use a computer during your free time, you should:

- Request supervision from a teacher in an adjacent classroom
- Describe to the teacher the curriculum-related work that you intend to do.

You will only be permitted to work on a computer if a teacher has given permission for you to work in this area. If you have been unsuccessful in gaining access to a computer in one area, you may wish to try another area.

Printing Costs (Print Manager)

Initially you will receive ten dollars of credit for your printing once a College fee payment has been made. When this credit runs out you will be required to purchase further print credit. A program called Print Manager controls print credit. You pay for print credit at the front reception counter.

Third party provider of online educational resources and cloud based storage

Parent consent is sought when you enrol at Sevenoaks to allow you to access a number of provided software and products.

Our College and teachers make decisions about the best technology to meet your needs. Sometimes third party application providers are used to support student learning. Your parent/guardian has been provided with a list of software used by teachers at Sevenoaks and has been asked to sign the consent form so that you can have an online service account and access these products. If the College does not receive this consent, you will not be allowed online access.

Sevenoaks Good Standing Policy

Our goal is for each student to maintain a consistent focus on their own education outcomes, by responsibly carrying through all the requirements to achieve success.

To maintain 'Good Standing' at Sevenoaks Senior College all students are expected to behave in an appropriate manner in keeping with the rights and responsibilities of all students and staff at Sevenoaks and our young adult learning environment and ethos.

Teachers at Sevenoaks are committed to working cooperatively with each student to help them achieve their goals. Teachers work with each student to resolve any issues that may arise, so that any concerns that may get in the way of good progress are promptly and effectively eliminated. Student cooperation in making a genuine attempt to find and enact solutions is critical to the success of this process.

If a student repeatedly fails to meet their good standing responsibilities, appropriate staff at Sevenoaks (eg teacher, advocate, Level 3 advocate support teacher, Vice Principal or Student Services Coordinator) will work with the student to address the concerns and assist them to maintain their good standing. Certain privileges may be removed if deemed necessary. This may involve the support of parents/guardians.

Good Standing Overview

Expectations	Elaboration
Attendance and punctuality	<ul style="list-style-type: none"> • Attend all classes and any other learning program such as workplace learning. • Be punctual to all classes and any other learning program such as workplace learning • An average of 90% or greater is the standard of attendance required.
Satisfactory academic progress	<ul style="list-style-type: none"> • Complete all the requirements of each study program • Be productive, cooperative and participate fully in class • Submit all required work • Complete work to a satisfactory standard • Satisfactory standard is a C grade or above.
Appropriate behaviour	<ul style="list-style-type: none"> • Cooperate with staff • Respect others • Respect property • Communicate appropriately at all times
Acceptable dress standards	<ul style="list-style-type: none"> • Dress in line with the College dress code • Wear the College polo or jumper • Wear suitable shoes
Appropriate use of Information Technology	<ul style="list-style-type: none"> • Comply with the Online Services Acceptable Use Agreement • Comply with the mobile phone policy.

Support Structures

The following table shows the staff, structures and processes to support you to maintain your good standing:

	Responsibilities	Examples of support actions if concerns
Classroom Teacher	<ul style="list-style-type: none"> Responsible for the outcomes of all students in their classes Maintains attendance record on SIS Records all information on students in SIS Activities Ensures safe and productive learning environment Maintains current curriculum, assessment and reporting compliance 	<ul style="list-style-type: none"> Discussion with student Modification of learning program Contact parent/guardian Liaise with advocate and other teachers for other strategies Create an individual learning plan Record all information on SIS Activities
Advocate Teacher	<ul style="list-style-type: none"> Acts as advocate for their group of students in providing guidance in all areas Meets weekly during advocacy Arranges meetings with students at other times where necessary Supports teachers in working with individual students Contacts parent/guardians in the first four weeks of the year then as necessary Monitors SIS activities for information on students Monitors attendance and punctuality Completes references for year 12 students. 	<ul style="list-style-type: none"> Work with student to identify strategies to support Liaise with other teachers to identify support required Contact home Arrange case conferences Organise individual plans for students Refer to student services and/or careers counsellor
Advocate Support Panel Vice Principal Level 3 Program Coordinators	<ul style="list-style-type: none"> Supports advocates and teachers in their group with individual student concerns Meet fortnightly to discuss identified students and individual plans 	<ul style="list-style-type: none"> Arrange case conferences as necessary Refer to student services or career counsellor Support advocates/teachers Record actions in SIS activities
Vice Principal Mrs Morgan	<ul style="list-style-type: none"> Supports advocate support panel with individual student concerns Manages any serious breaches of good standing 	<ul style="list-style-type: none"> Meeting with parent/guardian and student Appropriate plan formalised Records actions in SIS activities Suspension Alternative education options High end case management

Other key support staff:

Ms Kylie Trayler	Program Coordinator College Operations. Enrolments and timetable issues.
Mrs Felicity Ivison	Program Coordinator Student Services and Library. Counselling, activities, Guild, student concerns and/or support.
Ms Naomi Clifton	Program Coordinator Student Outcomes. Curriculum, assessment, reporting, achievement, exams, Externally Set Tasks (ESTs).
Mr Gary Hicklin	Program Coordinator VET, Workplace Learning and Certificate courses
Mrs Brenda Earl	Careers Counsellor. Future pathways, TAFE, University
Mrs Les Whitehouse	School Psychologist.

Failure to resolve issues

Failure by the student to attend and engage in the appropriate support may result in that student being presented to the Advocate Support Panel.

Serious breaches of the good standing

Students who engage in behaviour that seriously breaches the College good standing policy will be referred directly to a member of the College management team. Such behaviour may result in a direct referral to the College Vice Principal or Principal.

Serious breaches of the behaviour code may include the following:

- Behaviour which disrupts the good working order of the College
- Refusing to comply with reasonable instructions given by College staff
- Abusive language to staff
- Physical assault, harassment or threats to staff or other students
- Theft or damage to College property
- Alcohol or Drug abuse
- Smoking
- Inappropriate use of IT and/or mobile devices

Violence at Sevenoaks Senior College

Any form of violence will not be tolerated at Sevenoaks. The following outlines the action to be taken when students fight, film and/or publish videos of fighting

- Students who fight or make intentional physical contact with other students disrupt the good order that we expect at Sevenoaks Senior College and can cause harm and injury to other students who have a right to a safe learning environment.
- Student fighting, making intentional physical contact with other students and videoing fights are actions that are unacceptable and a breach of our code of conduct.
- The College Principal has the power to suspend a student under section 90 of the School Education Act 1999. Students who attack other students, who start fights or film and or publish fights will be suspended. Students will then meet with the Vice Principal and/or Principal to formalise an acceptable behaviour plan.
- The College will automatically move to exclude any student who physically attacks a member of staff at the College.

Smoking, e-cigarettes & Use of Illegal Substances

Smoking or use of e-cigarettes is not permitted anywhere on the College site, nor on the footpaths and road verges at the front of the College.

Sevenoaks Senior College has a no tolerance policy in relation to drug use. Students who use drugs, provide drugs for others or are under the influence of drugs while on the College site will receive the strongest sanctions from the College.

Students attending Sevenoaks Senior College understand that they will not:

- Carry and/or consume alcoholic beverages
- Deliberately inhale solvents
- Possess drug-related paraphernalia/implements
- Possess, use or supply illegal drugs
- Possess or smoke tobacco products or e-cigarettes or vapes.
- Carry more than one day's supply of medication
- Be under the influence of illegal drugs

Smoking

Smoking is not permitted on the College premises, road verges or footpaths.

First Offence: 1st warning concern on student log (SIS)

2nd offence: Refer to Vice Principal

Alcohol, Medicines, Inhalants and Illicit Drugs

In the event of any offence:

- Students will be referred directly to Vice Principal.
- Parents and the Police will be notified at the discretion of the Vice Principal.
- Sanctions will apply which may include suspension or exclusion.
- Counselling resources will be offered to the parent and students.
- Referrals to an appropriate agency are available upon request.

Complaints and appeals

If you are not satisfied with any decision made under the good standing policy you can make a complaint and/or appeal the decision in writing to the Vice Principal. In addition, if you have any other complaint you wish to be addressed please ensure you see the Vice Principal and put your complaint in writing.

- Each complaint and/or appeal and its outcome will be recorded in writing.
- Each appeal will be heard by an independent person or panel
- Each student lodging an appeal will:
 - a) have the opportunity to present his/her case
 - b) be given a written statement of the appeal outcome including the reasons for the decision
- Sevenoaks Senior College is committed to act upon any complaint found to be substantiated.

Student Services

There are many services that students can access through the Student Services area such as:

Counselling

Students can receive counselling from our experienced Psychologist and Youth Support Worker to get help with:

- Practical issues, e.g. finding accommodation, Centrelink payments, making appointments with community agencies.
- Counselling, e.g. family issues, relationships, substance abuse, domestic violence, health issues etc.
- Other personal issues, e.g. anger management, conflict resolution.

Activities

Student Services works closely with the Student Guild and other students to:

- Organise the College Ball.
- Design College Leavers' Jumpers.
- Fund raise for College and community projects.
- Organise information seminars, displays and demonstrations.
- Organise and run other student activities.

First aid

First aid can be sought at the front office. The College Nurse can provide advice on nutrition, lifestyle habits and other general health matters.

Student Guild – Give it a go!

The Student Guild is the voice of the students and makes decisions and advises the College on a range of issues affecting students. Students can present their views and requests through members of the Student Guild. Student Guild elections are held in February and March each year.

No Student Parking on College Grounds

Due to the limited number of parking bays, students are not eligible to park on College grounds.

Medical information

It is important that we have your up to date medical details on our College records to enable us to care for you appropriately. Please ensure you check that this is correct and if any details change please inform us.

Hurt or Unwell

Firstly, report to the reception area. The reception staff will be available to assist by contacting parents and/or first aid trained staff.

Lost Property

Make inquiries at the College reception area.

Youth Allowance/Austudy and Abstudy

You must tell Centrelink when you:

- Cease to be a full time student.
- Centrelink must be advised of any changes to your study load.
- Have changed your address.
- Have changes to your income and/or your parents' income.
- You must let Centrelink know of any income changes, otherwise you may end up having to repay large amounts of money.

Remember that Centrelink carries out attendance checks on all students receiving Youth Allowance and Abstudy. The College is required to submit attendance records of students at the completion of each term.

Note: Failure to follow the above steps will result in you having to pay back money. Trying to sort out these problems, months after the absences, is extremely difficult and time-consuming for you and for College staff.

Change of address

Students are often contacted by phone or mail. It is the student's responsibility to inform the office of any changes in phone number or address. Mail sent to an old address will not be accepted as an excuse for failure to respond to letters or obtain essential information the College has sent out.

Evacuation and lockdown procedures

Evacuation

An evacuation of the College site or of the part of the College site will occur when the safety of occupants is threatened. All students will undertake an evacuation procedure practice as part of the student induction program. All rooms in the College have evacuation information and all staff have copies of the evacuation procedure.

When to evacuate the building?

A loud siren, a red flashing light or an evacuation message will indicate that all building occupants should immediately leave the building.

How to evacuate?

- locate the nearest safe exit and move quickly but calmly out of the building.
- once beyond the building move by the most direct safe route to Coker Park oval where College staff will provide further guidance.
- do not return to the building until the official 'all clear' is given.

Do not

- spend time trying to 'get a look' at the hazard.
- push, shove or panic. Everyone will be able to leave the building safely if there is no panic.
- waste time gathering equipment or possessions.

Staff are responsible for ensuring that all parts of the building are cleared.

Lockdown

In the event of a situation requiring students and staff to remain in a secure and safe area a signal will be given to follow the lockdown procedures.

What to do:

- follow the instructions of your teacher and stay in your classroom
- if not in a classroom move quickly to a classroom or secure area
- move away from windows and doors
- take cover under desk if advised to
- stay quiet

Homework, Study Tips and Referencing

Homework/Study

Teachers, parents and students should acknowledge that appropriate and relevant homework and study would assist the student to achieve their potential. To be successful in ATAR courses homework and study are compulsory.

The purpose of homework/study is:

- To reinforce the work done in the class.
- To encourage students to explore and use a wider range of resources to improve their research skills and independence as learners.
- Develop students' responsibility to manage time, prioritise and meet commitments and deadlines.

Interesting to note: Most students find it harder to do study than homework even though study often results in higher grades/levels. Students can never truthfully say they have no study to do.

Due Dates

Keep a record of due dates.

Be diligent in keeping track of homework, tests and assignments. Using a phone calendar or other tool for tracking dates is important.

Healthy Study Habits

- Create a quiet, organised space where you have the resources you need
- Sleep and eat well
- Take regular breaks. We recommend studying for no more than 30 minutes and then taking a break
- Keep moving – use breaks to move and aim to include some exercise in your daily routine
- Create a study plan to keep track of your time. Year 11 and 12 Pathways for ATAR students provides practical support to do this.
- Ask your advocate to help you!

Referencing

It is important to note any source that you use for your assessments. When you use other people's words, without referencing them, you are plagiarising (stealing or cheating).

You can create a bibliography or a reference list at the end of your assignment.

Example:



Source:

<https://slideplayer.com/slide/11877094/>

When you use quotes or another person's ideas within your assignment, you should create in-text citation.

Example:

1) Place direct quotes within quotation marks.

“The systematic development of literacy and schooling meant a new division in society, between the educated and the uneducated” (Cook-Gumperz, 1986, p. 27).

2) Use parentheses to enclose the in-text citation.

3) Use commas to separate the last name, year, and page number.

4) Place the period AFTER the citation.

Source: <https://writingcenter.ashford.edu/apa-citing-within-your-paper>

There are many different styles of referencing. You need to ask your teacher which one they would like you to use. The main ones are:

- Harvard
- APA (American Psychological Association)
- MLA (Modern Language Association of America)
- Chicago

To create your bibliography or in-text citations use one of the following reliable reference creators:

- Microsoft Word (References> Insert Citation> choose source type> fill in the required details)
- MyBib - <https://www.mybib.com>
- ZoteroBib - <https://zbib.org/>

If you need further help, please ask the Teacher Librarian in the Library.