



Sevenoaks Senior College
Student Handbook
2023

Sevenoaks Senior College 2023 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:.....

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Principal's Welcome

Welcome to Sevenoaks Senior College.

We are committed to developing a unique model of 21st Century Senior Schooling to ensure that every student is well equipped to deal with the opportunities of their post school pathways.

Three enduring features of Sevenoaks are: Find Your Future, the Young Adult Ethos and the Advocacy Program. Our unique identity has attracted young people from across the metropolitan area and the regions to attend our senior college which is just like being at work, TAFE or university.

I look forward to working with students in our unique senior school environment and supporting every one of them to *find their future*.

Dr Karen Read

Principal

The Sevenoaks Environment

Sevenoaks' Young Adult Learning Environment – What is it?

Our Young Adult Learning Environment provides the learning and social characteristics which we will aim to achieve with our students. We will develop our Young Adult Learning Environment through a Young Adult Ethos where we will support students to develop the skills to be successful young adults, in their learning environment and their social environment.

An important part of our young adult learning environment are our CARE values.

- **Compassion** | Care for yourself and others. Be aware of diverse cultures and embrace diversity
- **Accountability** | Be accountable for your decisions and actions
- **Respect** | Respect yourself, others and the environment
- **Excellence** | Seek to accomplish your goals and pursue excellence

Our CARE values apply to all students and staff as we work together to build a great Sevenoaks community where everyone can feel a strong connection and sense of belonging to the Sevenoaks Community.

Students will be gradually given more responsibility as they move through Year 11 and into Year 12. Basically, we will support and guide students to make informed decisions about their future through our teachers, support staff and Advocates.

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 Program Coordinators 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.

Top garments must be College polo shirts or College jumpers, which can be purchased online from Uniform Concepts.

For occupational health and safety purposes:

- Closed-in footwear must be worn at all times.
- Ugg boots, slides and thongs are not acceptable footwear
- Students will be expected to remove any jewellery that, in the opinion of the teacher, may be unsafe in 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.

To be entitled to student concession rates on public transport, students must carry their SmartRider.

- 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.
- SmartRiders are an acceptable form of ID for students sitting ATAR and WACE examinations.

College Library

The Library's opening hours are currently under review.

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 Library Officer 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 some time at the College with one or two free zones. 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 café or courtyard. Direct monitoring of students takes place during recess and lunch.

Students must stay on the College grounds during the day.

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.

Personal safety

- Keep your valuables with you or locked away.
- Do not leave your belongings unattended.
- 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.

Attendance and 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.
- Students can arrive in time for their first class and leave at the end of their last class. This will vary for all students.

Punctuality

Students are expected to be on time for all classes. Lateness to class disrupts your learning, the learning of other students in the class and the teacher. Demonstrate respect by being on time to 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.

It is a Department of Education policy 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 by the Department of Education 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.

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' Jackets.
- 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, follow the instructions of your teacher/staff member on where to go.
- 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.
- take any personal items with you.

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 and Study Tips

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 60 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