

GREAT LAKES COLLEGE

SENIOR CAMPUS STUDENT HANDBOOK

A GUIDE TO EXPECTATIONS AT THE SENIOR CAMPUS

An Adult Learning and Working Environment



Strengthening partnerships at Great Lakes College

through the core values of:

Personal Best / Respect / Responsibility

*One College
Three Campuses
Unlimited Opportunities*

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EXECUTIVE FOREWORD

Welcome to the Senior Campus of Great Lakes College. You are starting on a new adventure where you are given more opportunity and the responsibility for your learning.

On the Senior Campus of Great Lakes College we provide a young adult learning environment. As well, we have certain expectations of our students as they develop into young adults.

We have the expectation that;

- you will attend all classes
- you will apply yourself with rigour to your studies
- you will complete your homework, assignments and assessment tasks
- you will use your in-school study time productively either by working in the library, in the study hub, or working in specialist areas of the school under staff supervision
- you will represent the campus with dignity
- you will wear the campus uniform
- you will support and participate in campus student leadership
- you will follow school policies

You always have choices. If you make poor choices about your classwork, homework and assignment work, or in relation to other students or the teaching staff, then the Senior Campus may not be for you. If you make responsible choices you will gain all of the benefits of your constructive participation in your learning and development.

Good luck in your senior course of study.

Mr Brad Germon
Principal (relieving)
Senior Campus
Great Lakes College

Mr Greg Glanville
Deputy Principal (relieving)

EXPECTATIONS OF SENIOR STUDENTS

The expectations of senior students and some specific campus policies to inform student decisions are detailed in this booklet.

As a condition of your enrolment you are required to read this booklet and sign a declaration that you will agree to follow these requirements.

SCHOOL PHILOSOPHY - an Adult Learning and Working Environment (ALWE)

Great Lakes College Senior Campus considers how things are done in the adult world and tries to apply these principles in an educational environment. Great Lakes College Senior Campus attempts to create an educational environment that reflects the adult nature of university or TAFE, but also has the supportive welfare network of a secondary school.

As with any adult environment, there is more freedom. With this additional freedom must go greater responsibility for all members of the Adult Learning and Working Environment (ALWE). Students and staff are constantly reminded that every choice has a consequence. Therefore we need to make wise and considered choices whenever possible. Those choices are made in the classroom about participation in work set, to ongoing assessment and homework, and in relationships with other students and with staff. This concept challenges us all to accept responsibility for choices and to know what the possible consequences of those choices are.

Policies replace rules. These policies reflect what would be expected in the adult world. Policies are based on legal accountability, common sense, and what normal courtesy would dictate. Policies are aimed at providing a set of expectations to reinforce a positive learning environment in the classroom, to reduce conflict and confrontation, to guarantee student and staff rights to a safe and happy working environment, and to promote academic, cultural, and social achievement.

LEARNING AS A SENIOR STUDENT

What you achieve at school will influence your options when you leave school and therefore you should make the most of your senior school years.

Set clear goals and know why you want to return to senior school studies.

Apply consistent effort to classwork.

If you wish to leave school with results which you can be proud of, then you face decisions about commitment and dedication. This will require you to aim to produce "quality work" which is the best you can do.

Participate in all class activities including discussions.

Interaction and discussion are one of the most effective learning tools, especially in the development of higher order thinking skills.

Feel confident to express ideas and to learn from the ideas of others.

Learning is greatly improved by decisions made to actively participate.

Ask questions.

Never leave a lesson thinking that you don't understand the work. If you can identify areas of work that you can't do - fix the problem.

Have a planned homework and study program.

Work outside the classroom is essential to consolidate or extend learning and should include:

- Revision
- Additional practice (including exam practice)
- Further research
- Reading and
- Preparation for assessments and tests

STUDY PERIODS

The time you set aside on homework and study will be of utmost importance to you. Some students will have periods in their timetable where they do not have scheduled classes. Students in this situation need to make wise use of the opportunities presented by these study periods. The best advice would be to complete homework and prepare research for assessment tasks. Using this time wisely will reduce the amount of work that students would need to complete at home. In addition, it is worth considering that resources and facilities are available at school which may not be available at home.

It is expected that students use this time in one of the following ways:

- Use the library for private study and research. HSC study guides, past examination papers and a wide range of resources are available in the library, including access to the internet
- Use the Senior Learner Support Centre, which again has access to the internet
- Contact teachers for extra help
- Negotiate with staff the use of specialist subject facilities

Students should seek the advice of teachers or their mentors to help them to organise effective use of this time. The librarian is able to assist with specialist research skills as an aid to assessment task preparation.

If study periods coincide with the last period of the day then students may leave the campus grounds and go home. Similarly, if study periods occur at the beginning of the day then students are able to arrive at school later. In this case they would need to sign in or out at the front office so that attendance rolls can be accurately updated.

USE OF FACILITIES

A range of facilities are available for student use. Students have free access to the Library, Senior Study Hub and Cafeteria, though not during times when the student should be in lessons. For use of specialist areas or equipment, students should contact their teacher or Head Teacher of the faculty responsible for the equipment.

CHANGING SUBJECTS

Changing subjects may not always be possible.

Subject changes require you to make a request through the Deputy Principal. You will be required to fill in a "Change of Subject" form. Students under the age of 18 who live at home will also require a letter signed by parents notifying of the request to change subjects. Students must seek approval from the Head Teacher of any subject they wish to change from and into. They must also confirm their change in subject with the Deputy Principal.

Students must identify quickly if they are not suited to a subject and request a change within the first 4 weeks of the start of the course. It will be more difficult to justify a change of subject after this period because a student will have missed so much of the course they would like to change into. A cut off date will be advertised after which only very special circumstances will be considered. Even if requesting a change, students are to attend all classes until they receive official notification that they may change.

WELFARE STRUCTURE - SUPPORT TEAM – Student Services Team

Guidance and counselling personnel are available to you upon request.

The Student Services Team is a network of people who can help your learning needs. Welfare personnel and members of the Learning Support Team include:

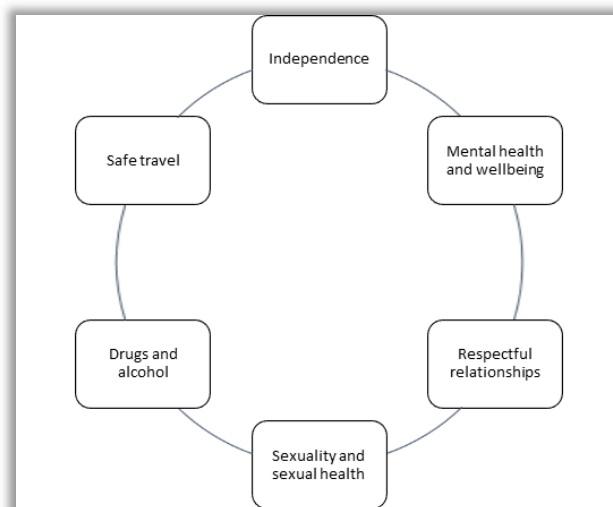
Mr Greg Glanville	Deputy Principal
Ms Lee Ralston	Head Teacher Student Services
Mrs Pauline Webber	Careers Adviser
Ms Wendy Orman	Year 11 Year Adviser
Mr David Martin	Year 11 Year Adviser
Ms Mel Laurantus	Year 12 Year Adviser
Mr Anthony Thomas	Year 12 Year Adviser
Mrs Marion Johnson	Girls Adviser
Mrs Marion Johnson	Grievance Officer
Ms Fern Champion	School Counsellor
Jane Stevenson	Senior Psychologist, Education

The Learning Support Team meets every 2 weeks to discuss student self referrals to the team or referrals from staff. The mentor teacher may also be involved in interviews and any decisions that may need to be made.

THE LIFE READY PROGRAM

Life Ready is a mandatory 25-hour course designed to prepare and support senior students as they encounter situations related to health and safety as they become more independent and gain more responsibilities. It focuses on offering opportunities for students to build the functional knowledge and skills for life post school.

Life Ready operates each Tuesday during period 3 at the Senior Campus and covers the 6 key topics outlined below.



HANDLING CONFLICT

In our young adult learning community we recognise the rights and responsibilities of all members of the school community. We have developed an agreed code of practice that recognises the inevitability of conflict both inside and outside of the classroom, and provides mechanisms to support students and teachers in collaborative, planned behaviour management and non-violent conflict resolution.

When things go wrong in relationships

Students who have an argument over an issue which they cannot settle should see a teacher such as their LIFE READY teacher or Year Adviser, for advice or mediation.

Discrimination of any kind, harassment, or vilification are against the law and go against accepted community values of decency and standards of acceptable conduct in community relationships.

The young adult learning community at Great Lakes College Senior Campus is committed to the DHV Program which empowers students by providing a support process to resolve conflict in a non-violent way.

A student who is discriminated against, harassed or vilified, has two specific responsibilities,

- (i) to tell the person or group involved that the behaviour is unwanted and should stop, and
- (ii) not retaliate either verbally or physically

If the unwanted behaviour continues;

- (iii) it should be reported to a teacher, mentor or student adviser who may use a variety of methods to help resolve the situation including conducting their own interviews, applying an appropriate consequence, recommending a mediation.

If the behaviour continues or is of a serious nature

- (iv) the student may report their concern to a school Grievance Officer. The Grievance Officer will examine the issues and conduct a formal mediation conference.

At all points throughout the DHV process the offending student or group of students are given the opportunity to accept their responsibility and to resolve the situation of discrimination, harassment or vilification.

Repeated failure to resolve issues of Discrimination, Harassment or Vilification may result in the suspension or expulsion from school of the student involved.

CLASSROOM BEHAVIOUR

The focus of all behaviour and activity in the classroom should be learning. Students have the right to be engaged in meaningful learning experiences free from the disruption of other student's misbehaviour. Every student has a right to learn in an environment safe from harassment or emotional or physical abuse.

Every student is responsible for the choices they make about their personal conduct. Any behaviour which interferes with the learning of students or which puts the personal safety of you and others at risk is unacceptable.

It is the responsibility of all students to have all required equipment, follow teacher instructions, maintain accurate notes and records of learning, work cooperatively with other students in the class, and obey classroom codes of behaviour and safety directions.

Students who choose to exercise their responsibilities in the classroom have a greater chance of success in learning and having their achievement recognised and celebrated in the classroom, in reports or through school merit awards.

If students choose not to exercise their responsibilities in the classroom, then the teacher may employ a range of strategies from low level reminders to more serious consequences. It is expected that students respond positively to reminders and get back on task.

A student who continually chooses to disrupt the learning environment and fails to respond to positive teacher intervention may find that they are asked to evaluate their enrolment at the Senior Campus.

Do not consume food or drink in the classroom.

FINANCIAL SUPPORT

There are various forms of financial support available to students. For more information contact the administration office.

If at any time your studies are affected by financial problems, talk to a member of the Student Services Team. They should be able to advise where help may be obtained.

ATTENDANCE

Daily

Unless otherwise advised, students are expected to attend every school day. Student attendance is monitored every lesson.

If students are away for any period of time, or if they need to arrive late or leave early on a particular day, they must notify the Administration Office. It is your responsibility to provide documentary evidence (medical certificate, appointment card, letter from parent or caregiver) to justify your absence. This must be presented to the Administration Office within seven school days. Failure to do so will result in your absence being classified as unexplained.

If the absence extends beyond 2 days, arrange for someone to ring and advise the school. In case of lengthy absences, arrangements can be made through the Year Adviser to send work home. Documentary evidence is still required on your return to school. If a student knows in advance that they are going to be absent they should make arrangements with their teacher / Head Teacher for missed work and assignments.

When a pattern of absence occurs across several of your subjects, you and your parents (if you are under 18) will be asked to give reason why your position at school should be maintained.

Class attendance

Students are required to attend all scheduled classes, study periods, school activities and meetings. Class teachers will maintain an up to date and accurate roll of attendance at each lesson. Irregular or consistent non-attendance for any one course will jeopardise your progress and ability to reach the course outcomes and may result in you receiving a "N" determination result for a course or courses. It is the students responsibility to catch up and complete any work that they have missed for any reason.

You will be supervised by teachers while attending scheduled classes. However, because of the post compulsory age of senior students, teacher supervision outside normal classes will not normally be done. In study periods you are to be in the Library, Senior Study Hub or other designated study areas unless you make arrangements to be in other classrooms or work areas such as the computer, art, workshops or music rooms.

When you know beforehand that you will be absent from a class on official school activities (eg exams, excursions and sporting commitments) please advise the Administration Office prior to the absence. This will then be recorded on the attendance system and you will be marked as being present. Students should also make arrangements with their class teacher / Head Teacher regarding assessments and missed work.

TAFE attendance

Students enrolled in TAFE courses are expected to attend every lesson. This is a condition of enrolment.

ILLNESS AND ACCIDENTS

If you are involved in an accident while at school make sure that the closest teacher is told. The ambulance can be called if required. You will need to complete an accident report as soon as possible. These can be obtained from the Deputy Principal.

If you become ill while at school go to the Administration Office. Your parent/caregiver will be contacted.

There is **no** medication (eg Panadol) available at school. If you are required to be on medication and are required to take this during the day, please advise the Administration Office and arrangements will be made to keep the medication secure and available at the required times and in accordance with the Department of Education guidelines for drug management.

SUSPENSION

The Department of Education provides specific guidelines for the use of suspension as a strategy in student management.

Suspension may be imposed by the Principal where there is persistent disobedience, violence, threats of violence, or persistent refusal to resolve problems.

Suspension will be applied automatically in situations involving weapons, serious violence, illegal drugs or alcohol use or possession, and deliberate damage to school property. The Police will also be involved in these situations because the law may have been broken.

Suspension highlights the seriousness of the breach of school policies and is seen as a consequence to allow for time out an opportunity to develop fuller management programs by and for the student, an opportunity to involve outside agencies, and to provide a formal opportunity to resolve the matter in partnership with parents, guardians or care givers.

CARE OF PERSONAL ELECTRONIC PROPERTY

The Senior Campus will not take responsibility for stolen, lost or damaged personal property. This includes items such as laptops, mobile phones, electronic games, MP3 players, iPods, etc.

You are responsible for your own property. Every school unfortunately has people who will steal. Make sure you don't become a victim. Recovery of any stolen goods is unlikely, so prevention is your best hope.

Do not bring valuables to school. If you choose to do so, do not leave them in unattended bags outside classrooms or the library.

Safe keeping is available at the Administration block if required.

MOBILE PHONES - TECHNOLOGY

Phones are available to students in the main Administration building for their use in the event of emergency.

Students may choose to bring mobile phones or other technology to school, in doing so they need to be aware:

- The Senior Campus takes no responsibility for loss, theft or damage of personal belongings,
- all technology must be used responsibly and within the guidelines outlined by the Department of Education Policies,
- under no circumstances can photos, videos or recordings be made or shared in the school environment unless by specific approval of the Principal or delegate,
- when in class, assemblies and meetings all technology must be turned off and out of sight unless by specific approval of the class teacher.

UNIFORM DRESS CODE POLICY

The wearing of identifiable uniform and colours represents an important child protection requirement since we share our grounds with Tuncurry Campus and the TAFE. *Our legal obligation to protect all users of the campus site will override any objection to the wearing of uniform.*

All senior students are expected to wear senior school uniform colours at school and to school excursions. Consistent or serious breaches of the Dress Code may see students asked to return home to change into the required clothing.

Students are expected to maintain a high standard of personal hygiene and neatness. Clothing and accessories should be clean, safe, modest and in reasonable condition.

Items of uniform should conform to the following guidelines;

Girls:

Plain navy skirt, mid length navy shorts, or navy slacks to be worn all year.

White knit shirt or button up shirt with school or college emblem.

Red sweater top, with V neck and school or college emblem.

Black enclosed shoes with leather uppers and short white socks.



Boys:

Grey dress trousers or shorts.

White knit shirt or button up shirt with school or college emblem.

Red sweater top, with V neck and school or college emblem.

Black enclosed shoes with leather uppers and short white socks.



All Students:

Tie and Blazer can be borrowed for special occasions.

Tie - College tie for special occasions to be worn with dress shirt

Blazer - Navy Blue with College logo.

FOOTWEAR POLICY

The wearing of enclosed shoes which also enclose and support the heel is a legal issue subject to Work, Health and Safety Guidelines at the Great Lakes College Senior Campus.

Thongs, sandals, clog style and scuff style footwear are not permitted on the site because they represent a foreseeable risk of injury given the nature of the site.

Legal requirements for appropriate footwear will override any objection students may have. A student wearing inappropriate footwear will be required to return home to obtain enclosed footwear before coming back onto the site.

THE POSSESSION OR USE OF ILLEGAL SUBSTANCES ON CAMPUS

Students suspected or under the influence of illegal substances

If a student is suspected of being under the influence of an illegal substance while at school the following will occur;

- (i) Parents/caregivers will be notified immediately.
- (ii) The student will be kept at school until taken home by a parent. Where appropriate, an ambulance will be called.
- (iii) Where there is suspicion of the student being under the influence, an investigation will be conducted by staff members, one of whom will be the Deputy Principal of the school, and the outcomes shared with the Principal, parents, student and if appropriate, the Police.
- (iv) Suspension or expulsion from school may result.

Possession of illegal substances

If a student is suspected of being in possession of an illegal substance, the student will be escorted to the office and asked to undergo a voluntary bag search in the presence of witnesses. If the student does not agree then parents and the Police will be called.

If the student volunteers the illegal substance or it is uncovered as a result of the bag search a formal interview will take place.

If the student is under 18, parents/caregivers will be notified immediately and invited to be present before any further discussion occurs. If a parent/caregiver cannot be contacted, a member of staff will attend the interview instead of the parent/caregiver, and parents/caregivers will be contacted as soon as possible.

Suspension or expulsion from school may result.

Dealing in illegal substances

Where the activity is suspected, the police will be informed immediately.

Suspension from the school may occur pending the Police investigation.

Parents/caregivers will be informed immediately.

ANTI-SMOKING POLICY

It is an offence to smoke on government property. In addition, smoking is inconsiderate and poses a health risk to smoke in toilets used by non-smoking students. It is illegal to provide cigarettes to people under the age of 18.

Students may be suspended for smoking on campus or on the way to or from the campus.

Students with addictive habits are advised to seek assistance as a long term health strategy.

USE OF PRIVATE MOTOR VEHICLES BY STUDENTS

Authority is needed if you wish to drive to and from school in your car. Applications are available from the Deputy Principal. The driver needs to be clearly named and the application needs to be presented to the Deputy Principal. Students will need to produce a copy of their drivers licence and Third Party Insurance Policy.

Cars are to be used ONLY for transport to and from school at the beginning and end of the school day. You are not to sit in your car during the day, or leave the school without permission from the Deputy Principal.

Student cars are not to be parked in the teachers' car park. The school does not accept responsibility for vehicles parked on the school grounds.

Anyone who drives dangerously in the school grounds or uses the car indiscriminately throughout the school day is liable to have permission to drive withdrawn. If an infringement is repeated the student may be suspended from school for persistent disobedience.

No student may travel as a passenger in a car driven by another student to or from school activities without written parental consent. Applications to be a passenger in another student's car are obtained from the Deputy Principal.

DECIDING TO LEAVE SCHOOL - CANCELLING YOUR ENROLMENT

Having completed Year 10 all Senior Campus students under the age of 17 have the choice of remaining in school, being employed or attending another educational institution eg TAFE.

Students who have concerns regarding their progress or pattern of study should see their Year Adviser, Careers Adviser, Deputy Principal or Principal to discuss support that might be available, possible options and pathways.

Students considering leaving school should seek advice from a member of the executive or your Year Adviser. Cancellation of your enrolment at school is a major decision and not one to be made on your own. If you intend to leave school to seek employment you should see the Careers Adviser or Year Adviser and follow an *Exit Program* to help identify job search paths and organisations in the community that can assist.

If you decide to cancel your enrolment at the school you will need to advise the school administration by providing a written letter from your parent or caregiver. This will enable a leavers form to be issued.

It is your responsibility to return any borrowed books or equipment, which belong to the school, school I.D Cards and bus pass, and settle any outstanding contributions for equipment or subjects.

If you are in receipt of a Youth Allowance it is also your responsibility to inform Centrelink, where necessary, of the date of the cancellation of your enrolment.

FEES

The general school contribution for 2016 is: Years 11 & 12 \$ 60

All students who participate in practical subjects in Years 11 & 12 must pay the compulsory subject contribution. If the payment of compulsory subject contributions presents a burden, parents are invited to contact the Principal.

	Year 11	Year 12
Design & Technology	\$50	\$50
Food Technology	\$40	\$40
Industrial Technology – Metal	\$80	\$50
Industrial Technology – Multimedia.....	\$20	\$20
Industrial Technology – Timber	\$80	\$50
Information Processes & Technology	\$20	\$20
Music 1.....	\$25	\$25
Music 2.....	\$25	\$25
Software Design & Development	\$20	\$20
Textiles and Design.....	\$25	\$25
Visual Arts.....	\$50	\$60
Business Services	\$25	
Construction 2 Unit.....	\$80	\$40
Construction 4 Unit.....	\$120	
Hospitality.....	\$110	\$120
Information & Digital Technology	\$20	\$20
Metal and Engineering.....	\$80	\$40
Retail Services.....	\$25	
Furniture Making	\$80	\$50
Marine Studies.....	\$60	
Photography, Video & Digital Imaging	\$70	