



THE ADULT
LEARNING
CENTRE

Enrolment Handbook

Including



Acknowledgement of Country

Heatley Secondary College acknowledges the Traditional Owners of the land on which our College was built in 1968, the Wulgurukaba People.

The Wulgurukaba people call their country “Gurrumbilbarra” Wulgurukaba meaning “canoe people”. An important symbol of the Wulgurukaba people is the Carpet Snake. Wulgurukaba’s creation story tells the story of the creation snake that came down from the Herbert River, went out to sea creating the Hinchinbrook Channel, and continued down to Palm and Magnetic Islands. The snake’s body broke up leaving parts along the coast: the tail of the snake is at Halifax Bay; the body is at Palm Island; and the head rests at Arcadia on Magnetic Island.

We also acknowledge the Bindal People as the traditional owners of the neighbouring land on the southern banks of the Ross River. The Bindal people call the country “Thul Garrie Waja”. An important symbol for the Bindal people is the shooting star. They believe that wherever the star fell, or the direction the star fell in meant there was either danger coming or someone from that direction was in need of help or in danger.

We pay our respects to the Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Aboriginal and Torres Strait Islander peoples across the state.

A better understanding and respect for Aboriginal and Torres Strait Islander cultures develops an enriched appreciation of Australia’s cultural heritage and can lead to reconciliation. This is essential to the maturity of Australia as a nation and fundamental to the development of an Australian identity.

We are committed to delivering aspirational, educational, economic and social outcomes for Aboriginal and Torres Strait Islander peoples.

We all have a role in creating workplaces, schools and communities that value, support, and uphold the rights of Aboriginal and Torres Strait Islander peoples.

Contents

	Page
College Information	5
Important Dates	6
Enrolment Process	7
Courses Offered	8
General Information	9

School Policies

Assessment Overview	16
Bullying is Unacceptable	18
Responsibilities for Using a Personal Mobile Device	19
Enrolment Agreement	20
Quick Reference – What to Do When	22
Frequently Asked Questions	23
School Map	24

College Information

Location Cnr Fulham Road & Hanlon Street, HEATLEY
Postal Address PO Box 64, AITKENVALE QLD 4814
Telephone (Administration Office) (07) 4726 8333
Email admin@heatleysc.eq.edu.au
Website www.heatleysc.eq.edu.au

Administration Office Hours

Mon, Tues, Thurs, Fri 8:00am – 4:00pm
Wednesday 8:00am – 3:30pm

Student Absence Telephone (07) 4726 8304
Student Absence SMS 0429 323 691
Student Absence Email absences@heatleysc.eq.edu.au

Heads of Department

Jenni Dawes Adult Learning Centre
Bjarne Ohlin TCTC (Townsville Creative Technologies Centre)

2024 Important Dates

15 - 16 January	Enrolment intake for 2024
22 – 25 January	Enrolment interviews conducted
29 January	Week 1 of classes
28 March	Last Day Term 1 (last day of possible enrolment for 2023)
15 April	First Day Term 2
21 June	Last Day Term 2
8 July	First Day Term 3
30 August	Student Free Day
13 September	Last Day Term 3
30 September	First Day Term 4
14 - 18 October	Last week of Evening TCTC Classes
4 - 7 November	Final week of Day TCTC classes

TCTC classes operate as normal except on public holidays and school holidays.

Courses Offered

The Townsville Creative Technologies Centre offers a range of Certificate II and Certificate III subjects.

Certificate II and III Subjects with Competency Based Assessment		(max) QCE Credits	Fee	Time
CUA20620	Certificate II in Music - Sound Production	4	\$650	Day/Night
CUA20220	Certificate II in Creative Industries - Animation	4	\$650	Day
ICP20120	Certificate II in Printing and Graphic Arts	4	\$650	Day
ICT30120	Certificate III in Information Technology - Game Programming	8	\$1300	Night
CUA31020	Certificate III in Screen & Media - Film and Television	8	\$1300	Day
CUA31020	Certificate III in Screen & Media - Animation			Night
CUA30920	Certificate III in Music - Sound Production	7	\$1300	Day/Night
CUA31120	Certificate III in Visual Art - Photography	8	\$1300	Day

Subject Guides for all courses are available separately from Administration Office

*Classes will only run if enrolment levels reach quota. Be sure to enrol early so that classes can be confirmed ASAP.

*Some classes may not be confirmed until mid-February.

Enrolment Process

		Done
1	Pick up an enrolment pack from the Administration Office	<input type="checkbox"/>
2	Read the Enrolment and TCTC Handbook enclosed in your enrolment pack	<input type="checkbox"/>
3	<p>Complete the following forms prior to the Enrolment Interview</p> <ul style="list-style-type: none"> • Application for Enrolment • Enrolment Agreement • ICT Responsible Use • Guidance Officer Consent Form • State School Consent Form • USI Number Form • Criminal History Check Consent Form - if you are over the age of 18. You will also have to pay \$27.50 for processing (after the interview) 	<input type="checkbox"/>
4	Ring 07 4726 8333 to book an enrolment appointment to meet with the Head of Department for the Townsville Creative Technologies Centre	<input type="checkbox"/>
5	<p>Attend Interview – and Bring ID</p> <ul style="list-style-type: none"> • Must bring completed paperwork to the interview • You must bring proof of identity documentation to your interview. This may be a birth certificate, drivers license, passport, etc. If you are currently on a Visa, then you will need to bring a copy of this as well • Pay for the Criminal History Check \$27.50 	<input type="checkbox"/>
6	On advice of positive notice of Criminal History Check (if required) arrange for payment of fees	<input type="checkbox"/>
7	Collect ID Card from the Administration Office before attending class	<input type="checkbox"/>

General Information

Absence from School

Students are required to maintain an attendance of 90% or better – all absences should be explained and the College notified (in advance if known).

The College must be notified of the reason for any absence. This can be done by:

- Emailing absences@heatleysc.eq.edu.au
- Sending a text message to 0429 323 691
- Making a phone call to the Administration Office or
- Providing a Medical Certificate

Assessment *(see the Policy section of this handbook)*

Assessment in each of these subjects is ongoing. An outline of the assessment program for these subjects will be given to learners at their first class. There is no additional cost to students for the assessment in these courses due to the assessment all being set and marked internally.

Behaviour Expectations

All adult learners are expected to display appropriate adult behaviours at all times. It is expected that Adult learners attending the College during the day, associate with their TCTC peers and be good role models for main school learners.

The majority of adult learners are dedicated people and focussed on improving their education. However, there is likely to be a very small number of learners who enrol in TCTC who do not demonstrate the skills of a focussed learner either through choice or lack of understanding. Hence the need for the clearly defined expectations below.

Respect for others and the reputation of the College must be a priority at all times. Your conduct and behaviour at the retail outlets on Fulham Road opposite the College, outside the fence line of the College and the College car park must be of a high standard at all times.

Due to the requirement of Department of Education and parental expectations that schools provide Duty of Care to mainstream students, it is essential that TCTC learners, **do not interact with mainstream learners**. TCTC is effectively separated through offset lesson and break times.

This separation extends beyond the fence line in the vicinity of the College. Loitering or interaction with mainstream students in the vicinity of the College, which includes Fulham Road shops, is not permitted. Loitering around, on, or in cars in the car park is not permitted. School-age learners who choose to enrol at TCTC must be prepared to accept and follow the stated behavioural expectations as a condition of enrolment.

Heatley Secondary College promotes a learning environment free of intimidation, threat and humiliation. Harassment of any members of the school community or the general public is not permitted.

Unlawful discrimination is any practice that makes a distinction between individuals that disadvantage some people or advantages others. This may include, but is not limited to the following grounds of discrimination.

- Sex, Sexual preference and/or gender status
- Age, Race, colour or national origin
- Physical, mental or intellectual disability
- Pregnancy or potential pregnancy
- Marital status

- Family responsibilities and/or parental/carer status
- Religious or political beliefs

Complaints of harassment will be investigated immediately with due regard to the sensitivity of the issue and the privacy and rights of the learners and staff concerned. Appropriate counselling and disciplinary actions may be taken, including termination of enrolment, where appropriate.

Any TCTC learner who brings TCTC into disrepute or disgrace from the outside will be dealt with appropriately. The consequences will range from instant cancellation to show cause to remain enrolled and/or give an undertaking for the future.

Bicycles / Scooters / Skateboards

Bike racks are located inside the school grounds and all bikes are to be secured within this enclosure. Bicycles are left at the risk of the owner so please ensure you have an adequate lock to secure your bike. Scooters, skateboards, rip sticks etc are to be stored in the bike enclosure. (They cannot be kept in the classroom) Entry and exit to the school is to be via the gates near the bike enclosure. These gates will be locked once the school day has started, entry will then be by the Administration Office. Bikes must be walked once inside the school grounds.

Canteen

TCTC Day Learners:

Adult learners are welcome to use the canteen facilities during the day. Hours are 7.30 am to 1.30 pm. The canteen accepts lunch orders before the first bell in the morning. Payment must be made at the time of placement of the order.

TCTC Night Learners:

There are no canteen facilities available on the College grounds at night.

Car Parking

Please note: If you choose to use the rear car park on College grounds, you do so at your own risk. For security of personal property in your car, follow the standard police advice. Remove all bags and anything that may look like it has money or valuables in it. Put all items out of sight in the boot of your car. You might know that there is nothing of value in your car, but a bag to an opportunistic thief looks like it may contain valuables

DO NOT PARK IN THE OFFICE CAR PARK DURING THE DAY

Child Protection Obligation

Under s.229BC of the [Criminal Code](#), an **adult** must, as soon as reasonably practicable, make a report to the Queensland Police Service when they gain information that causes them to reasonably believe, or ought reasonably to cause them to believe, a child sexual offence is being or has been committed against a child by another adult. Failure to do so is a criminal offence, known as Failure to Report.

Communication

Education does not happen in isolation and ongoing communication, interaction and sharing is the key to success. We want you to become fully involved in your learning and we cannot know of your concerns if you do not tell us.

The College uses a variety of communication methods to keep you informed including newsletters, letters, phone calls, emails, SMS messages, report cards and information evenings. Please keep us informed regarding changing circumstances (address etc.), perceived educational problems, illness, change of family situation etc, by phone call, letter or meeting.

Dress Code

The dress code for TCTC is **smart casual**. All learners must have:

- Closed in shoes
- Modest length pants/skirts/shorts
- Sleeves at all times

Electronic Devices (see *Responsibilities for using a Personal Mobile Device*)

NO LIABILITY FOR LOSS / THEFT / DAMAGE OF ANY MOBILE DEVICE WILL BE ACCEPTED BY THE COLLEGE

Learners who are subject to harassment from another person in the form of unwanted text messages or abusive calls are advised to turn off their phone and immediately report these actions to their telecommunications provider, Police and Senior Administration. Do not lend your mobile phone to anyone, as any breeches will be traced back to you.

IT IS A CRIMINAL OFFENCE TO USE A MOBILE PHONE TO MENACE OR HARASS OR OFFEND ANOTHER PERSON. ALL MALICIOUS CALLS AND TEXT MESSAGING CAN BE TRACED

Emergency Contacts (Accidents or Illness)

You must provide emergency contacts at enrolment. If you become ill or require medical attention an emergency contact will be called. If an accident happens at school and no contacts can be made the Principal will act on your behalf.

Exit Form

Any student withdrawing from the College must complete an Exit Form (available from the Administration Office).

Emergency School Closure – (Cyclones, Flooding)

In the event of a Department of Education direction that schools be closed because of an imminent threat (eg a tropical cyclone is expected to cross the coast within the next few hours) public announcements will be broadcast over the local radio stations.

If the announcement occurs during the school day, you will notified by local radio, email, or SMS messaging. Our focus will be on ensuring your safety and you will be notified as to how the College plans to dismiss students so as to ensure their protection.

IT IS CRITICAL THAT YOU KEEP ALL CONTACT DETAILS CURRENT

Facebook

Students are encouraged to “like” our Facebook page. We regularly update information. Please consider consent to publish your photo/name when completing the State School Consent form.

Guidance Services

Heatley Secondary College has a number of Guidance Officers at your service.

Career Counselling

You may need help to make decisions about...

- Careers (long-term goals)
- University and TAFE courses (mid-term goals)
- The best way to achieve your aims (short-term goals)

Guidance Officers can provide you with information on the following:

- Careers; University and TAFE courses; Interstate courses
- How to apply for courses (eg. QTAC Applications)
- External Study; Financial Assistance (Youth Allowance/Austudy); HECS
- Alternative pathways to tertiary study; Combined mode
- STAT, ATAR & QTAC Applications

Full information is available in QTAC *Guide to Further Study* Booklet and QCAA *Senior External Examination Handbook*. However, due to the variety of special considerations and exceptions it is best to discuss your options with your Guidance Officer.

Wellbeing

The stressors of life - work, relationships, finances and both physical and mental health - all impact on your ability to learn and realise your potential. Guidance Officers can assist with helping you to explore options and refer you, if necessary, to outside agencies within our community.

Guidance Appointments

Please phone the Administration Office on 4726 8333 to make an appointment to see one of the Guidance Officers.

ID Cards

In the interests of safety and security, learners must wear their ID visibly at all times. Failure to do so will result in the learner being asked to either leave the College grounds or get a temporary pass from the Administration Office (if it is open).

How do I acquire an ID card?	On full payment of fees, each learner receives an ID card.
What do I do if I've forgotten my ID card?	You are required to go immediately to the Administration Office. You will be issued with a temporary ID.
What do I do if I have lost my permanent ID?	A new ID can be issued on the payment of \$5.00
Do I keep my ID card if I withdraw?	NO. If you wish to receive a refund as per our refund policy you must return your ID.

If you enter the grounds or class without your ID, a staff member will direct you to the Administration Office to obtain temporary or permanent ID or escort you from the grounds.

IT IS THE LEARNER'S RESPONSIBILITY TO WEAR ID WHEN ON THE COLLEGE GROUNDS

Library

The library offers a wide range of resources. Learners may access books and magazines. The catalogue is online and can be accessed at <http://heatleysc.cmeweb.libcode.com.au>. Staff are on hand to offer assistance during the day but not at night.

Borrowing procedures

1. ID cards with barcode will be required to borrow as the library system is computerised.
2. A maximum of three (3) items at one time may be borrowed.
3. Loan period is **two weeks** unless item has been specified as "OVERNIGHT" only.
4. When borrowing, take the item to the circulation desk.
5. Loans may be extended by returning the item for re-issue.
6. If you discontinue a course, please ensure that you return the books you have borrowed. Any unreturned items will be invoiced.
7. Textbooks are not available for loan.

Bags/backpacks in the library

Learners may not take their bags into the library. Bags are to be placed in the boxes provided.

ID Cards

You will need your ID to borrow from the library.

Lost Property

All possessions should be marked with the learner's name. If you lose something, check first with Mrs Dawes, the HoD or office staff as most classrooms are checked each morning.

Newsletter

A newsletter is distributed through the app, Schoolzine. Past newsletters can be accessed from our website.

Payments and Purchases

Payments can be made at the Administration Office in A Block between 8am and 4pm Mon, Tue, Thu, Fri and until 3:30 pm on Wed. EFTPOS is available (\$10 minimum).

P&C Association

Our hard working P&C meets every second Wednesday of the month. We encourage you to get involved. You must attend a meeting to submit your membership application.

Pick Up / Drop Off

Please use the large car park at the rear of the school for drop off and pick up. The car park is accessed via Dalrymple Service Road. The Administration car park is NOT a drop off and pick up area. Parking is also available along Hanlon Street and Fulham Road.

Refund Policy

Irrespective of when you enrol, these dates apply:

- Criminal History Check: \$27.50 Non-refundable
- Annual General Resource Fee: \$60 Non-refundable
- Up to – 1 February: 100% Subject fees refunded
- 4 February – 8 February: 75% Subject fees refunded
- 11 February – 15 February: 50% Subject fees refunded
- 18 February – 22 February: 25% Subject fees refunded
- After 23 February: NO REFUND

Security (@ Night)

A Security Officer is employed by the College to assist learners and staff. Regular patrols of the grounds are made to ensure the safety of property. However, the College cannot be responsible for property and learners are responsible for taking care of their personal belongings. Bikes must be locked; please note that in the past some bikes (that were not locked up) have been stolen from the College.

Student Code of Conduct

The Heatley Secondary College Student Code of Conduct outlines the responsibilities and processes we use to promote a productive, whole school approach to discipline; to facilitate positive behaviours, prevent problem behaviour and respond to unacceptable behaviours.

A full copy of the Student Code of Conduct is available on our website.

Study Information

Excellent Study Website:

www.howtostudy.org

Useful websites:

www.khanacademy.org

www.worldbookonline.com

www.qcaa.qld.edu.au

Planning Study Time

1. *Use daylight hours:* research shows that 60 minutes of study during the day is the equivalent of 90 minutes of study at night.
2. *Study soon after class:* retention and understanding are aided by a review of your lecture notes immediately after class: e.g. One study showed that learners who wrote a 5-minute review test following a lecture remembered one and a half times as much material when tested 6 weeks later as learners who did not review, when tested the next day.
3. *List and do tasks according to priorities:* remember Parkinson's Law that 'work expands to fill the time available for its completion.' If you allot 2 hours to read 10 pages, it'll probably take you 2 hours to complete this 30 minute task.
4. *Start long jobs ahead of time:* avoids cramming and the resultant poor quality ('If only I had more time...').
5. *Be realistic:* don't plan study periods during the week if it is unlikely that you will follow through; thus, in the beginning, you may plan for only 2 or 3 study periods; if you are successful, then plan for 3 or 4 study periods the next week, etc., gradually increasing your commitment to study while always maximizing the probability of success.
7. *Discover how long to study:* as a rough starting guide, for every hour in class you should plan to study for two hours outside of class. Then, adjust up or down as necessary to achieve your goals.
8. *Plan blocks of time:* in general, optimum efficiency is reached by planning to study in blocks of one hour – 50 minutes of study followed by a 10-minute break. Shorter periods are fine for studying notes and memorizing materials. Longer periods are often needed for problem solving tasks and for writing papers.
9. *Have an agenda for each study period:* be specific regarding the task that you hope to accomplish during each planned study period.

Your Action Plan

1. Identify each goal – Write it down.
2. List the benefits of achieving each goal.
3. List the skills, knowledge and help you will need.
4. List any obstacles to achieving each goal.
5. Work out solutions to the obstacles.
6. Set a completion date for each goal.
7. BEGIN

Subject Change

All changes to your enrolment (add/remove/swap subjects) needs to be documented via the appropriate forms from the Administration Office. Please collect and speak to the Head of Department to assist with the completion of these forms.

Use of School Computers and Access to the Internet

There are guidelines for student use of computer equipment at school, including appropriate use of the internet.

The "Acceptable Use Policy", which must be read by the student and parent/carer, is included in the Policy section of this Enrolment Information Booklet.

The Agreement Form is to be signed by both student (and parent/carer if student is under 18)

Unique Student Identifier (USI)

A USI is a reference number. It is a combination of numbers and letters. The USI gives students access to their USI account which allows a student to see all their training results from all providers. This includes all completed training units and qualifications. Registered Training Organisations (RTO) must have a valid USI for a student before issuing a qualification or statement of attainment. This includes school RTOs. A student can apply for a USI at the Australian Government USI website - create your USI. <http://www.usi.gov.au/Students/Pages/steps-to-create-your-USI.aspx> The student must then provide the USI details to the school or RTO.

Website

Our website is a good source for College information. Please visit www.heatleysc.eq.edu.au to view campus structure, strategic and operational information, newsletters, etc. Our College also has a Facebook page where you can also obtain information as it comes to hand.

School Policies

Assessment Policy Overview

Students produce evidence of achievement through the completion of assessment tasks. Students are required to complete all assessment tasks and submit them **on or before the due date**.

Assessment tasks enable students to demonstrate what they know and can do. These tasks include: collections of work, exams/tests, extended responses, investigations, performances, practical demonstrations, products and projects.

Students are to implement the following processes to ensure they submit their best work.

Using In-Class Preparation Time

- Understand the task requirements (**forward planning**), including the ISMG
- Ask the teacher to clarify / explain things you don't understand
- Develop a plan (**outline/time management**) to complete the task by the due date
- Use time effectively - focus on completing a reasonable amount of work each lesson
- Collect and keep notes for authentication (**note-taking and summarising; referencing**)
- Progressively complete task components by meeting all assessment checkpoints
- Submit the draft on time

Post-Draft – Enact the Feedback

- Reflect on peer and teacher feedback and clarify any aspect you are unsure of
- Apply the feedback by adding greater depth and detail (editing)
- Use the ISMG to self-assess the quality of your work (make further improvements)
- Self-assess to check compliance with academic integrity guidelines
- Comply with authentication processes (it must be your own work)
- On the due date, have all required task components completed for collection/assessment by your teacher

Illness or Unexpected Event

Students who are ill and unable to attend school for internal assessment **MUST** inform their class teacher or TCTC Head of Department as soon as practical. Assignments are to be dropped off at the Administration Office or emailed to the class teacher by 3:15pm.

Students **requiring extensions of time must** see their class teacher to discuss their eligibility and complete all necessary paperwork. The following principles apply to eligibility for extension:

- The student has a medical certificate for their absence due to illness

- The event is unforeseen and beyond the your control, and you have informed the school
- The situation is not of the student's own choosing. eg Sorry business

Academic Integrity

Academic integrity requires academic responsibilities be approached in an honest, moral and ethical way. This means students submit assessment that can be clearly identified as authentic (their own work).

Skills students use to ensure authenticity of their work are:

- **forward planning** – understanding the components of a task and how long each component might take to complete
- **time management** – implementing a plan to achieve the assessment outcome, incorporating adjustments to this as needed. Allowing for unexpected events such as issues with technology or changes in personal circumstances
- **note-taking and summarising** – synthesising research or gathering information into a new idea or summary
- **referencing** – appropriately acknowledging the ideas, work or interpretation of others
- **choosing appropriate examples** – selecting appropriate quotes or examples to support an argument or communicate meaning
- **editing** – refining their own work
- **checking** – self-assessing compliance with academic integrity guidelines before submitting responses

Academic Misconduct

Academic misconduct incorporates a broad range of behaviours by which students inappropriately and falsely demonstrate their learning. Types of academic misconduct and examples of behaviours:

Type of Misconduct	Examples
Cheating while under supervised conditions	A student: <ul style="list-style-type: none"> • begins to write during perusal time or continues to write after the instruction to stop writing is given • uses unauthorised equipment or materials • has any notation written on the body, clothing or any object brought into an assessment room • communicates with any person other than a supervisor during an examination, e.g. through speaking, signing, electronic device or other means such as passing notes, making gestures or sharing equipment with another student.
Collusion	When: <ul style="list-style-type: none"> • more than one student works to produce a response and that response is submitted as individual work by one or multiple students • a student assists another student to commit an act of academic misconduct • a student gives or receives a response to an assessment.
Contract cheating/significant contribution of help	A student: <ul style="list-style-type: none"> • arranges for a tutor, parent/carer or any person in a supporting role to complete or contribute significantly to the response • pays for a person or a service to complete a response to an assessment • sells or trades a response to an assessment.
Copying work	A student: <ul style="list-style-type: none"> • deliberately or knowingly makes it possible for another student to copy responses • looks at another student's work during an exam • copies another student's work during an exam.

Disclosing or receiving information about an assessment	A student: <ul style="list-style-type: none"> gives or accesses unauthorised information that compromises the integrity of the assessment, such as stimulus or suggested answers/responses, prior to completing a response to an assessment makes any attempt to give or receive access to secure assessment materials.
Fabricating	A student: <ul style="list-style-type: none"> invents or exaggerates data lists incorrect or fictitious references.
Impersonation	A student arranges for another person to complete a response to an assessment in their place, e.g. impersonating the student in a performance or supervised assessment. A student completes a response to an assessment in place of another student.
Misconduct during an examination	A student distracts and/or disrupts others in an assessment room.
Plagiarism or lack of referencing	A student completely or partially copies or alters another person's work without attribution (another person's work may include text, audio or audiovisual material, figures, tables, design, images, information or ideas).
Self-plagiarism	A student duplicates work or part of work already submitted as a response to an assessment instrument in the same or any other subject.

Bullying is Unacceptable

What is bullying?

Bullying is when someone (or a group of people) **repeatedly** and **intentionally** uses negative words and/or actions against you, which causes you distress and risks your wellbeing.

Five kinds of bullying

- Physical bullying**
e.g. hitting, poking, tripping, pushing, or damaging someone's belongings.
- Verbal bullying**
e.g. name calling, insults, homophobic or racist remarks and verbal abuse.
- Social (convert) bullying**
e.g. lying, spreading rumours, playing a nasty joke, mimicking and deliberately excluding someone.
- Psychological bullying**
e.g. threatening, manipulation and stalking.
- Cyberbullying**
Using technology (e.g. email, mobile phones, chat rooms, social networking sites) to bully verbally, socially or psychologically.

Top tips for kids

You always have the right to feel safe at school.

If you are being bullied....

- tell the person to stop
- use neutral language to respond to the bullying, like 'maybe' or 'that's what you think' walk away
- try to act unimpressed

But if it's been going on for a while and these don't work...

- talk to your friends and ask for support
- talk to your parents
- talk to a teacher

If you see someone else being bullied....

- tell the person acting like a bully to stop
- talk to a teacher
- don't watch or join in
- try to change the subject
- try to comfort and/or include the person who's been targeted
- explain that it's nothing to do with them — it's about the other person's behaviour

If you are cyberbullied....

- don't respond to the message or image
- save the evidence
- block and delete the sender
- report the situation to the website or Internet Service Provider
- tell trusted people—friends, adults, teachers, parents and police if necessary

Parents/carers can refer to www.bullyingnoway.gov.au for more information and strategies on how to support your child.



Responsibilities for Using a Personal Mobile Device

Acceptable / Appropriate Use / Behaviour by a Student

It is acceptable for students while at school to:

- Use their personal mobile device before or after school and during breaks for private use, provided they are courteous, considerate and respectful of others when using a mobile device.
- Mobile devices are to be switched to silent mode once the lesson commences
- Mobile devices are not to be used during class time unless a family or work emergency arises. In this situation, the student is to excuse themselves from the classroom before answering their device.

Unacceptable / Inappropriate Use / Behaviour by a Student

It is unacceptable for Heatley Secondary College students to:

- use a mobile device during class time in such a way that it disrupts the learning and teaching in the classroom
- use a mobile device in an unlawful manner including:
 - download, distribute or publish offensive messages or pictures
 - use obscene, abusive, inflammatory, racist, discriminatory or derogatory language or comments to bully, intimidate, harass, stalk or threaten others
 - use in-device cameras inappropriately, such as in change rooms/toilets or to record inappropriate behaviours
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material

- knowingly download viruses or any other programs capable of breaching the department's network security
- use the mobile device (including those with Bluetooth functionality) to cheat during exams or assessments.
- plug a personal mobile device into the College's network without teacher permission

Repeated unacceptable use of a personal mobile device will be result in follow up by the HoD: Adult Learning Centre and where necessary the Deputy Principal: Senior Schooling. If appropriate consequences will be implemented.

MOBILE DEVICE: phone, wearable technology (eg smart watch), laptop, tablet, iPad, slate, or other

Enrolment Agreement TCTC

Heatley Secondary College provides a safe, welcoming and inclusive environment that empowers students to excel as the leaders of tomorrow. We develop a community of compassionate, resilient and proud learners that embrace diversity and are responsible and active global citizens. At Heatley Secondary College we are committed to:

- **Heatley Proud Culture**
We are proud of our achievements, our contribution to the community, and celebrate our diversity.
- **Belonging**
We nurture the social, emotional, intellectual and physical wellbeing of all to ensure a deep connection to, and care for, our community.
- **Learning**
Engaging and challenging learning experiences ensure our students are developing as independent and interdependent learners equipped with the organisational and 21st century skills for a successful future. We reflect on our past to shape our future.
- **Leadership**
We develop leadership potential and nurture the unique characteristics of every individual through both formal and informal leadership opportunities. We see leadership as an opportunity to serve the community and are inspired to be Heatley Proud Learners every day.

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Heatley Secondary College – TCTC

Responsibility of student to:

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and Principal
- abide by school rules/expectations as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items)
- meet homework requirements
- respect the school property.

and for those students who are over 18:

- advise the school as soon as possible if you are unable to attend school and the reason/s why.
- keep school informed of any changes to your contact details, such as home address, email address and phone number
- ensure the school is aware of any changes to your medical details

Responsibility of parents to (for students who are Under 18)

- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- treat all school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise Principal if your child is in out-of-home care
- keep school informed of any changes to your contact details or your child's details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child's medical details

Responsibility of school staff to:

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- notify parents of an unexplained absence of their child as soon as practicable on the day of the student's absence (allowing time for parents to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy, Customer complaints management
- treat students and parents with respect.

I accept the rules and regulations of Heatley Secondary College as stated in the Enrolment Handbook as found in the enrolment package that have been provided to me as follows:

- Assessment Policy
- Dress Code
- Behaviour Expectations
- Refund Policy

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.



Quick Reference: What to do When

You are absent	If you are absent, an explanation is required. You can: <ul style="list-style-type: none"> • Email: absences@heatleysc.eq.edu.au • SMS: 0429 323 691 • Telephone: (07) 4726 8304
You know you will be away from school for an extended time	Inform the school via the Administration Office
You feel sick at school	Inform your teacher. If you are not in class when you become ill or injured, report to the nearest teacher. The First Aid Officer will assist you and arrange to contact your emergency contact
You change your address or phone number	Collect a "CHANGE OF DETAILS" form from the Office. Complete it and leave it with the Office staff. They will process the changes
You intend to leave school permanently	Complete an "EXIT FORM" available from the Administration Office
You need to recharge your printing/photocopying credit	Top up payments can be made at the Administration Office
You have to pay money to the College	Come to the main office to make any payment. Retain the receipt for your records
You have money or valuables at school	Avoid bringing extra money or valuables to school. If it is essential to do so, carry it on your person at all times or leave at the Administration Office for safekeeping and collect it later
You forget your login or password	See your teacher, or the library staff
You lose or find property	Lost property is held in the box at the Library. Items of value will be held at the Administration Office
You lose your identification card	Check lost property first. If you can't find it, let the office know and arrange for a new card to be printed and to pay for the new card
You wish to see a Guidance Officer or another member of the Student Services Support Team	You should make an appointment to see the Guidance Officer through the Office
You have a friend who needs help	Talk to the TCTC Head of Department or a Guidance Officer
You wish to make a complaint	Discuss the issue with a staff member. If there is no resolution, see the TCTC Head of Department
Can I do only one subject?	The choice is yours. You can do 1 or 2 or 3 or 4 or 5 subjects
If I study FULL TIME do I have to do a set course?	NO. You can choose the subjects you want to do

Frequently Asked Questions

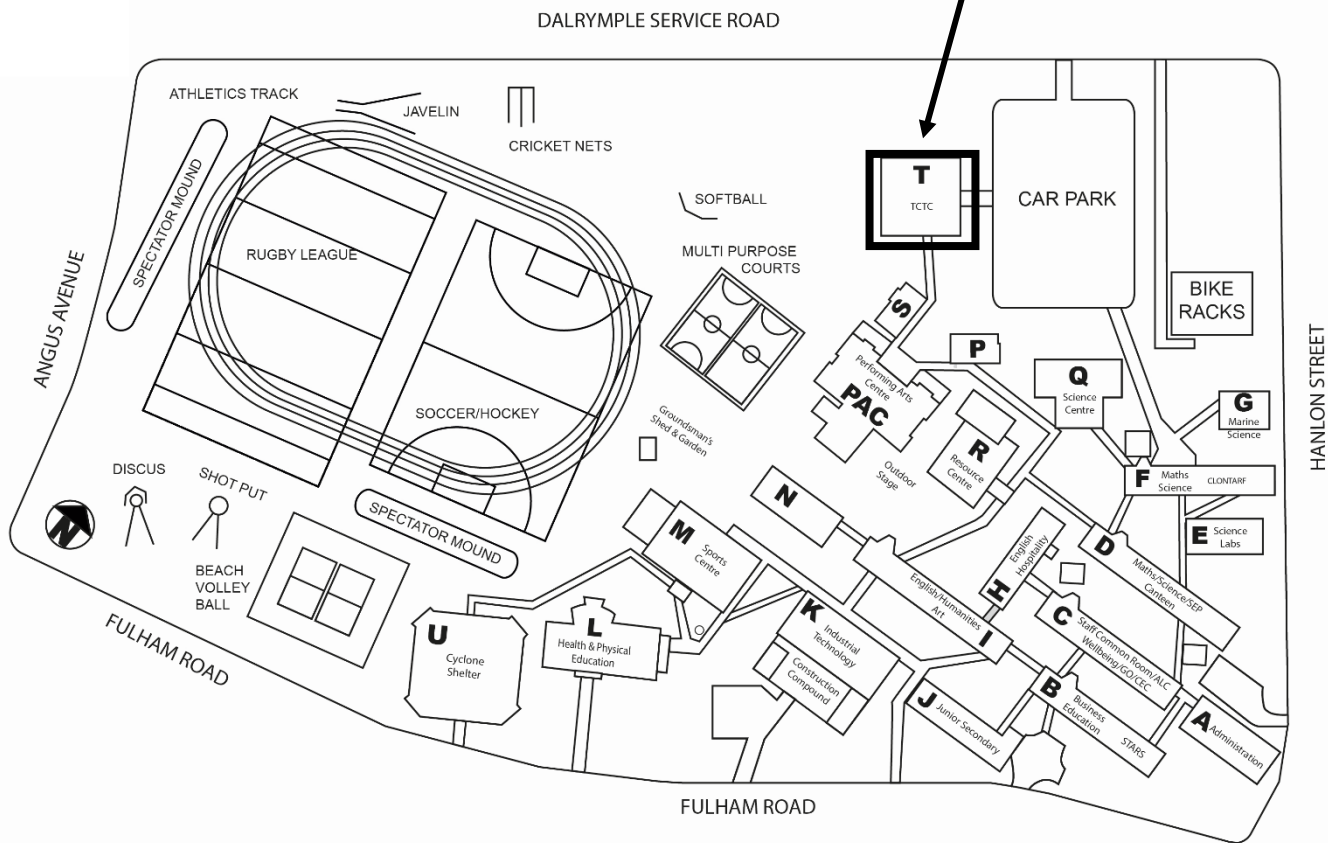
<p>How much does it cost?</p>	<p>The cost is kept to a minimum.</p> <p>Annual Resource Fee: 60.00 is to be paid on enrolment Criminal History Check: \$27.30 (only for 18 years and over) TCTC Subjects: Varies according to subject (see course guide)</p>
<p>I often need to be out of town with my work. Is there an attendance requirement?</p>	<p>Learners receiving financial assistance from such bodies as Centrelink or Employment agencies must attend the classes in person</p> <p>You will have in class assessment and practical exercises for which you must attend A roll is marked in every class. If it is unavoidable that you are absent then the staff will assist where they can</p> <p>WE DO NOT OFFER COURSES BY CORRESPONDENCE AND THEY ARE NOT CONDUCTED ONLINE.</p> <ul style="list-style-type: none"> • It is face to face with your teacher • It is to your advantage to attend every lesson
<p>How long does the course go for?</p>	<p>The courses run for approximately 32 weeks following the school year. The courses usually start during the second week of the school year and finish the second or third week in October. This varies from year to year.</p>
<p>Is it really necessary to get my QCE?</p>	<p>Obtaining your QCE keeps your options open</p> <ul style="list-style-type: none"> • If you change your mind and wish to join either the defence forces you will require the nationally recognised qualifications • If you are going to expend the effort to study for a year you want to get the most out of your year of study • The QCE is instantly recognised as being of a particular standard • If you are transferred interstate the QCAA subjects are recognised by most other Australian Universities • It is a very cost effective way to obtain your prerequisites for university courses in comparison to Bridging courses offered by University or TAFE <p>Employers now expect applicants to have a QCE</p>
<p>How do I apply for University?</p>	<p>You apply through QTAC. This usually happens in Term 3 with the closing date approximately 30 September. You will be reminded when QTAC information booklets become available. See the Guidance Team for assistance</p>
<p>How Do I make a Complaint?</p>	<p>All complaints are to be in writing and/or email to the Head of Department, Mrs Dawes or the Principal</p>

School Map

Location

Plan of the School

TCTC - Townsville Creative Technologies Centre



Directions for Entry and Parking

- Student and staff parking is available via the Dalrymple Service Road entrance. It is advisable to use the rear staff car park as it is floodlit and patrolled regularly. Please do not use the Hanlon St car park during normal school hours
- A bicycle enclosure (locked between 9am and 3pm) is located off Hanlon Street beside the rear staff car park. Bikes are to be secured, even when inside the enclosure

This entire document was accurate at the time of publication, but is subject to change. Please contact the school and make an appointment with the Heatley Secondary College Adult Learning Centre Head of Department Mrs Jenni Dawes on 47268333 or Townsville Creative Technologies Centre Head of Department Mr Bjarne Ohlin on 47268348 should you require any further information.