Enrolment Information Booklet

The People... The Pathways... The Programs...
Building Bridges to your Future
COLLEGE INFORMATION

LOCATION: .................................................................Cnr Fulham Road & Hanlon Street, HEATLEY
POSTAL ADDRESS: ..........................................................PO Box 64, AITKENVALE, QLD 4814
TELEPHONE (Office): ...........................................................(07) 4726 8333
FAX: ..............................................................................(07) 4726 8300

EMAIL: ............................................................................admin@heatleysc.eq.edu.au
WEBSITE: ........................................................................www.heatleysc.eq.edu.au

Adult School / TCTC: ...........................................................(07) 4726 8333
Special Education Unit: .......................................................(07) 4726 8356
Canteen: ...........................................................................(07) 4726 8326

OFFICE HOURS (Main School): .........................................8.00am – 4:00pm

ABSENCE Telephone........................................................................(07) 4726 8304
ABSENCE SMS..............................................................................0429 323 691
ABSENCE EMAIL...........................................................................absences@heatleysc.eq.edu.au

2016 IMPORTANT DATES

School Term Starts
- Term 1 – Wednesday 26th January 2016
- Term 2 – Monday 11th April 2016
- Term 3 – Monday 11th July 2016
- Term 4 – Tuesday 4th October 2016

Student Free Day
- Monday 17th October 2016

Sports Awards
- Friday 21st October 2016

Awards Night
- Tuesday 25th October 2016

NAPLAN
- 10th, 11th, 12th May 2016

QCS Test
- Tues 6th & Wed 7th September 2016

Industry Placement
- Mon 29th Feb to Fri 4th March 2016
- Mon 9th May to Fri 13th May 2016
- Mon 25th July to Fri 29th July 2016
- Mon 10th Oct to Fri 14th Oct 2016

Meet ‘n Greet
- Tuesday 16th February 2016

Parent Teacher Meetings
- Tuesday 19th April 2016
- Tuesday 26th July 2016

P&C Meetings
- Monday 8th February 2016
- Monday 7th March 2016 – AGM
- Monday 11th April 2016
- Monday 9th May 2016
- Tuesday 7th June 2016
- Monday 11th July 2016
- Monday 8th August 2016
- Monday 12th September 2016
- Monday 10th October 2016
- Monday 7th November 2016
- Monday 5th December 2016

School Council
- Monday 14th March 2016
- Monday 16th May 2016
- Monday 25th July 2016
- Monday 10th October 2016
SCHOOL MANAGEMENT AND SUPPPORT STAFF

Senior Administration

PRINCIPAL: ............................................................................................. Mr Steven Miskin
DEPUTY PRINCIPAL: ............................................................................. Mrs Janine Cooke
DEPUTY PRINCIPAL: ............................................................................. Mrs Gwen Nowak
DEPUTY PRINCIPAL ........................................................................... Mrs Paula Adams-Thompson
ACTING BUSINESS SERVICES MANAGER: .............................................. Mrs Irene Tait

Middle Management

Guidance Officer: Anna Johnson
English/LOTE: Carolyn Dawson (HOD)
Maths/Science: Peter Thompson (HOD)
SOSE/HPE: Simon Boevink (HOD)
Technology: Kerry Buckley (HOD)

Special Education: Julie Lyons (A/HOSES)
Adult Secondary: Phillip Campbell (HOD)
Junior Secondary/The Arts: Mindi Mewing (HOD)
Senior Schooling/ICTs: Ken Theodore (HOD)
Master Teacher: Sandra Snewin (HOC)

Year Co-Ordinators

Junior Secondary Coordinator: Christine Williams

Year 7 Jen Ryan
Year 8 Natyce Reichman
Year 9 Cindi Davey
Year 10 Karrie Watts & Amber Sullivan
Year 11 Carolyn Dawson & Raechelle Rauwerda
Year 12 Michael Lazaredes & Jenni Dawes

Support Teachers

Literacy & Numeracy TBA
Behaviour Management Melissa Benge
Curriculum Differentiation Virginia Snee

Student Support Staff

Chaplain: Adam Ginn
Community Education Counsellor: Jasmine Lea
School Based Police Officer: Renee Buttligeg
School Based Youth Health Nurse: Tania Smith
Youth Support Co-ordinator: Truitt Francis

An email list of all staff is provided and the beginning of each year.

Copies are also available from the College Office.
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Denotes a form requires completing.
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- Volunteers
- Website

Denotes a form requires completing.
HEATLEY SECONDARY COLLEGE
COLLEGE PHILOSOPHY

VISION

YOUR FUTURE – OUR FOCUS

STATEMENT OF PURPOSE

Providing and delivering a quality curriculum that prepares students academically, vocationally and socially for future pathways.

COLLEGE ETHOS

As a member of the Heatley Secondary College Community I am:

★ Responsible
★ Respectful
★ Resilient

............... I Belong

THE HEATLEY CODE

1. I will do the best I can in all my learning and other College activities;
2. I will take responsibility for my own actions and the outcomes of these actions;
3. I will respect the rights of others;
4. I will respect the property of other students, teachers, the College and the community;
5. I will maintain a safe, clean and healthy environment for the benefit of everyone;
6. I will work to maintain the good reputation of myself, my College and others.

The People... The Pathways... The Programs...
Building Bridges to Your Future
GENERAL INFORMATION

ABSENCE FROM SCHOOL
Your student’s learning is important, and students are expected to be here ALL DAY EVERY DAY unless there is a legitimate reason for being absent.

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 Office or
- Sending a signed and dated note to the College.

SMS messages will be sent to parents/caregivers by 11:00 am each day if a student is absent from school without explanation provided a mobile phone number is on record.

Any students late for school MUST sign in at the Office. If they do not, they are marked absent for the day until their presence has been verified. Lateness without a note will result in repaying learning time in a detention during break.

ACCESS TO STUDENTS
Only custodial parents, care givers or nominated emergency contacts will have access to students at any time. This information is contained on our enrolment form.

In certain situations, where access is required by someone other than those people nominated, written or verbal permission is to be given directly to the College by the parent or caregiver.

ASSEMBLY/YEAR LEVEL PARADES
Full school assembly occurs on the first school day of each week and are led by our College Captains. Each year level has a parade once a week. Junior Secondary parades occur twice each term.

ASSESSMENT (see also the Policy section of this handbook)
Assessment is the purposeful, systematic and ongoing collection of information for use in making judgements about student progress and performance.

Assessment provides students with the opportunities to demonstrate their knowledge, abilities, and skills, and to gain feedback and reflect on their progress.

All students are issued with a calendar of all assessment dates relevant to their year level) BY WEEK 4 OF EACH Semester. These are also posted on our website.

BANNED ITEMS
Any item which is likely to interfere with student learning, pose a safety risk to other students, risk being stolen or create a problem for our environment are not to be brought to school. These items include:
- White Out and Oil based felt pens
- Spray cans of deodorant (use roll on)
- Chewing Gum
- Any potentially dangerous objects
- Any items that potentially interfere with student learning
BICYCLES
Bike racks are located inside the school grounds and all bikes are to be secured within the enclosure. Bicycles are left at the risk of the owner so please ensure students have an adequate lock to secure their bike. Scooters, skateboards, rip sticks etc should not be brought to school as the College has no adequate storage facility.

Entry and exit to the school is to be via the gates near the bike enclosure. Bikes must be walked once inside the school grounds.

BOOKCLUB
Ashton Scholastic Book club operates through the College Resource Centre. Students are notified of arrivals through notices.

BOOKLISTS (see Student Resource Scheme and Equipment and Stationary List)

BULLYING
Heatley's Bully OFF program has a simple message; bullying is unacceptable and must be dealt with. It is not OK to tell someone, “Just ignore it/them. They will stop.” The reality is bullies usually don’t. Our message is: STOP, WALK, TALK. – STOP the interaction, WALK away and towards someone who can help, and TALK with this person.

People to talk with include teachers, year coordinators, deputy principals, the guidance officer, the CEC and the School based police officers. Always let us know if you believe your student is bullied. They don’t always report it.

BUS TRANSPORT
Students living more than 4.8km from the nearest state school are entitled to receive a free bus pass to be used on designated school buses. Enquiries relating to bus travel should be directed to the bus company.

By law, the school’s RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS applies while travelling to and from school. Qld Transport has a booklet, The Code of Conduct for School Bus Travel - A Guide for Parents and Students. Bus Children MUST behave appropriately or risk having bus passes withdrawn.

The designated School Bus pickup zones are in Hanlon Street and Angus Avenue. Many of our students also use public bus transport. These bus stops are on Fulham Road.

Some students have buses which depart at 3:55pm. These students MUST organise an early bus pass through the office to ensure they do not miss their bus.

CANTEEN
Heatley's P&C operates a Canteen under the joint Queensland Health and Education Queensland Smart Choices Policy. The P&C employs a convenor, but relies on volunteers to maintain affordable food prices.

The Canteen opens at 8.15am and during both breaks. Orders can be made before school starts. “Red Food Days” occur twice per term as determined by the P&C. Menus and prices are advertised regularly in the newsletter.

CASH COLLECTIONS (see PAYMENTS)
CHAPLAINCY PROGRAM
Heatley’s chaplaincy program is endorsed by the school’s Parents and Citizen’s Association and available on a voluntary basis to all students.

The chaplain is involved in a range of activities which are free of religious, spiritual and/or ethical content. These activities are available to all students on a voluntary basis unless a parent or guardian requests in writing that this is not to occur for their student.

When the activities offered have religious, spiritual and/or ethical content, consent must be given by the parent/guardians for student involvement in these specific activities.

The program is explained in more detail at interview.

CLEARANCE NOTICE
Any student exiting the College must complete a Clearance Notice (available from office).

If you are transferring to another Queensland State High School, and an enrolment interview has been scheduled, you should request a transfer note from the Office.

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 student’s education and we cannot know of your concerns if you do not tell us.

The College uses a variety of communication methods to keep parents including newsletters, letters, phone calls, emails, MSM messages, report cards, parent/teacher evenings and parent/teacher interviews.

Teachers will contact you if they have concerns and many parents like to establish email communication with their student’s teachers.

Please keep us informed regarding changing circumstances (address etc.), perceived educational problems, illness, change of family situation etc. by phone call, letter or meeting.

CONCERNS AND COMPLAINTS
We can only deal with those things we know about. Please let us know of any concerns you have. The little things are often easy to address. If left to fester, they become harder to solve.

Parents are encouraged to discuss classroom issues/concerns with the class teacher first.

If the issue is not able to be resolved, parents are encouraged to make an appointment with the Principal or Deputy Principal to discuss the matter further.

CONSENT TO USE COPYRIGHT MATERIAL, IMAGE, RECORDING, NAME OR PERSONAL INFORMATION
If you are happy for your child’s image to appear in photos, for his/her work to be used in school newsletters, or for his/her name to be released, please sign the Consent Form included in your enrolment pack.
CURRICULUM (see Curriculum Handbook for student’s year level)

DETENTION
As per the Education (General Provisions) Act Chapter 12 Part 3 Section 283, a student may be detained as a consequence for disobedience, misconduct, wilful refusal to engage with the program of instruction or for other breaches of school discipline.

Children may be detained for twenty (20) minutes during recess or for thirty (30) minutes after the end of the normal school day if a breach occurs.

Teachers will inform parents of the proposed after school detention before it occurs.

EARLY DEPARTURES
If your student needs to leave school during the school day, a note needs to be brought to school. (You can use the communication section of the diary).
Students need to get the note signed by a deputy earlier in the day, and must come to the office to sign out before leaving the College grounds.

ELECTRONIC DEVICES (see Electronic Devices – Acceptable Use Policy)
We recommend that electronic devices not be brought to school. The College accepts no liability for loss/ theft / damage of any electronic device. Students bringing mobile phones to school must have them off and in their bags so as not to disturb learning.

Occasionally students may be given permission to use an electronic device for a specific curriculum activity. Permission from the classroom teacher is required before use.

EMERGENCY CONTACT (Accidents or Illness)
All parents must provide emergency contacts at enrolment. If your student becomes ill or requires medical attention at school, emergency contacts will be called only if a parent/carer cannot be reached.

If an accident happens at school and no contacts can be made, the Principal will act in loco parentis to make a decision about treatment. Parents are responsible for expenses involved if medical assistance is required. All children are covered for Ambulance.

Please be aware that children SHOULD NOT be sent to the school sick.

EMERGENCY SCHOOL CLOSURE – (CYCLONES, FLOODING)
In the event of an Education Queensland direction that that school be closed because of an imminent threat (e.g. a tropical cyclone is expected to cross the cost within the next few hours) public announcements will be broadcast over the local radio stations.

If this occurs before school opens, children should be kept at home.

If the announcement occurs during the school day, parents will be contacted by local radio, email, or MSM messaging. Our focus will be on ensuring student safety and parents will be notified as to how the College plans to dismiss the student body so as to ensure their protection. Any parents collecting students MUST notify the office of their intention so that students can be accounted for.

IT IS CRITICAL THAT YOU KEEP ALL CONTACT DETAILS CURRENT
ENROLMENT PROCESS
All enrolments occur through the interview process. Information included in your enrolment package needs to be read and the forms completed prior to interview.

You will need to bring to the enrolment interview a copy of a birth certificate, and past report cards where appropriate.

The interview will be conducted with the relevant Deputy Principal. The interview may include additional school staff e.g. Guidance Officer or HOSES etc. where appropriate.

ENROLMENT AGREEMENT
Before a student is enrolled, the parent/guardian will be asked to sign an Enrolment Agreement. This agreement sets out the rights and obligations of students, parents and staff at the school and will require all parties to abide by The Code of School Behaviour as well as school policies provided in this Enrolment Information Booklet.

EQUIPMENT/INSTRUMENT LOAN
Students may need to borrow equipment, eg cameras, or musical instruments, for short periods of time in order to complete a piece of assessment.

A completed Loan Agreement form and a deposit is required prior to any equipment being borrowed. The deposit will be refunded once the equipment is returned in good order. Students/parents/carers will be required to pay for repairs or replacement costs where damage or loss to equipment occurs during the loan period.

Students in the instrumental program can loan an instrument for the year.

EXCURSIONS
Throughout the year excursions are organised as a curriculum, co-curricular or extracurricular experience. Parents will receive written advice of the intended excursion detailing travel details and any associated costs.

Payments are to be made at the office. No late payments will be accepted and refunds will only be given in cases of illness or other exceptional circumstances.

When representing in the outside community, students MUST be in full school uniform unless otherwise stated. Appropriate behaviour is expected, and any breaches of rules can result in parents being asked to collect the student at their own expense.

FLEXIBLE CONTRACT TIME (Year 11 & 12 Students only)
Flexible Contract Time (FCT) runs as part of our Wednesday Options Program to increase the curriculum opportunities available to students. So that students do not miss subject time, they work an extra 35 minutes on 4 days (Mon, Tues, Thur and Fri). This means they work the equivalent of 2 extra lessons per school week.

Students may use time gained to access TAFE, industry placement or work experience, do extra study, attend tutorials, do a school-based traineeship or apprenticeship (SAT), undertake certificate TCTC courses or to study at home with parent approval.

Conditions are attached to the granting of FCT and these are clearly outlined in the contract that all students sign.
FOOD for MORNING TEA and LUNCH
Growing bodies and brains need good nutrition. Parents/carers are requested to provide healthy food for lunch time.

In accordance with Education Queensland’s Smart Choices Healthy Food and Drink Strategy, children should only bring healthy food and drink to school.

FUNDRAISING
During the normal process of the school year, all fundraising at our school is reserved exclusively for the school's Parents’ and Citizens’ Association or Student Council who are fundraising for a class/school project or for charity.

HEAD LICE
Head Lice are a continuing problem in North Queensland. If head lice are detected, parents will be notified by telephone and by letter. Students will be sent home until treatment has commenced.

HOMEWORK (see Homework Policy)

HOUSES
Students are grouped alphabetically into Form Classes. These then form the structure for the HOUSE SYSTEM.

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IDENTIFICATION CARDS (ID CARDS)
A Student ID card will be issued to all students once they join the Student Resource Scheme. The ID card shows the student’s name, date of birth and year level as well as a photograph. It also includes the student’s school identification barcode.

ID Cards are used when borrowing books from the Resource Centre, and collecting books and materials distributed under the Student Resource Scheme.

The ID card expires on 31 December each year and must be renewed for the following year. Replacement cost for a lost or stolen ID. card is $5.00.

Note: The ID card is designed for school use and may not be accepted by businesses as an official means of identification. It is generally accepted by the cinemas, airlines, etc.

LOST PROPERTY
The lost property trolley is located in the entrance to the Resource centre. Smaller and/or valuable items are handed in to the office. Any items not collected at the end of each term are donated to a charity.

PLEASE NAME ALL ITEMS TO REDUCE THE CHANCE OF LOST PROPERTY NOT BEING FOUND
MEETINGS
Should you require a meeting with a member of the Administration or a member of the teaching staff, please make an appointment. This helps us to ensure that we are available for the amount of time you need for productive discussion.

Teachers cannot accept telephone calls during class time, but messages will be relayed.
Parent/Teacher meetings are scheduled twice a year to discuss student progress (please refer to the school calendar for dates).

MESSAGES
In the event of an emergency, messages will be delivered to students, subject to school operations. Messages will only be delivered from custodial parents.

NEWSLETTER
A fortnightly Newsletter is distributed through form classes on a Friday. You can also request a copy via email. Please ensure that you receive and read the Newsletter as this is the main form of communication between school and home.

NON-UNIFORM DAYS
Throughout the year non-uniform days are held to raise money for Student Council.

Clothing inappropriate for a workplace, including shirts etc which have offensive or suggestive messages is unacceptable and should not be worn.

Safety guidelines cannot be compromised and the wearing of thongs, sandals and singlets cannot be accepted.

PAYMENTS
All payments (fees, excursions etc) are to be made directly to the administration office. Students should not carry any cash. EFTPOS is available.

P & C ASSOCIATION
Our hard working P&C meets every second Monday of the month at 6:30pm in the Administration building. We encourage you to get involved to support your student.

PICK UP/DROP OFF
Please use the large car park at the rear of the school to drop off and pick up students. The car park is accessed via Dalrymple Service Road.

The Administration car park is NOT a drop off and pick up area, unless collecting students who are ill and going home. We strongly discourage drop off and pick up at the shops across the road from the College. Hanlon Street is a No Standing zone because of bus stops.

POST COMPULSORY PHASE OF LEARNING ENROLMENT REQUIREMENTS
(see Post Compulsory Phase of Learning: Expectations)
All Year 11 and 12 students will be required to complete a Senior Enrolment Agreement

RESPONSIBLE BEHAVIOUR PLAN
Heatley’s Responsible Behaviour Plan for Students outlines the processes and procedures in place to manage student behaviours for learning in the classroom and playground.

A full copy of our Responsible Behaviour Plan is available on our website.
SCHOOL WATCH
School and community members, who see any persons in the grounds out of school hours, are urged to ring School Watch on 131 788 (toll free) or Kirwan Police on 4773 2000. Access to the school outside gazetted operational hours is not permitted without the Principal’s permission and trespassers may be prosecuted.

SENIOR EDUCATION AND TRAINING PLAN
Each student in Year 11 and 12 is required to have a Senior Education and Training Plan showing their planned pathway for further education, training or employment following completion of Year 10.

Each year 10 student will have an individual SET Plan interview with a member of Senior Administration, the Guidance officer or a Year Coordinator. If a student is transferring and has already completed the SET Plan at their previous school, they need to bring it with them to the interview.

STUDENT DIARY
The Student Diary is a homework diary with specific information on Heatley Secondary College. It is issued to all students on their first day of attendance. Student must take their diary to all classes for the recording of their homework.

It contains important information on the school for parents and students, such as the Assignment Policy, School Calendar, and the Code of Behaviour and it is also a valuable means of communication between students, teachers and parents.

Student diaries are to be used for school purposes and not as a personal diary.

SSST (Student Support Services Team)
The Student Support Services Team consists of a range of staff including the: Guidance Officer, HOSES, Behaviour Support Teacher, Support Teacher Literacy and Numeracy, Community Education Counsellor, Chaplain, School Based Youth Health Nurse and School Based Police Officer as well as both deputy principals.

Individual members of the team work with students either one on one or in small groups, and often make referrals to outside agencies such as Head Space, Child & Youth Mental Health, INSteP, PLC (Positive Learning Centre), etc.

Students are identified through referral, and parents are part of this process. If your child is experiencing any social, emotional or behavioural difficulties, please let us know.

STUDENT RESOURCE SCHEME
A Student Resource Scheme operates at Heatley Secondary College, offering parents who elect to participate, an economical alternative to the purchase of resources.

The scheme is endorsed by the P & C but managed by the school as a service to parents to ensure all students have the required resources for their education, as well as saving parents/carers time and money in sourcing resources including textbooks.

Participation in the scheme is voluntary, with parents/carers who join the scheme paying a fee in return for access to the materials and resources managed by the scheme. Students supply personal requirements and consumables – as outlined in the Year Level Requirements Lists (student to supply section).

Please see the Student Resource Scheme Application Form.
STUDENT VEHICLE GUIDELINES (see Student Vehicle Guidelines)
The decision to allow a student who has qualified for a driving licence to drive onto college grounds and to college related activities is the joint responsibility of the Principal and the student’s Parent(s)/Guardian(s).

SUBJECT SELECTIONS
Course Handbooks for Year 7 & 8, Years 9 & 10 and Years 11 & 12 are included in the Enrolment Kits.

Subject Selection Forms need to be completed for students enrolling in Years 7 to 12. These will be discussed at interview.

There are rules that exist around the changing of subjects and these are discussed during times initial subject selections, or at SET Plan reviews.

TRANSFERS
Transfers in:
When a student enrols from another Queensland State School, a Transfer Certificate will be requested from the previous school.

Transfers out:
When a student is transferring to another school within Queensland, the Transfer Certificate will be faxed to the destination school. Children moving interstate also require a Transfer Certificate. If you are unsure of your child’s destination school we will remove your child from the school enrolment register and wait for advice from their destination school.

A clearance needs to be completed before leaving.

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/guardian, is included in the Policy section of this Enrolment Information Booklet.

The Agreement Form is to be signed by both student and parent/caregiver and brought to the interview.

VOLUNTEERS
The College and P&C welcome parents, (and grandparents) to support in the library, the tuckshop, in classrooms, and on working bees.

All helpers are asked to sign the register at the office on arrival and wear a VISITOR badge on each visit, for child protection regulations.

WEBSITE
Our website is a good source for college information. Please visit www.heatleyssc.eq.edu.au to view assessment calendars, newsletters, art work and other general information.
SCHOOL POLICIES

ASSESSMENT POLICY OVERVIEW

OUR AIM:
To design and implement relevant and effective assessment tasks which provide:

1. Students with the best opportunities to:
   - Demonstrate their knowledge, abilities and skills;
   - Gain feedback and reflect on their progress.

2. Teachers with relevant information to:
   - Make decisions about student needs, the learning and teaching process and resource requirements
   - Make judgements about student performance for reporting purposes.

ASSESSMENT OF STUDENT PERFORMANCE
Assessment is the purposeful, systematic and ongoing collection of information for use in making judgements about student progress and performance.

The assessment process involves:
- Providing students with opportunities to demonstrate learning.
- Gathering and recording evidence about student demonstrations of learning.
- Using the evidence to make overall judgments about students’ learning.

PURPOSES OF ASSESSMENT
Assessment information will be collected for diagnostic, formative and summative purposes and to inform learning, teaching and curriculum planning.

Formative purposes:
- To provide feedback to students on both their strengths and weaknesses as a basis for future growth
- To provide information for teachers for the revision of existing units and the planning of future units

Summative purposes:
- To provide a basis for reporting
- To provide information for determining exit levels of achievement.

PRINCIPLES OF ASSESSMENT
1. Assessment is ongoing and an integral part of the teaching and learning process.
2. Informed teacher judgement is at the heart of assessment.
3. Assessment practices must:
   - be responsive to difference and take account of individual learners;
   - ensure tasks are valid and reliable
   - provide opportunities for students to take responsibility for their own learning and for self-monitoring
   - reflect equity principles
   - provide students with multiple opportunities in a variety of contexts to demonstrate learning.
4. Assessment provides evidence to inform decisions both at school and system level.
5. Judgements of student achievement must be defensible and comparable, based on sound evidence and a shared understanding of standards.
ASSESSMENT CALENDAR
All students will be issued with a calendar of all assessment dates (relevant to their
timetable) BY WEEK 4 OF EACH Semester. Changes to the calendar can occur only when
the relevant Head of Department recommends the change and it is approved by the Deputy
in charge of Assessment Calendars. Students will need to be given reasonable notice (1-2
weeks) of the change in due dates. Amendments will be published as necessary. Students
can access their assessment calendar electronically, at any time, from their OneSchool
page.

VARIATION TO ASSESSMENT CONDITIONS
A number of circumstances exist where special arrangements will be made for individual
students. Such variations are covered by the policy on “Special Provisions” for School-
adjustments to conditions of assessment to ensure equitable opportunities for all students.
This policy may apply to any student but may be particularly relevant for students with
specific educational needs:
- Students with disabilities
- Students with educational disadvantages
- Students having difficulty accessing learning
- Students with identifiable different patterns of educational development and orientation

EXTENSION OF TIME
Students can apply for an extension of time. They must complete the Assessment Item:
Application for Time Extension (available from the Administration Office). Extensions will
only be granted if students satisfy the reasons outlined in the COLLEGE ASSIGNMENT
POLICY – SPECIFIC REQUIREMENTS listed below:

1. Extended absence due to illness up to and including the deadline. Students may
produce a medical certificate, or parents may speak personally with the Head of
Department (Years 7, 8, 9 and 10) / Deputy Principal (Year 11 and 12) to outline and
discuss other relevant circumstances. Each case will be judged on its merits and the
circumstances.

2. Absence due to illness on day of deadline. Students may produce a medical certificate,
or students may send assignment to school with a friend or relative, or if neither of these
options is possible, the parent should contact the Head of Department on the day to
explain the circumstances.

3. Absence due to special circumstances eg bereavement, school representation, special
commitments. Parents should write to or speak personally with the Deputy Principal
(Year 11 and 12) or Head of Department (Years 7, 8, 9 and 10) to discuss the
circumstances.

EXAMS / TESTS
All exams / tests must be administered according to the conditions outlined in the work
program. More formal arrangements exist for Block Assessment for Years 11 & 12 students.
Some general expectations exist across the school for all exams/tests:

1. Seating arrangements (space between students)
2. No talking
3. Students raise hand if they have a question
4. No student is to leave the room until the end of the exam/test
5. Active supervision by the teacher – move around the room
MONITORING AND COLLECTION OF ASSIGNMENTS

An assignment is defined as any task undertaken by a student over an extended period of time for assessment purposes. Assignments may include: research tasks, reports, oral presentations, folios, extended writing tasks, models, works of art, field reports or performances.

DURING IN-CLASS ASSIGNMENT TIME
• Use your time productively - focus on completing a reasonable amount of work each lesson
• Ask your teacher to clarify / explain things you don’t understand
• Work very quietly in class
• Submit drafts to your teacher where appropriate
• Make appointments out of class time to talk to your teacher.

ON FORMAL MONITORING / DRAFTING DUE DATE
Ensure that work is available for monitoring. If it is not, you will be asked to complete the bottom section of the ASSIGNMENT ADVICE: COURTESY LETTER.

This letter will be signed by the Head of Department and your teacher. A copy of the letter will be retained by the Department and original copy will be sent home to your parent / guardian.

ON ASSIGNMENT DUE DATE
1. Ensure that on the assignment due date / lesson you have all assignment materials in an appropriate format for collection by your teacher.
2. Your teacher will then ask students to bring out the assignment one at a time. Acknowledgment of receipt of your assignment will then be made on the Teacher’s Assessment Submission Register.
3. You must hand in your assessment unless you have been granted an extension. EXTENSION MUST BE APPLIED FOR PRIOR TO THE DUE DATE. FORMS ARE AVAILABLE FROM THE OFFICE.
4. If you have not completed the final version of your assessment and have NO extension the following will occur:
   (a) You will be given a result based on the work you have done up to and including the due date. You will be given the lesson to complete it.
   (b) Contact will be made with home expressing concerns over your failure to complete the assessment in a timely manner.
5. Students in Years 11 and 12 may lose credit for the semester unit of work if they persist in not completing assessments. They will put at risk the achievement of their QCE.
ATTENDANCE POLICY
All students must be in attendance each school day. (Students with excessive absences are not eligible for Queensland Studies Authority ratings). Post-compulsory age students with excessive absences (i.e. not participating in the program of instruction) may have their enrolment cancelled. Students must be on time for scheduled classes, be reading to learn and to take part in school activities. Students attend school from 8.40am until 3.05pm.

Frequent absence from school will not only affect students’ academic progress, but also could adversely affect their ability to obtain and hold down a job if consistent attendance habits have not been developed. For eligible students in receipt of Youth Allowance payments from Centrelink or scholarship holders, failure to provide documentation to support absences will affect benefits.

The College must be notified of the reason for any absence by a student. This can be done through a phone call to the Office or a signed and dated note to the College. SMS messages will be sent to parents/caregivers by 11:00 am each day if a student is absent from school without explanation.

If any students are late for school, they MUST sign in at the Office and bring a note explaining their lateness. If they do not, they are marked absent for the day until their presence has been verified.

<table>
<thead>
<tr>
<th>Junior Secondary (Yrs 7,8,9)</th>
<th>Senior Secondary (Yrs 10,11,12)</th>
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<tbody>
<tr>
<td><strong>Yrs 7,8 &amp; 9</strong></td>
<td><strong>Yr 10</strong></td>
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<tr>
<td>Warning Bell</td>
<td>Warning Bell</td>
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<tr>
<td>Roll Marking</td>
<td>Roll Marking</td>
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<tr>
<td>Period 1</td>
<td>Period 1</td>
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<td>Period 2</td>
<td>Period 2</td>
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<tr>
<td>1st Break (35 mins)</td>
<td>1st Break</td>
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<td>Period 3</td>
<td>Period 3</td>
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<tr>
<td>2nd Break (45 min)</td>
<td>2nd Break (45 min)</td>
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<tr>
<td>Period 4</td>
<td>Period 4</td>
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<tr>
<td><strong>Monday to Friday in Junior Secondary.</strong></td>
<td><strong>Monday to Friday</strong></td>
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</table>

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<tr>
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<td>Period 2</td>
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<tr>
<td>1st Break</td>
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<td>Period 3</td>
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<tr>
<td>2nd Break (20 mins)</td>
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<tr>
<td>Period 4</td>
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<tr>
<td><strong>Monday, Tuesday, Thursday, Friday. Options Day Wednesday</strong></td>
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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
1. **Physical bullying**
   e.g. hitting, poking, tripping, pushing, or damaging someone’s belongings.
2. **Verbal bullying**
   e.g. name calling, insults, homophobic or racist remarks and verbal abuse.
3. **Social (convert) bullying**
   e.g. lying, spreading rumours, playing a nasty joke, mimicking and deliberately excluding someone.
4. **Psychological bullying**
   e.g. threatening, manipulation and stalking.
5. **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

Remember…..
Bullying is everyone’s responsibility.
Bullying hurts
If it happens to you, tell someone.
CONSENT TO USE COPYRIGHT MATERIAL, IMAGE, RECORDING, NAME OR PERSONAL INFORMATION

CONSENT GIVEN
On behalf of the individual identified in Section 6 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grant consent to the Department of Education and Training (the Department) and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's:

- name, image and other identifying information (personal information); and
- Copyright material, including their written, artistic or musical works or video or sound recordings (Individual work).

*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person

PURPOSE
This consent applies to any use, recording or disclosure of the Individual's personal information or Individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual's school or TAFE Institute;
- public relations, promotion, advertising, media and commercial activities;
- use by the media in relation to the Individual's participation in school or TAFE activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- any other activities identified in further schedules attached to this Consent Form.

DURATION
This consent will continue:

- for an Individual under 18 years of age, until the Individual turns 18; or
- until the Individual revokes consent by writing to the Principal of the school or the Institute Director of the TAFE Institute, or, in the case of employees, by writing to the District Office; and where more than one of these events may apply, until the first event occurs.

Despite the above, if, at the time such an event occurs, the Department or the State is using the Individual’s personal information or Individual work, or the State has entered into contractual obligations in relation to that material, the consent will continue in relation to that material until the use by Department or the State is complete or until the contractual obligations come to an end.

UNDERSTANDINGS

- 'Use' includes:
  - to create, make copies of, reproduce or retain in any form, including by camera, video, digital recorder, webcam, closed circuit television, mobile phone or any other device; and
  - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet, in whole or in part, and to permit other persons to do so.

- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual's personal information or Individual work.

- This Consent Form revokes and replaces all previous consent forms in relation to the Individual.

- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual's personal information, Individual work or other intellectual property under any other law.

- The 'Department' and the 'State' include the officers and employees of the Department and the State engaged in performing services for the Department and the State.

- This consent extends to the Department and the State:
  - disclosing the Individual’s personal information and Individual work to the Department's and the State’s agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
  - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual’s personal information and Individual work.
ELECTRONIC DEVICES: STUDENT ACCEPTABLE USE POLICY

Heatley Secondary College is a Workplace, and our business is education. In keeping with our Vision, *Your Future, Our Focus*, we promote student understanding of workplace practices and ensure that our policies reflect them.

In line with the policies of most workplaces, the use of any device or activity which interferes with the effective running of that business is not accepted. At Heatley Secondary College, any device that distracts from our core business of learning will not be permitted. Electronic devices can be disruptive, interfere with the teaching/learning process, good order and management of the school and are also often a target of theft. It is in the best interests of students that these devices are left at home.

We strongly recommend that electronic devices including iPods, mp3 players, video cameras, cameras, gaming devices, USB internet connectors, as well as mobile phones, not be brought to school unless for a specific reason related to a lesson.

NO LIABILITY FOR LOSS / THEFT / DAMAGE OF ANY ELECTRONIC DEVICE WILL BE ACCEPTED BY THE SCHOOL.

Guidelines for the acceptable use of electronic devices:

<table>
<thead>
<tr>
<th>ELECTRONIC DEVICES CANNOT BE USED:</th>
<th>ELECTRONIC DEVICES MUST BE TURNED OFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ When it compromises classroom learning, assessment and student engagement</td>
<td>✗ During class time</td>
</tr>
<tr>
<td>✗ When it compromises the good order and management of the school</td>
<td>✗ During group meetings, including Whole School Assemblies, Year Level Parades, Form Class, etc</td>
</tr>
<tr>
<td>✗ To engage in unethical behaviour eg • recording or take photographs / video footage of students or staff • harassing students or staff</td>
<td>✗ Moving to classes, or between classes</td>
</tr>
<tr>
<td>✗ During out-of-school activities eg excursions, camps</td>
<td><strong>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.</strong></td>
</tr>
</tbody>
</table>

Students who are subject to harassment from another student 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 loan your mobile phone to anyone, as any breeches will be traced back to you.
ENROLMENT AGREEMENT
The enrolment agreement sets out the responsibilities of the student, parent or carers and the College staff about the education of students enrolled at Heatley Secondary College.

Responsibility of student to:
• attend school regularly, on time, ready to learn and take part in College activities
• act at all times with respect and show tolerance towards other students and staff
• work hard and comply with requests or directions from all staff
• abide by school rules, meet homework and assessment requirements
• wear the College uniform and abide by the school dress code
• respect the school environment

Responsibility of parents or carers to:
• attend parent/teacher interview evenings and parent information evenings
• let the College know if there are any problems that may affect your child’s ability to learn
• inform College of reason for all absences from school
• treat College staff with respect and tolerance
• support the authority and discipline of the College enabling your child to achieve maturity, self discipline and self control
• abide by College’s policy regarding access to school grounds before, during and after College hours
• advise Principal if your child is in the care of the state or you are the carer of a child in the care of the state
• inform College if your child’s living arrangements change and provide details of new home address and phone number
• encourage your child to accept and follow College policies and procedures

Responsibility of school to:
• provide opportunities to develop each individual student’s talent as fully as possible
• inform parents and carers regularly about how their children are progressing
• teach effectively and to set the highest standards in work and behaviour
• take reasonable steps to ensure the safety, happiness and self-confidence of all students
• be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
• clearly articulate the College’s expectations regarding the responsible behaviour plan for students and the College’s dress code policy
• advise parents and carers of extra-curricular activities operating at the College in which their child may become involved
• ensure that parents and carers are aware of the College’s record-keeping policy including the creation of a transfer note should the student enrol at another school
• set, mark and monitor homework regularly in keeping with the College’s homework policy
• contact parents and carers as soon as is possible if the College is concerned about the child’s school work, behaviour, attendance or punctuality
• deal with complaints in an open, fair and transparent manner
• consult parents and carers on any major issues affecting students
• treat students, parents and carers with respect and tolerance

All members of the school community are expected to conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others.
ENROLMENT EXPECTATIONS: 
POST COMPULSORY PHASE OF LEARNING (Senior Secondary)

The Post Compulsory Phase of Learning *compulsory participation* requirement means that you must participate in either *learning or earning*:

- for two years after you have completed compulsory schooling (i.e. completed year 10 or turned 16 years of age) or;
- until you have turned 17 years of age or;
- until you have completed a Queensland Certificate of Education (*QCE*), or Queensland Certificate of Individual Achievement (*QCIA*), Senior Statement or a Certificate III or IV vocational qualification.

In choosing to complete your Post Compulsory Phase of Learning at Heatley Secondary College, you are agreeing to meet the College’s expectations of Senior Student, namely:

- To respect the **Heatley Ethos** and abide by all aspects of the **Heatley Code**.
- To be accountable for managing personal behaviour, aspiring to do your personal best in all your learning and demonstrating involvement and leadership in co-curricular activities.
- To fulfil all obligations attendance, class work, home study and assessment.
- To be accountable for absences, provide explanations of absences, and medical certificates if required
- To be a positive role model and promote a positive image by correctly wearing the full school uniform, behaving according to our Heatley Code and assisting younger members of the College community.
- To maintain the good reputation of yourself, your family and the College.

Further more, Section 316 of the Education (General Provisions) Act of 2006 provides for the **Cancellation of Enrolment** of students above the age of *Compulsory Schooling*.

In order to maintain your enrolment at Heatley Secondary College, you must maintain satisfactory participation by satisfying the following conditions:

- Maintaining full-time attendance;
- Being on time for school and all classes;
- Attending all your timetabled classes as per your timetable;
- Maintain satisfactory classroom participation (in class, on task);
- Maintain satisfactory classroom behaviour;
- Complete all assessment for all of your subjects as scheduled in the assessment calendar.

**Persistent failure to comply with these expectations will lead to the College actioning the process of Cancellation of Enrolment.**
**FIRST AID POLICY**

First Aid will be administered for minor injuries sustained while at the College by our trained First Aid Officer, however, injuries sustained at home eg. sores, boils etc should be treated and covered by a parent/caregiver before sending their student to school. The First Aid Officer will **not** treat any injury which has occurred at home or on the weekend, but will phone the parent/caregiver if deemed necessary.

Due to the nature of litigation in our society today, schools are very limited in what can be used to treat minor wounds or injuries.

If a student is ill and is unable to participate in the College program of the day, a parent/caregiver will be called to either collect their student or give permission for their student to make their way home. Students are **not** to remain in the Sick Bay area for more than half an hour unless waiting for a parent to collect them. In an emergency situation, an ambulance will be called. Parent/Caregivers will be notified as soon as possible.

*We take this issue seriously and would like to take this opportunity to remind parents to keep the College informed of any change of details as they arise. It is imperative that the College has at least one person who can be contacted for your student if any of the above occurs.*

**MEDICATION**

Strict new guidelines have been developed by the Queensland Government regarding prescription and over-the-counter medication in Schools as per Guideline HLS-PR-009. Our College is committed to working closely with parents and students to highlight the risk of students misusing these medications.

All parents/caregivers must:

- Notify the College in writing of a health condition requiring medication;
- Notify the College in writing of a health condition requiring medication at school;
- Request in writing if school staff are to administer medication or assist in the management of a health condition;
- Notify the College in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions;
- Provide the medication in the original labelled container to the nominated staff member;
- Ensure the medication is not out of date and has an **original pharmacy label** with Doctor’s name and instructions including students name, dosage and time to be taken;
- Notify the College in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner;
- Advise the College in writing and collect the medication when it is no longer required at school;
- Provide a letter from a medical practitioner authorising the administration of **any** over-the-counter medications, including analgesics and homeopathic medications if the medication is required for any on-going reason. This includes **all forms of paracetamol**.
- Any medication required to be taken for a short time eg. course of antibiotics etc, **MUST** be provided in original container with the **original pharmacy label** with Doctor’s name and instructions including students name, dosage and time to be taken. A request in writing to the school must accompany this medication and a parent/carer is required to hand it over to the designated school officer at the school. (First Aid Officer)
- Parents to sign in/sign out medication given/taken. Nominated school officer to do same. (First Aid Officer)

**Students MUST NOT carry any over-the-counter medications on their person at ANY time.**
HOMEWORK POLICY
At Heatley Secondary College, there is no such thing as “NO HOMEWORK”.

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. It is important that students develop good work and study habits and the ability to plan and use their time efficiently. However, it is equally important that any study and homework plan take into account the need to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural and employment where appropriate.

STUDENT RESPONSIBILITIES
Homework and study are part of a student’s daily routine and non-completion will put them at a disadvantage. Students are expected to:

- Use their diary (in conjunction with their assessment calendar) to plan daily, weekly and monthly task completion;
- Bring their diary to school every day and record each lesson’s homework at the end of each period;
- Check their diary either the night before or the following morning and use it to pack the equipment and books that will be needed for the day’s lessons;
- Have their diary signed weekly by a parent or caregiver.

PARENTS/CAREGIVERS can support their student by:

- ensuring an appropriate location to complete homework, preferably away from TV and other distractions;
- encouraging them to organise their time and take responsibility for their learning;
- helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities;
- helping them to complete tasks by discussing key questions or directing them to resources, encouraging them to read and to take an interest in and discuss current local, national and international events;
- taking advantage of local library facilities;
- contacting the relevant teacher to discuss any concerns about the nature of homework and their children's approach to the homework.

GUIDELINES

- While the amount of time will vary according to year level, course of study and learning needs, all students will be assigned homework;
- On average, time allocation should be as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Junior Secondary</th>
<th>Senior Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7</td>
<td>up to 5-6 hours per week</td>
<td>Year 10: up to 7-10 hours per week</td>
</tr>
<tr>
<td>Year 8</td>
<td>up to 5-6 hours per week</td>
<td>Year 11 &amp; 12: up to 10-15 hours per week</td>
</tr>
<tr>
<td>Year 9</td>
<td>up to 6-7 hours per week</td>
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</tbody>
</table>

REMEMBER: IT IS THE QUALITY OF THE TIME THAT COUNTS

HOMEWORK INCLUDES:

- Consolidation exercises and practice for mastery (e.g., maths or grammar exercises, spelling, facts recall);
- Revision of current class work;
- Preparation for forthcoming classroom learning (collecting relevant materials, items, information, reading of set text, novel, etc.);
- Assignment completion, preparation for oral presentations;
- Research, including internet research.

NOTE

- The College Library is open Monday and Friday until 3:15 pm, and Tuesday, Wednesday and Thursday until 4:00 pm;
- Free English, Maths and Science TUTORIALS are also available after school on various days.
STUDENT DRESS CODE
Heatley Secondary College is a Workplace, and our business is education. In keeping with our Vision, Your Future, Our Focus, we ensure that students understand the workplace practices that are held within our community. This includes maintaining a workplace dress code, including the wearing of uniform.

In line with the Education (General Provisions) Act 2006, the Heatley Dress Code endorses an agreed standard of personal presentation and uniform requirements. It defines both the:
(1) standards of what is acceptable in relation to the clothing worn by the students, including headwear and footwear;
(2) standards of what is acceptable in relation to other aspects of the personal presentation of the students.

The Dress Code applies to students when:
- Attending school on a daily basis;
- Travelling to and from school;
- Representing the College (including both uniform and non uniform contexts);
- Engaging in College activities out of school hours (including both uniform and non uniform contexts).

Dress Code in Uniform Contexts:
Heatley Secondary College is a uniform school as endorsed by our P&C and School Council and the Education (General Provisions) Act 2006 has made School Dress Codes and Uniform standards enforceable by law. The expectation is that the uniform is worn in full. The specifics of our uniform requirements are outlined in our College Uniform brochure. They include:
- Footwear with substantial uppers (as required by Workplace Health and Safety Regulations and defined in the uniform brochure);
- Light makeup;
- Reasonable jewellery (as defined in the uniform brochure);
- Work appropriate hair styles, with long hair not covering the face;
- Facial hair shaved (cultural exceptions permitted).

Dress Code in Non Uniform Contexts:
On occasions when uniform is not required, (eg non uniform days, sports carnivals, some excursions, some representative functions, etc), the College Dress Code still applies, with the added requirement that no offensive clothing is to be worn. On such occasions students should dress appropriate to the event, time of day and Work-place Health and Safety requirements.

Specific events, such as sports days, may mandate additional requirements such as wearing of hats and sun protection.

Acceptable dress refers to the appropriate clothing and grooming which is the social norm for that context (eg Formal on Awards Night; casual on sports days). It includes appropriate footwear and clothing and neat and tidy personal presentation.

Inappropriate dress standards refer to clothing and grooming that is generally deemed to be:
- Offensive;
- Likely to negatively impact on the reputation of the College;
- Potentially a safety issue;
- Likely to pose a health and safety risk to students or others.
JUNIOR UNIFORM (7, 8, 9)

**Shirt:** Polo shirt

**Shorts:** Black shorts with college initials.

**Skirt:** Endorsed black box pleated skirt.

**NOTE:** ONLY P&C ENDORSED SHORTS & SKIRTS ARE PERMITTED

**Socks:** White ankle socks (socks are compulsory.)

**Shoes:** 100% white or black joggers or black leather school shoes ONLY

SENIOR UNIFORM (10, 11, 12)

**Shirt**  Endorsed checked shirt

Senior Jersey (Year 12s only).

**Shorts**  HSC shorts or Black Cargo shorts.

**Skirt**  Endorsed black box pleated skirt.

**Socks**  White ankle socks (socks are compulsory.

**Shoes**  100% white or black joggers or leather school shoes ONLY.

FOOTWEAR

Work Place Health & Safety Regulations require foot wear with substantial uppers. Shoes that meet these Regulations and our dress code include:

Shoes that do not meet Workplace Health & Safety Regulations include Skate shoes, Hi tops, soft canvas shoes, slip on shoes, etc. The College will make the final decision on acceptability based on Workplace Health & Safety Regulations and our dress code.

Only Senior Students working in workshops are to wear safety work boots.

HEAD WEAR

Hats should be worn at all times when in the sun. A hat with a 6 cm brim is the preferred option. No students will be allowed to play outdoor sport without a hat.

WINTER UNIFORM

To be worn during colder weather.

- Plain black windcheater, jumper or cardigan
- Plain long black trousers or slacks
- NQ or State (QSSS) jacket
- School track suit
- NO denim or corduroy

FORMAL UNIFORM

**Blazer**  Jade with school logo

**Shirt**  White with Black tie

**Pants**  Long, black trousers or slacks

**Skirt**  Endorsed black box pleated

**Shoes**  Black leather shoes

Stockings or White socks

Black socks with trousers

SPORTS UNIFORM

While there is no official sports uniform, students are encouraged to purchase a T-shirt in their house colours to be worn at sporting carnivals.

JEWELLERY

Jewellery can pose a safety hazard in a school setting. Any jewellery the College deems a potential safety risk is not permitted.

**Earrings**

Dangling earrings are not acceptable. Students with pierced ears should only wear sleepers or plain studs.

**Wrist Watch**

Students are encouraged to wear a wrist watch.

**Necklaces & Bracelets/Bangles**

A single strand necklace; one bracelet or bangle.

**Allergy bracelets / medical alert jewellery**

To be worn at all times.

**Finger Jewellery**

A small ring with no sharp or raised edges is permitted.

**Body Piercing**

While fashionable, this is an unnecessary health and safety risk and is not condoned. Small studs only.

**Hair & Makeup**

- Work appropriate hair styles and colours.
- Long hair not covering the face (preferably tied back).
- Facial hair shaved (cultural exceptions permitted).
- Subtle makeup is permitted.
STUDENT USE OF SCHOOL COMPUTERS AND ACCESS TO THE INTERNET

This policy covers the use of College owned hardware, peripherals and software, internet and email use, the publishing of images on the internet and student work on the College website, as well as personal devices used by students while attending any College related event. Students need to act responsibly and respectfully when using the College ICT facilities. These facilities have been provided to enhance student learning.

For students to access ICT (Information & Communication Technology) at Heatley Secondary College, both the student and their parent / guardian must have signed an "ICT Use Agreement".

PLEASE READ EACH SECTION CAREFULLY, SIGN THE AGREEMENT FORM AND RETURN IT TO THE OFFICE

Student:

I understand that:
- Access to the College’s computers, curriculum computer network, the internet and email facilities are intended for the use of achieving learning outcomes only;

I agree to use ICT resources responsibly. I will:
- treat computers and peripheral devices, with respect and take care not to misuse or damage computer equipment or furniture;
- only access my home drive and the Curriculum network;
- only save on the local computer if I have the permission of my classroom teacher;
- log on to a computer using my own username and password;
- not share my password with any other student or log them onto any computer;
- only use the computers, internet and email account for school related purposes only;
- only use the internet to search for legal and appropriate, school-related activities;
- not break copyright or plagiarise material;
- not publish any images or video of students or staff on any digital or print media.

I agree to be respectful in my use of ICT resources. I will:
- not use the internet, email or social media sites to bully, intimidate or offend anyone else;
- be safe by not revealing my home address or phone number or those of other students or staff in any electronic communication;

I accept that breaching the conditions of this Agreement will result in computer privileges being withdrawn or my being taken off the network temporarily or permanently depending on the seriousness of the offence. Legal action may be taken by the College if appropriate against the offender.

Parent or Guardian

- I understand that the internet can provide students with valuable learning experiences. I also understand that it gives access to information on the web, the school cannot control what is on the web, and that some information can be illegal, dangerous or offensive.
- I accept that while teachers will always exercise their "duty of care", protection against exposure to harmful information should depend finally upon responsible use by students.
- I have made my student aware of the responsibilities with regard to use of the College’s internet facilities. I hereby give my permission for my student to access the internet under the College rules. I understand that students breaking the College rules will be subject to appropriate action by the College. This will include loss of computer privileges as listed above.
STUDENT VEHICLE GUIDELINES
(For senior students who wish to drive a vehicle onto College grounds or to College related activities)

GENERAL RESPONSIBILITIES
1. The decision to allow a student who has qualified for a driving licence to drive onto College grounds and to College related activities is the joint responsibility of the Principal and the student’s Parent(s)/Guardian(s).
2. Parents/Guardians and students need to be aware that the Principal is authorised to grant permission for individuals to park in the grounds in any school designated parking area.
3. It must be understood that parking on the College grounds is at your own risk and no responsibility or liability will be taken by the College for any loss or damage to vehicles parked on its grounds.
4. Students who drive onto College grounds and to College related activities may do so only with the signed permission of their Parent(s)/Guardian(s) and the Principal.
5. Students who wish to drive onto College grounds and to College related activities may do so once they and their Parent(s)/Guardian(s) have completed all the necessary paperwork and students have signed a statement to indicate they have read and will abide by the Student Vehicle Guidelines.
6. Students must provide the Principal with a description and registration details of the vehicle(s) they will be driving.

DEFINITION
7. Examples of College related activities include; excursions, sporting activities, career days and function/ceremony practices.

LOCATION OF CAR PARK
8. Students who have the Principal’s permission to drive their vehicles onto College grounds will use the car park at the back of the school. They will park on the far side of the car park nearest the bike racks and closest to Hanlon Street.

PASSENGERS
9. Students are not permitted to carry passengers to College related activities unless:
   a) The principal has given specific permission to do so on each individual activity (NB no general, whole of year permission). In making the decision, consideration will be given to;
      ✓ The nature of the activity
      ✓ The view of the activity organisers
      ✓ The availability of College provided transport
   b) The College has been provided with:
      ✓ written permission from the passenger’s parents giving permission for travel to a College related activity with a particular driver.
      ✓ written permission from the driver’s parents for their student to transport specific students. (NB this must include the names of the student-passengers concerned.

GENERAL BEHAVIOUR
10. Students are to drive with care and consideration for other students, other vehicles both inside and outside the parking area.
11. Students from any year level are not to loiter in the car park or to be seen sitting in the vehicles.
12. Should the conditions of this policy be breached through irresponsible behaviour, the Parent(s)/Guardian(s) of the student(s) involved will be notified, and privileges could be removed at the discretion of the Principal. Issues of safety and legality will be the major considerations.

All the necessary paperwork is to be completed before any travel referred to is to occur.
SUN SAFETY
Schools have a vital role to play in assisting to develop in all young Australians the understandings, attitudes and behaviours that will prevent or minimise the harmful consequences from unsafe sun practices.

A team approach involving staff, students, parents, health/youth workers, related professional agencies is required to create cultural changes and practices which will result in the positive attitudes and actions for a lifestyle belief of sun safe practices.

RATIONALE
Queensland has the highest rate of skin cancer in the world. Given students are at school during peak ultraviolet radiation (UVR) times throughout the day, between 10am and 3pm, schools play a major role in both minimising a student’s UVR exposure and providing an environment where policies and procedures can positively influence student behaviour. With this in mind Heatley Secondary College realises the need to protect children’s skin and educate them about Sun Smart behaviour, thus reducing the risk of skin damage form exposure to the sun.

The Heatley Secondary College Sun Smart Policy is binding on all members of the school community while they are on school premises or at a school function or excursion where there are students present. This includes students, parents, staff, volunteer staff, ground staff and other workers.

AIMS
The policy aims to:
- Provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection.
- Provide environments that support SunSmart practices.
- Create an awareness of the need to reschedule or redesign school commitments and outdoor activities to support SunSmart practices.
- Involve parents, students and the wider community in the sun safe education program to contribute to the public health goals of preventing and reducing sun related harm to individuals.
- Provide appropriate professional development for staff.
- Provide ongoing monitoring and evaluation of the achievement of sun safe education objective, processes and outcomes.
- Promote and maintain a supportive school environment in which the welfare of all school community members is maximised.

PREVENTION / INTERVENTION
The Principles for Sun Smart Education, (see HS-03 Sun Safety Strategy / Cancer Council Queensland), provides the basis for a sun safe education at Heatley Secondary College.

CONCLUSION
Heatley Secondary College’s Sun Smart policy focuses on educating young people about the dangers associated with Sun Smart practices.
HEATLEY SECONDARY COLLEGE
Responsible Behaviour Plan
For Students - Overview

Heatley Secondary College is committed to embedding a culture that promotes a positive sense of belonging to a community and endorses high standards of behaviour so that students can achieve worthwhile learning outcomes and realise their potential.

THE HEATLEY CODE
1. I will do the best I can in all my learning and other College activities.
2. I will take responsibility for my own actions and the outcomes of these actions.
3. I will respect the rights of others.
4. I will respect the property of other students, teachers, the College and the community.
5. I will maintain a safe, clean and healthy environment for the benefit of everyone.
6. I will work to maintain the good reputation of myself, my College and others.

As an educational community, we work to provide a safe, respectful and disciplined learning environment where students have opportunities to engage in worthwhile learning experiences and to acquire values supportive of their ongoing wellbeing.

Heatley Secondary College’s Responsible Behaviour Plan for Students supports:
- a culture where community members are connected, where staff, students and our community work together with hope, humour and humility towards a shared vision;
- a community that empowers its members through support systems that build a positive culture of self-belief encourage high levels of involvement and focus on high expectations.

The Plan endorses:
- promoting a supportive community and a caring, productive and safe environment which allows for innovative teaching and motivated learning;
- fostering respectful communication and considerate relationships among all members of the school community;
- encouraging students to develop self-management skills, to accept ownership of their behaviours and to develop an awareness of the effect that their behaviours have on others;
- celebrating the positives and challenging the unacceptable.

Safe, respectful and disciplined learning environment
EMBEDDING A WHOLE SCHOOL SUPPORTIVE CULTURE

Heatley Secondary College has implemented a whole school approach to building a supportive school culture. We focus on both proactive and preventative processes designed to build student capacity and ensure student well-being. At Heatley Secondary College:

- expectations for student behaviour are clearly defined;
- appropriate student behaviour is explicitly taught;
- positive behaviours are publicly acknowledged;
- problem behaviours have clear consequences;
- student behaviour data is monitored and staff receive regular feedback;
- effective behavioural support strategies are implemented at the school-wide, specific setting, classroom, and individual student level;
- effective behavioural support strategies are designed to meet the needs of all students; and,
- effective behavioural support is implemented consistently by staff and administration.

Processes for facilitating standards of positive behaviour and responding to unacceptable behaviour

Heatley Secondary College’s Responsible Behaviour Plan for Students details a whole school approach to facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours.

Our provision of whole school, targeted, and intensive supports uses a three-tiered approach to effectively address the range of student behavioural needs, from those requiring only minor support to those needing intensive in-depth supports.
Responding to unacceptable behaviour

School is for learning and all students have the right to learn in a supportive learning environment free from distraction and interruption. Behaviour support represents an important tool for students to learn what appropriate behaviour looks like, to develop self-discipline and to respect other students’ right to learn, as well as how to get along with others.

Consequences for inappropriate behaviour will be:

- Fair, Logical and Consistent
- Vary from within school consequence to official suspension/exclusion/cancellation of enrolment

<table>
<thead>
<tr>
<th>Positive Behaviour which meets College Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible, respectful, resilient student behaviour. No intervention required.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 1 Behaviour</th>
<th>MINIMAL BEHAVIOUR INFRINGEMENT</th>
<th>One person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom or PGD Teacher involved</td>
<td>1. Do not violate the rights of others;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Are not chronic or part of a pattern of problem behaviour;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Do not require Admin involvement.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 2 Behaviour</th>
<th>MINOR BEHAVIOUR INFRINGEMENT</th>
<th>Second person</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOD becomes involved</td>
<td>1. Do not significantly violate the rights of others;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Do not harm others;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Are becoming chronic;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Do not require Admin involvement.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 3 Behaviour</th>
<th>MAJOR BEHAVIOUR INFRINGEMENT</th>
<th>Third person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Principal or Principal becomes involved</td>
<td>1. Significantly violate the rights of others;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Put others / self at risk of harm;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Require Admin involvement because behaviour has become ongoing and persistent, with no response to HOD intervention.</td>
<td></td>
</tr>
</tbody>
</table>

Disciplinary Consequences include:

- Detentions
- Discipline improvement plans
- Community service intervention
- School Disciplinary Absences
  - Suspensions
  - Exclusions
  - Cancellation of enrolment

Student Support Services Team (SSST)

Students who are at risk of not completing their education because of ongoing behaviour issues, or who need additional social, emotional or behavioural support are managed by our Student Support Services Team (SSST).

This team consists of a range of staff including the Guidance Officer, Head of Special Education Support (HOSES), Behaviour Management Teacher, Support Teacher Literacy and Numeracy (STLaN), Community Education Counsellor (CEC), Chaplain, School Based Youth Health Nurse and School Based Police Officer as well as both Deputy Principal and Principal.

Members of the team:

- work with individual students or small groups, to develop necessary skills to reduce the frequency and intensity of at-risk behaviours (e.g. self-esteem, anger management, truancy, disruption and non-compliance);
- case manage targeted students, ensure they have an appropriate support programs which details intervention strategies;
- make referrals to and work with outside agencies
# Expectations Matrix for Students

**As a member of the Heatley Secondary College Community I am:**

<table>
<thead>
<tr>
<th>Responsible</th>
<th>Respectful</th>
<th>Resilient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do the right thing</td>
<td>Valuing self, others, and our College</td>
<td>Personal Best</td>
</tr>
<tr>
<td>• Follow College Rules, Policies &amp; Procedures</td>
<td>• Respect self</td>
<td>• Focus on achieving your personal best as part of a Life, Living &amp; Learning culture</td>
</tr>
<tr>
<td>• Be trustworthy</td>
<td>• Respect others</td>
<td>• Enjoy life, cry a little, laugh a lot</td>
</tr>
<tr>
<td>• Be a team player</td>
<td>• Respect culture</td>
<td>• Believe in yourself</td>
</tr>
<tr>
<td>Own my own behaviour</td>
<td>• Respect difference</td>
<td>Be Resilient</td>
</tr>
<tr>
<td>• Take responsibility for my actions and accept the consequences of those actions</td>
<td></td>
<td>• Have a go</td>
</tr>
<tr>
<td>• Act in a way that contributes to a harmonious, productive environment</td>
<td>• Good Manners which communicate respect</td>
<td>• Laugh at yourself</td>
</tr>
<tr>
<td>• Be safe, and keep others safe</td>
<td>• Body Language that is non-threatening</td>
<td>• Be flexible</td>
</tr>
<tr>
<td>Be responsible for my Learning</td>
<td>• Appropriate language in all situations</td>
<td>• Be a problem solver</td>
</tr>
<tr>
<td>• Be engaged</td>
<td>• No put downs</td>
<td>• Accept consequences and bounce back</td>
</tr>
<tr>
<td>• Be punctual</td>
<td></td>
<td>• Show perseverance</td>
</tr>
<tr>
<td>• Be prepared</td>
<td></td>
<td>Build Resilience in self &amp; others</td>
</tr>
<tr>
<td>• Be organised</td>
<td></td>
<td>• Look for the positives, build on the negatives</td>
</tr>
<tr>
<td>• Follow through</td>
<td>• Culture of Respect</td>
<td>• Forgive others &amp; myself</td>
</tr>
<tr>
<td>Be Responsible for my environment</td>
<td>• Zero tolerance of bullying</td>
<td>• Seek and accept support from Heatley staff, friends and family</td>
</tr>
<tr>
<td>• My personal property</td>
<td>• Promote peace</td>
<td>• Generate optimism</td>
</tr>
<tr>
<td>• Other’s property</td>
<td>• Acknowledge, support and encourage others</td>
<td>• Encouraging other to have a go</td>
</tr>
<tr>
<td>• College property</td>
<td></td>
<td>• Stand beside those who are bullied</td>
</tr>
<tr>
<td>• Community property</td>
<td></td>
<td>• Help others through random acts of kindness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>We are Empowered</td>
</tr>
<tr>
<td></td>
<td>Be respectful of my environment</td>
<td>• I work to make HSC a better place because of my presence;</td>
</tr>
<tr>
<td></td>
<td>• Model environmental respect</td>
<td>• I willingly offer ideas and opinions in a range of forums</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• I support student who are bullied, standing beside them and standing up to the bully</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• I am confident to seek support to do my best in everything I do, enabling me to make genuine efforts at all my work</td>
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<tr>
<td></td>
<td></td>
<td>I Belong</td>
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<tr>
<td></td>
<td></td>
<td>• I wear the College uniform with pride</td>
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<tr>
<td></td>
<td></td>
<td>• I have high levels of attendance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• I am punctual to class</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• I am proud to be acknowledged as a member of the College Community</td>
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<tr>
<td></td>
<td></td>
<td>• I acknowledge the success of others</td>
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<tr>
<td></td>
<td></td>
<td>• I participate enthusiastically in College life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• I am a positive ambassador and role model for HSC, both in and out of school hours.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>We are Connected</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• I engage in the culture of the school, by participating in co-curricular &amp; extra-curricular activities;</td>
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<tr>
<td></td>
<td></td>
<td>• I work cooperatively and collaboratively with others</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• I respect my own, others and College property (eg; no litter, no graffiti, no vandalism)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• I speak respectfully to others on all occasions</td>
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</tr>
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</table>
## Quick Reference: What to Do When …..

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>You are absent</strong></td>
<td>A phone call, text message, email or note of explanation is required by the school explaining your absence.</td>
</tr>
<tr>
<td><strong>You are late to school</strong></td>
<td>Present to the Office. The Office staff will give you a late note for your class teacher. A note or phone call from your parents stating the reason for your lateness is required. No note – detention at break time.</td>
</tr>
<tr>
<td><strong>You need to leave the college before classes for the day are finished</strong></td>
<td>Present a note from your parent to the Deputy Principal before school or in a break for signing. When leaving, present the signed note and the Office.</td>
</tr>
<tr>
<td><strong>You need a bus pass</strong></td>
<td>Collect a form from the Bus Company, have your parents complete it and return it to the Bus Company. They will issue you with your pass. If you need to catch a bus home that leaves prior to the end of the school day, bring a note from parent/guardian and an Early Pass will be issued.</td>
</tr>
<tr>
<td><strong>You lose your bus pass</strong></td>
<td>Report the loss of your pass to the Office. It may have been handed in. The bus pass can only be re-issued by the Bus Company.</td>
</tr>
<tr>
<td><strong>You want to go home or to the shops for lunch</strong></td>
<td>No lunch passes will be issued to students to go home for lunch or visit the shops.</td>
</tr>
<tr>
<td><strong>You wish to see the guidance officer</strong> (or another member of the Student Support Team)</td>
<td>You should make an appointment to see the Guidance Officer at her room or through the Office. If you must see someone urgently, but have no appointment, always ask your teacher for a note before coming to the Office.</td>
</tr>
<tr>
<td><strong>You wish to change subjects</strong></td>
<td>See the Deputy Principal for a “CHANGE OF SUBJECT” form. Complete the form, and return it to the Deputy Principal for approval. Once approved, your new timetable will be placed in your form roll.</td>
</tr>
<tr>
<td><strong>You lose or find property</strong></td>
<td>Lost property is held in the box at the Library. Items of value will be held at the Office.</td>
</tr>
<tr>
<td><strong>You feel sick</strong></td>
<td>If you are in class, ask your teacher for a note and report to the Office. If you are not in class when you become ill or injured, report to the nearest teacher and then to the Office. The First Aid Attendant will assist you and arrange to contact your parents if necessary.</td>
</tr>
<tr>
<td><strong>You change your address or phone no</strong></td>
<td>Collect a “CHANGE OF DETAILS” form from the Office. Complete it and leave it with the Office staff. They will process the changes.</td>
</tr>
<tr>
<td><strong>You have money or valuables at school</strong></td>
<td>If possible, do not bring extra money or valuables to school. If it is essential to do so, carry it on your person at all times or leave it at the Office for safekeeping and collect it later.</td>
</tr>
<tr>
<td><strong>You want to drive a car to school and park in the staff carpark (Senior Students Only)</strong></td>
<td>Ask at the office for a “STUDENT VEHICLE POLICY” form which must be completed and given to the Principal. Student cars may be parked in the car park at the back of the school, in the row closest to the Bike Enclosure. Students are not to leave school during the day in their cars without permission from the Principal or Deputy Principals. The car park is out of bounds during the day.</td>
</tr>
<tr>
<td><strong>You intend to leave school permanently</strong></td>
<td>Collect a “CLEARANCE FORM” from the Office. The Office staff will tell you what to do next.</td>
</tr>
</tbody>
</table>