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ASSESSMENT & EXAMS

An Assessment Handbook is provided to both Year 11 and Year 12 students. This has an overview of all assessment tasks for all courses and the college policy and procedures relating to assessment and exams. As assessment tasks and exams in Year 12 contribute up to 50% of the final HSC result this document is most important for students and parents. The Assessment Handbook can also be found on the college website under 'Current Students'.

Further detailed information is provided on STILE by each course at least two weeks prior to each task.

It is highly recommended that students keep a calendar or diary that records all their assessment tasks and exam periods.

Examinations

Examination weeks are included in the college calendar and the assessment handbook. The exact time and location of the exam is provided in the examination timetable, which is published on the college website under 'Current Students' as well as on Sentral. Here are the usual weeks for examinations:

Year 11 – Term 3 weeks 9 and 10

Year 12 – Term 3 weeks 4, 5 and 6

Completion of examinations is mandatory. All examinations contribute towards the assessment program.

Students missing an examination must contact the Head Teacher Administration and complete an Illness/misadventure form (see illness/misadventure entry) with supporting documentation.

The Head Teacher Administration will liaise with the relevant faculty Head Teacher to set a date for an alternate task.

There will be no re-scheduling of the same examination.

Full details regarding examination procedures are available in the Assessment Handbook.

HSC exams are external and are covered by a separate process. As soon as a student is aware that they may miss a HSC Exam they must contact either:

Principal (Sam Hutton 6659 3010) or Deputy Principal (David Bateman 6659 3331) of the Coffs Harbour Senior College immediately.

Major Works

Students undertaking courses with major work components should discuss the implications and expectations with their teachers.

Completion of major works by the required time needs careful planning. Students must demonstrate to the teacher's satisfaction that the major work is all their own work, therefore any work done off-site must be negotiated with the teacher. The Principal must be able to certify that the major work has been completed by the student. Major works must be submitted by the due date – extensions will not be granted. Students cannot work on their major work on or after the due date for completion.

All students must complete NESAs All My Own Work requirements at the beginning of Year 11.

Disability Provisions

Disability Provisions are practical arrangements designed to help students who couldn't otherwise make a fair attempt to show what they know in an exam room. Coffs Harbour Senior College follows NESAs requirements and a Learning Support Meeting is held to discuss this. All enquiries regarding Disability Provisions should be directed to the Learning and Support Teacher.

The College Disability Provisions policy can be found on the College Website.

Illness/Misadventure

The illness/misadventure form can be obtained from the College Website under 'Current Students' or from Administration.

<https://coffsharbs-h.schools.nsw.gov.au/content/dam/doe/sws/schools/c/coffsharbs-h/download-box/Illness-Misadventure-Application-Form-edit-2021.pdf>

Students are to refer to their Year 11 or Year 12 Assessment Handbook for the full procedure to be followed if they miss college assessment tasks and exams.

A student who misses an assessment task because of extenuating circumstances should first try to contact the subject Head Teacher to let them know of the situation. A student who misses an in-class task/test will need to follow the illness/misadventure procedure and will be required to attempt an alternate task. A student who misses a hand-in task is required to contact the Head Teacher of the subject and make arrangements for the work to be submitted on the due date. If the work is unable to be placed on Stile, then some other evidence of completion will need to be provided. The physical piece of work will need to be provided to the teacher immediately on return to the college. No further work may be done on these hand-in components after the due date. The assumption is that the student has been working on the assessment task for the previous two weeks and should have it complete or very nearly complete.

There will be no extensions to the submission date for hand-in tasks. The Head Teacher will provide a final mark based on the evidence available. For in-class tasks an alternate task will be set.

"Lifestyle" events, such as family holidays and music events, are not regarded by the Department of Education as an acceptable reason to miss school. All "lifestyle" events are counted as an absence for statistical purposes. A Certificate of Extended leave – Travel for events of more than 10 days, may be issued by the Deputy Principal based on educational, social and participation reasons. If approved, the Head Teacher will organise an alternate task at a suitable time and location.

Quick Guide to Referencing with APA 7th

<https://coffsharbs-h.schools.nsw.gov.au/content/dam/doe/sws/schools/c/coffsharbs-h/download-box/Quick-Guide-to-Referencing-with-APA-7th.pdf>

ATTENDANCE & ABSENCES

Regular attendance at classes is essential to assist students to maximise their potential, and increase their career and life options.

Attendance is marked every lesson and the expectation is that students attend all timetabled lessons and are punctual in doing so. Attendance is also compulsory at student meetings and other college activities such as Award Ceremonies. If a student does not have a scheduled class it is expected they will access support facilities on campus during this time, e.g. library, computer labs, staff tutorials etc. This is the time when out of class assessment tasks can be worked on or private study/tuition organised.

Parents/Carers will be contacted by phone, email or text when their student has not attended class. The school will work in partnership with parents and students to plan and implement strategies to support regular attendance at timetabled lessons. Paid employment will not be considered sufficient reason for lapses in attendance or failure to meet course requirements.

Timetables and calendars are available on the *Senral* Portal. Students and Parents will be given an access code to the portal at the beginning of the year.

Requirements for students leaving school premises during school hours

Students who have permission to leave school premises during normal school hours are required to sign in and out using their Student ID Card. A school leave pass will be issued which is only valid that day. Authorised attendance officers including police officers, can direct students to return to school if they do not have a valid leave pass.

Students accompanied by school staff on school sporting activities or excursions do not require a leave pass.

Students participating in regular, timetabled school activities such as vocational education training that necessitates them leaving school premises. These students will be provided with documentation describing the purpose and duration of these activities.

Students are not permitted to leave school during recess, lunch or untimetabled Session 2 periods.

Students participating in flexible timetables

There will be times when students have the option of not attending school which includes, but is not limited to:

- Students who have parental/carer permission to arrive late to school if they do not have a scheduled lesson in Session 1 and leave school early if they do not have a lesson in Session 3. Students who do not have a timetabled lesson on any one day may also not attend school. Students who have a lesson in Session 1 and Session 3, but not in Session 2 must remain at school all day.
- Year 11 Final Examinations and Year 12 HSC Trial Examinations.
- Students participating in pathways to completing their Higher School Certificate course.

Students participating in flexible timetables will be provided with documentation identifying specific days or parts of days when they are not required to be at school. Students need to sign in and sign out at the Administration Office on arrival and at departure if they are using flexible time.

Leave Forms

Leave forms must be completed within seven (7) school days of any absence, whether full day or part day. The Senior College Leave form is available on the college website in the 'Current Students' section or can be obtained from Administration. Parents can also provide a written note. Leave forms are to be handed in to Administration when the student returns to school.

Medical certificates are required for absences for sick leave for 3 days or more.

If leave forms are not submitted within seven (7) school days of return, the absences will be officially noted as 'unexplained'. This can jeopardise a student's position in a course as well as adversely affect Youth Allowance

payments. College attendance records are not changed if a doctor's certificate, absence letter or leave form is provided to the college after seven (7) days following an absence.

If a student calls a teacher by telephone to notify them of an absence it is still officially required to provide a written note or email to Administration when the student returns to school or a phone call from a parent/carer.

Extended Leave – Travel:

Travel should be planned during school holidays. Family holidays and travel are counted as an absence for statistical purposes. A *Certificate of Extended Leave – Travel*, for a duration of more than 10 days, may be issued by the Principal based on educational, social and participation reasons. Travel is considered to be domestic or international travel for the purpose of a family holiday, family business, bereavement or other reasons as specified on the application. Travel documentation must be attached to the application. If the application is accepted the absences will be recorded as Leave. The Certificate of Extended Leave – Travel is available from the Deputy Principal.

Exemption from Attendance:

The Principal may grant a *Certificate of Exemption from Attendance at School* under Section 25 of the Education Act 1990 for the following reasons:

- participation in elite sporting event including short periods of time i.e. for one or two days, and at short notice;
- participation in elite arts program;
- exceptional circumstances, including the health of the student where sick leave or alternative enrolment is not appropriate.

The *Certificate of Exemption from Attendance at School* application form is available from the Deputy Principal. New South Wales Education Standards Authority (NESAs) course requirements must still be met regardless of reason for leave.

It is the student's responsibility to complete work missed due to absence. As one college lesson is equivalent to half a week's lessons, this is vitally important.

Leavers

Before deciding to permanently leave the college prior to completion of courses, students are strongly advised to discuss their options with the Deputy Principal.

Students who leave should complete a Leavers Clearance form, available from Administration.

Time Out

Some students may need to access a short time out during class time for health reasons. Students must let the College know of any issue or health condition that requires a time out and strategies for time out and other supports will be discussed with the Learning Support Team.

Time out is limited to 10-15 minutes maximum and students are expected to return to class.

There is a Chill Space in F Block that can be used. This is a shared space with SCU and TAFE. The procedure for using the Chill Space is:

1. Students go to F Block Reception and see the Receptionist.
2. Time out is limited to 10-15 minutes maximum and students are expected to return to class.
3. Students let the Receptionist know when they are returning to class.
4. Students who are still unwell and unable to return to class are then sent to the Deputy Principal who contacts their parents to pick them up, or arranges emergency care.
5. Parents need to go to the Administration Office to sign students out if they are picking them up.

COMMUNICATION

Sentral

- Timetables
- Daily Notices
- Calendar
- Attendance
- School Reports

Website

www.seniorcollege.com.au

- News/Events
- Information Sheets
- Policies & Forms
- Online Payments
- Careers

Emails

- Updates
- Reminders

Stile

- Course Material & Activities
- Assessment
- Notifications

Facebook & Instagram

- Photos
- Reminders

Accessing Current Staff Contact details

The list with contact details for current staff members, can be found in the Sentral Student Portal.

It is located under Resources > School Documents > Staff List.

The document is a PDF and is able to be directly downloaded from this location.

The details include, teachers name, phone extension number, KLA/Faculty information and email address.

Daily Student Notices

Daily student notices are available via Sentral Student and Parent Portal. These are also emailed daily to the students on their education email address. These notices include meeting times, sporting and cultural opportunities, as well as room changes and other valuable information.

The student calendar of events is also on Sentral.

Students can access these via Sentral and it is expected that they will do this on a daily basis.

Email

Email is the preferred method of communication to students and parents for important information and reminders.

Student Email: Every student has access to the DoE email system.

The student email address is username@education.nsw.gov.au

Students must use this address to enrol in STILE. It is expected they will check their DoE email daily.

Staff Email: All staff have a DoE email address – username@det.nsw.edu.au

College Email: The college email address is coffsharbs-h.school@det.nsw.edu.au

Mobile Phones

Students are to ensure their mobile phone is on silent in their bag during lessons, mentor meetings and other formal college activities. Phones are not to be used during the delivery of lessons unless requested by the teacher.

Students are not to take mobile phones into exam rooms.

Mobile phones should be used in a responsible and respectful manner.

Postal Address

Coffs Harbour Senior College, Coffs Harbour Education Campus, 363 Hogbin Drive, Coffs Harbour 2450.

Social Media

The college has a Facebook and Instagram page to promote events, broadcast newsfeeds, as well as post videos and photos. Participation is encouraged and is an excellent way to become involved in the college community. College social media is monitored and must be respectfully used, or material will be removed, and the contributor interviewed.

Mentor Meetings

These are held on a regular basis and are a key way of communicating to students.

Students are acknowledged at these meetings for their achievements, there is often guest speakers and vital information about the HSC is regularly explained.

Attendance at these meetings is compulsory.

Telephone

The college phone number is 6659 3054. All staff have their own telephones with voice mail capability. Contact details for all staff is available through the Student and Parent Portal on Sentral. The Principal can be contacted on 6659 3010.

Public telephones are located outside the library and at the front of the campus.

Students should note that they will not be called to the telephone, nor will telephone messages be conveyed to them during class time except in special circumstances.

Website

College website is www.seniorcollege.com.au

The college website is a hub of information about the college organisation and activities. Go to this website for: -

- BYOD
- Career opportunities
- Illness/Misadventure Forms
- Parent Portal
- Student Portal

Warning Letters

If the student is not completing formal or informal tasks and class work in a course, the class teacher will attempt to contact parents by telephone or email as a courtesy before a written warning letter is sent. The warning letter includes the work or task that has been missed and a due date for the work to be handed in. Satisfactory completion on the work will resolve the warning letter.

Two unresolved warning letters in a course could lead to an N determination being applied to that course at the end of the year. Courses which have an N determination applied by NESA will not be printed on the student's Record of Achievement and in most cases, this means the student is ineligible for the HSC testamur in that year. It can mean that the normal two-year completion of the HSC program is not possible.

Change of Personal Details

If a student has any change in personal details or circumstance they must complete and submit a Student Change of Address/Contact Details form. This form is available from the Administration Office or our website under 'Current Students' > Forms.

EMERGENCIES

First Aid

Various campus staff members are designated as first aid officers. Cases requiring emergency treatment should be reported to Security in A.G.4 (phone 6659 3091; mobile telephone 1800 004 357).

Accident reports are completed for all accidents.

Evacuation of Buildings

A rising tone siren will signal evacuation from buildings. Exit should be as calm and orderly as circumstances allow. Staff and students should head for the nearest open outside area as indicated on maps around the buildings, e.g. playing field, village green, top of the hill to the east of the campus, area at the front of the campus (not the inner courtyard). Evacuation drills are regularly conducted.

Lockdown of Buildings

Lockdown procedures have been developed by the campus. A lowering tone siren will signal a lockdown (different sound to the Evacuation siren). If in class, follow teacher's instructions. If not in class but on campus all staff and students must remain in their current location or go to the nearest secure location, turn off lights, pull down blinds in rooms, lock doors and remain out of sight until the signal is given to indicate the lockdown threat has passed. Lockdown drills are regularly conducted.

Weather Events

If there is a weather event that causes the cancellation of events or classes this will be notified via email, Facebook and the college website. In circumstances that may lead to isolation of students at the college an email or SMS will be sent to parents.

EVENTS & EXCURSIONS

Careers Day

Each year the college hosts a careers day. Valuable information from a variety of organisations is provided to students about potential career paths. Times will be advertised through Social Media and in the careers section of the college website. For more information see the Careers Advisor in F.1.2 or phone 6659 3258

Parent Support Evenings

The college conducts information evenings for parents during Term 1 (for Year 11) and Term 4 (for Year 12). Vital HSC information on assessments, examinations, satisfactory course completion and helpful advice for parents on supporting their student through the HSC years.

Parent-Teacher Evenings

Year 12 Parent-Teacher evenings are conducted in Term 1 and Term 2 for Year 11s. They usually run from 4.00-7.00pm in the Library and interview times are organised through an online booking system via the Parent Portal. Interviews are approximately 10 minutes long and student attendance is encouraged. Parents can also contact teachers at any time throughout the year to check on their child's progress. Staff contact details are on the parent portal under Resources > School Documents > Staff List.

Presentation/Graduation Days

The college holds separate presentation/graduation ceremonies for Year 11 (held in D Theatre) and Year 12 (held at C.ex Club). The college acknowledges the students' achievements and participation in college activities throughout the year at these ceremonies.

Rrisk

RRISK is a health promotion program that addresses risk-taking behaviour amongst Year 12 students in the Mid North and North Coast of NSW, Australia. Participation is part of the LifeReady program that was designed for the wellbeing of students

School Formal

A formal for Year 12 students is held at the end of Term 3, venue to be notified. The times and cost will be advertised by early Term 3.

Showcase Nights

Each year the college runs showcase nights for practical major works. These are an excellent opportunity for students to have an audience and practice for the HSC. See the college calendar for when these will occur.

University Tours

The college runs excursions to some of the universities that students are considering for further studies. These excursions will be advertised on Sentral and the careers section of the college website. For more information see the Careers Advisor.

Excursions

Excursions are a valuable component of the curriculum, providing relevant educational experiences for students outside regular timetabled lessons. In some subject areas, excursions and field trips are a mandatory part of the course and may be assessed as such.

Written permission notes are required for all excursions and must be signed by a parent/ guardian if the student is

under 18 years of age. Independent students may sign their own permission notes.

Also see 'Motor Vehicle Use' under TRANSPORT & PARKING

There are special restrictions on certain excursions, especially those involving swimming or other water activities, and details of these will be provided by the organising teacher when excursions are planned.

If there is a cost involved for an excursion, this must be paid before the excursion takes place. **Students should note that such costs may not be refundable if students are not able to attend.**

Students should also note that a NO SMOKING OR VAPING policy applies on all excursions, and on any occasion when students are representing the college off campus.

If students attend a Sydney excursion and public transport is to be used, they must obtain their own Opal card prior to the excursion date. The college does not provide Opal cards for students on excursions.

EXPECTATIONS



Vision

Coffs Harbour Senior College is a unique learning environment. The college embraces the diverse nature of the community by providing flexible opportunities for success. All students are supported to become self-motivated, respectful and creative citizens.

Respect and Responsibility

At Coffs Harbour Senior College we expect you to:

- Respect others
- Respect yourself
- Respect this campus
- Take Responsibility for your actions and learning
- Take Ownership of Your Learning

Behaviour Code for Students

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high-quality teaching and learning.

Behaviour Code for Students: Actions Promoting the learning, wellbeing, and safety of all students in NSW Public Schools is a high priority for the Department of Education. We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe, and engaged behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability, and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive, and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

Anti – Bullying Plan

Students have a responsibility to:

- behave appropriately, respecting individual differences and diversity.
- behave as responsible digital citizens.
- follow the school Anti-Bullying Plan (in the 'Current Students' section on the school website)
- behave as responsible bystanders.
- report incidents of bullying according to the school Anti-Bullying Plan

https://coffsharbs-h.schools.nsw.gov.au/content/dam/doi/sws/schools/c/coffsharbs-h/download-box/Anti-bullying_Plan_2022_Signed.pdf

Alcohol

Students, even if of legal age, are not permitted to consume alcohol on campus. Alcohol is banned at all college functions. This is a Department of Education requirement.

Dress Code

Whilst the college does not have a uniform, students should dress appropriately. Appropriate dress in this sense refers to the convention of modesty as well as not causing offence, particularly in relation to words or motifs on clothing. Some subjects may demand certain clothing to meet industry standard requirements or for safety reasons. All students are expected to wear a lanyard at all times. This has their student ID card attached.

Students are required to wear footwear on campus, both in and out of classes.

College blazers are provided to students who represent the college on formal occasions.

Drugs & Weapons

Any student found in possession of illegal drugs or weapons will be suspended immediately and the police notified. Students who require legal drugs to be administered must indicate this on their enrolment form so that staff are aware and correct action can be taken in the event of an emergency.

Health

Students are expected to:

- contribute to the provision of a healthy and safe school environment.
- ensure that medication is taken for the purpose for which it is intended by the person for whom it is intended.
- cooperate with staff in managing their health.
- as relevant to the individual, develop the understandings and skills needed to progressively manage their own health.

Homework

Homework is an integral part of student learning and is designed to enhance course work done in the classroom. The college does not specify time allocations for homework. Each faculty is expected to set meaningful homework so that students can add value to their learning. Some assessment tasks require students to work on them outside of their timetabled classes. College facilities are available for students to work on these tasks and students should make maximum use of their college time for this purpose.

Out of Bounds

The campus site is very large and students are expected to remain within the building precinct. The bushland and creek areas are out of bounds. Security may direct students back to this area if found elsewhere.

Smoking and Vaping

The campus is a smoke and vape -free environment. This complies with government legislation.

Students should also note that a NO SMOKING OR VAPING policy applies on all excursions, and indeed on any occasion when students are representing the college off campus.

FACILITIES

The campus is a shared facility between three sectors, with all services integrated. Facilities are equally available to staff/students of the various sectors – Coffs Harbour Senior College, TAFE NSW, Southern Cross University. See the College website for an interactive map under ‘Study at CHSC – The Education Campus’.

Coffee Shop

The Coffee Shop is managed by Southern Cross University and is open throughout the day for food and drink purchases. Hours change according to demand, but it is open for lunch.

Library

The library has extended hours beyond the school day and is typically open from 8am to 5pm. All staff and students at the campus have access to all library resources. The college librarian should be consulted when specialised college assistance is required. Student identity cards are necessary for library borrowing and printing. Study rooms can be booked via the CHEC website under ‘The Library’

Lockers

Lockers are available for students to hire. See Administration to pay the hire fee and collect the keypad code.

Sacred Garden

This area adjacent to C Block, including the garden, is for prayer and quiet reflection. Students should not be in this area for other reasons.

Security

See campus security for lost property, first aid or if you are feeling unsafe. Security guards are on site Monday-Friday 7am-11pm, and Saturday 1pm-5pm.

They can be contacted in A.G.4 (phone 6659 3091; mobile telephone 1800 004 357).

An electronic security system operates throughout the campus. Security guards may issue instructions to students as part of their responsibilities and may include asking to see identification. Students should regard security guards as members of the campus staff and respond to their instructions accordingly. If clarification regarding an instruction is required, it should be obtained from the Deputy Principal in Administration.

Sick Bay

If students are feeling unwell, they should report to Administration. If required, parents will be contacted and asked to collect their child. Students are not to leave the college if feeling unwell without reporting to Administration.

Student Learning Centre

Students have access to the latest technologies in this facility located in E Block under the Library. It provides the opportunity for students to work individually or in groups on assignments and projects relevant to their studies. It is also the location of the Technology Service Desk.

FEES & PAYMENTS

Fees - Courses

Coffs Harbour Senior College does not charge Course Fees for consumables for the day to day running of the course. However, some courses do have additional costs that students will be expected to pay if they choose them. These costs include excursions and materials for Major Projects. There is an expectation that students attend mandatory excursions as these cover course content that cannot be completed in class. The costs involved in major projects are determined by the nature of the project the student chooses to complete.

The college accepts cash, cheque, Eftpos or online payments.

For online payments go to the college website www.seniorcollege.com.au and click on ' \$ Make a Payment' at the top of the homepage.

Financial Assistance

Parents who experience financial hardship can contact the Deputy Principal for support from the Student Assistance Scheme. A limited amount of assistance is available. All enquiries are treated in confidence and the application form is available from the Administration Office.

GENERAL INFORMATION

Hours

The core hours on campus are defined as from 8.00 am to 6.00 pm.

Office hours are Monday to Thursday 8:30am – 4pm and Friday 8:30am – 1:30pm.

Teaching periods are generally between the hours 9.00 am to 4.00 pm. In some cases, e.g. VET courses, Extension classes, variation may be necessary because of more limited access to specialised rooms.

Parents and students should note college times and take them into consideration when applying for enrolment. Bus companies may not conform to these times for certain routes so alternate travel arrangements may need to be organised. **If an early bus affects a student, it is expected that the student liaise with their teachers to complete any missed work.** You will also need to go to the Administration Office for a form to be put on the early leavers list. The attendance record is altered accordingly. Note: Administration staff will need the signed form returned before adding a student to this list.

The two-hour class time slots are necessary to fit in with TAFE and university times. There are no bells to indicate period changes. Lunch time is between 1-2pm each day.

Lost Property

Enquiries about lost property should be directed in the first instance to Security (A.G.4).

References

After completion of the HSC, students can apply for a college reference. This is the only reference that will be issued on the college letterhead and is signed by the Principal. Other references requested of teachers by students can only be written as personal references and are not official college references. This is an online process.

Reports

Academic reporting to parents will occur at specified times in the year (included in college calendar). At other times, requests for reports on student progress/attendance should be directed to the student's mentor.

Rooms & Map

As the campus facilities are shared, rooms are used at different times by students from all sectors. No area should be regarded as 'belonging' to any one sector. After the timetable has been drawn up, other rooms can be booked on a casual basis through the Deputy Principal.

Rooms are numbered as follows:

block + floor + number, e.g. B.G.5 (B block, ground floor, room 5) or C.1.32 (C block, 1st floor, room 32).

For an interactive map of the campus go to:

https://seniorcollege.com.au/wp-content/uploads/2020/05/CHECcampus_map_r27.pdf

Sport

The College runs a range of sporting activities that are regularly advertised through Sentral. If there is sufficient interest and commitment, the college will enter teams into zone and state CHS competitions.

Campus sporting facilities include the gymnasium (basketball, table tennis, volleyball, badminton, etc.), a tennis and netball court, a village green (cricket), and a playing field (football, soccer, etc.). The location of the campus places it opposite extensive playing fields for hockey and rugby league/touch football, as well as the Coffs Harbour International Sports Stadium.

Student Identity Cards (IDs)

Photo IDs are issued to all students during the first few weeks at the college. These cards are used as proof of identity/age, acknowledgement of enrolment and for payment of printing (see 'Photocopiers/ Printing'). They are also used as the library borrowing card. Students must carry IDs at all times whilst on the campus. These cards are also used for the safety and protection of students and students may be asked to identify themselves by Security on campus. Students who cannot produce a college ID may be escorted from the campus. Lost/stolen cards should be reported to Administration as soon as possible.

Student Representative Council

The Student Representative Council (SRC) is the voice of the student body and is responsible for promoting the student perspective regarding campus organisation and management, as well as organising many events for the college including running mentor meetings. It is also an excellent opportunity to learn leadership skills.

Meetings are held on Monday's at 1.10pm in A.1.27

Textbooks

The college provides textbooks for many courses which need to be returned at the end of each year.

Timetable

As the college timetable makes use of shared campus facilities, there are some restrictions placed on timetabling that would not occur in other schools. Length of periods, for example, must be based on a common time with TAFE and university to do the rooming. The college operates on three two-hour sessions each day. Some courses have limited numbers due to access to specialised teaching areas.

Individual student timetables are based on courses chosen. Students who wish to change courses should follow the Subject Selection & Changes Flowchart on page 21.

Uniform/College Colours

The college does not have a uniform. It is expected that dress will be neat and tidy with no offensive slogans.

Shoes must be worn at all times.

The college colours are jade and purple and are utilised for celebrations and representation outside the college. College blazers are issued to students representing the college.

SUBJECT SELECTION & CHANGES

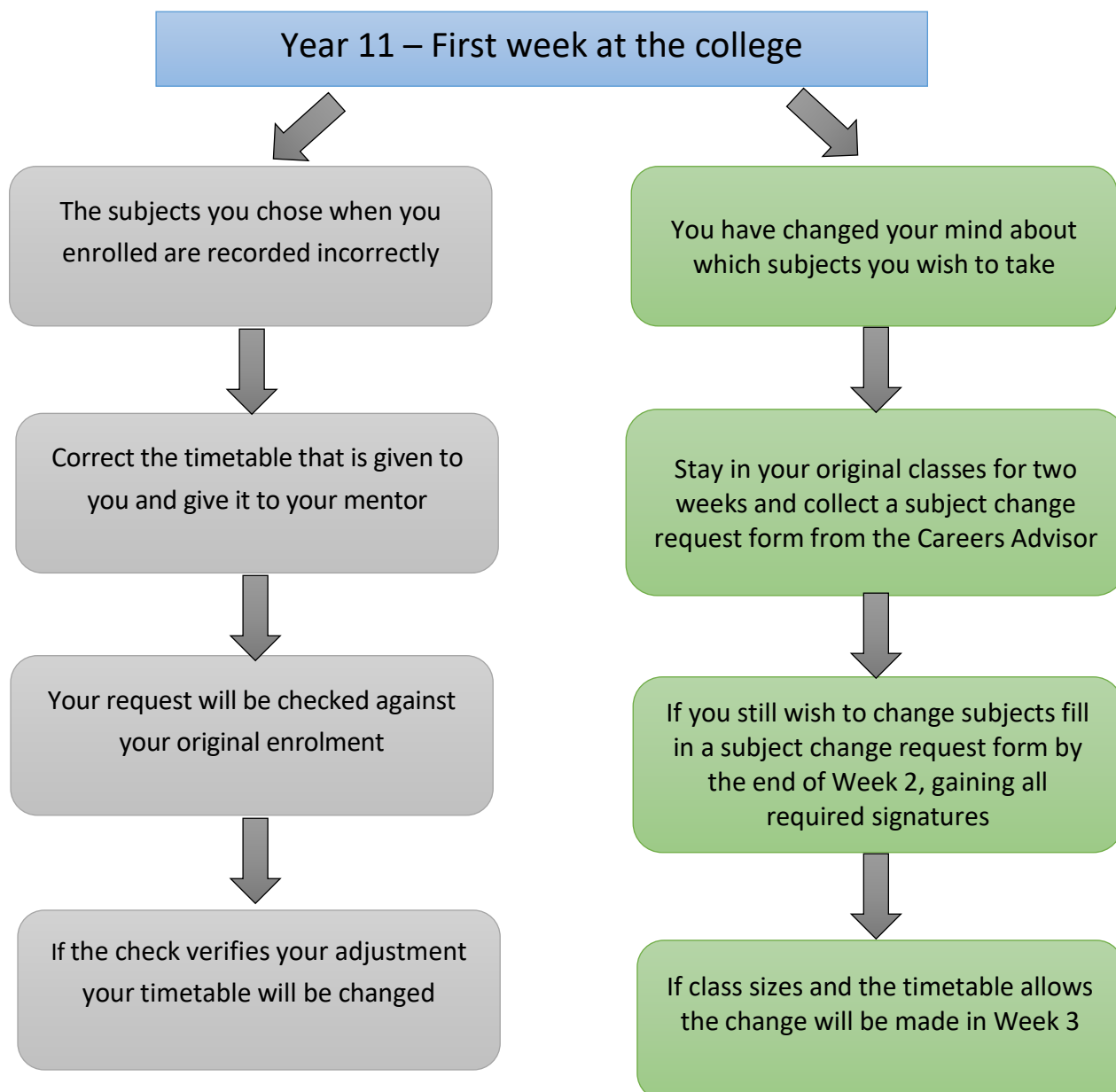
Curriculum Handbook

This handbook forms part of the enrolment package and contains information about subjects/courses available at the college. Its currency is for two years giving students options for their Year 11 and Year 12 years.

Year 11

All students enrolled are allocated a timetable based on the subject selections indicated on their original enrolment application. In some cases, lines may have been adjusted to fit student demand and college resources.

The process for making changes to the timetable you are issued is summarised below.



Year 12

Students will be provided an opportunity during Term 3 of Year 11 to adjust their pattern of study for Year 12. This should be done after consultation with relevant individuals such as parents, Careers Advisor, class teachers and Head Teachers.

Students need to be particularly aware of the expectations in extension courses and those that have major works. New timetables will be issued in the first week of Term 4, during the 'Welcome to Year 12' event.

Year 11 & 12

Any changes of classes within subjects are done via the Head Teacher in charge of the subject using a different form. This form is available from the Head Teacher.

English – Kate Sharwood [French] (B.1.15)

Maths – Tony Bone (B.1.12)

Science – Scott Hollingsworth [Biology, Chemistry, Earth & Environmental Science, Investigating Science, Marine Studies, Physics, Senior Science] (C.1.18)

HSIE – Helen Rook [Aboriginal Studies, Ancient History, Business Services, Modern History, Business Studies, Economics, Geography, Legal Studies, Society & Culture, Studies of Religion] (B.1.3)

TAS – Chris Webb [Design & Technology, Engineering Studies, Food Technology, Hospitality, IT-Timber, IT-Multimedia, IPT, IDT, SDD, Textiles & Design, Community & Family Studies, Exploring Early Childhood, PDHPE, Sport Coaching] (C.1.7)

CAPA – Michael Major [Dance, Drama, Entertainment, Music, Photography, Visual Arts] (B.1.22)

No further subject changes will occur after Week 3 of the course commencing.

EVET Courses

Any changes to add or removal of VET courses must be organised via the Careers Advisor located in F Block.

University Courses – see separate Curriculum Handbook

Students who demonstrate a high level of achievement, a capacity to undertake additional study and a mature approach to the college/campus environment may be given the opportunity to undertake selected SCU units of study in conjunction with their HSC studies.

TECHNOLOGY

Bring Your Own Device

We are a BYOD school. Students are required to bring their own device to access various online resources and the *Stile* learning management system. For more information: <https://coffsharbs-h.schools.nsw.gov.au/current-students/byod.html>

When linking a personal laptop to the wireless network, students are to use the DETNSW wifi. This is the Department of Education, filtered wifi environment, that provides access to the DoE portal and the internet. A CHSC account will be needed to allow access. This will be created and explained within the first few weeks of enrolment at the college.

Personal laptops brought to the campus are the responsibility of the owner.

Computer Access

All students receive an orientation to the campus computer network.

Computer laboratories are open for student use from 8am to 10pm. In addition, computers in the library and Student Learning Centre are available to be booked for student use.

Note that the use of computers is for educational purposes only. Students using computers for purposes other than educational, e.g. games, prohibited sites, will be in breach of campus policy and may jeopardise their place at the college.

CHEC IT Helpdesk

Is available to assist students with password and username issues, getting connected and BYOD. The Helpdesk is located in the Student Learning Centre under the Library.

Photocopiers/Printers

Students can add money to their student ID card to enable them to use the printers in the computer labs and Library. Students are not to use printers designated for staff use only. Adding money can only be done in the library.

Student and Parent Portal

The Student and Parent portal is designed to allow students to access college timetables, check their recorded attendance, view the daily notices, record activities in which they have been involved etc.

The portal can be found at the following address: students.seniorcollege.com.au

Access to the college Student and Parent Portal is restricted through the use of the DoE supplied username and password. If you have any difficulties with accessing or using the site, please contact the IT Support Desk in the Student Learning Centre.

Responsible use of Digital Devices

Coffs Harbour Senior College encourages and embraces the responsible use of Digital Devices to support and enhance learning. This can include the appropriate use of mobile phones in learning.

The College also recognises that Digital Devices, particularly mobile phones, when used inappropriately, can significantly inhibit effective classroom learning.

Teachers can decide that phones, like any other device, have a legitimate role for learning in the classroom. Whether it is using the phone to capture photo evidence of work samples for a design course, for quick access to research, for collaborating with peers, or for any other educational purpose, the teacher determines when the phone is the most

appropriate learning device for the activity. This approach is supported by clear classroom expectations based on behaviours rather than devices.

It would be reasonable for teachers to have an 'Off and Away' policy in classrooms when their presence is likely to inhibit effective learning. In the case of other digital devices, such as laptops, the teacher may reasonably request that the devices are closed at certain times.

There should be no cases where headphones or earphones are in use in classrooms, unless integral to the subject or the precise requirements of the activity being undertaken.

Students are free to use devices at recess and lunch so long as they are used appropriately.

Exemptions

An exemption from parts of this policy or the school procedure can be requested from the Principal by parents, carers, school counsellors and other student support staff, and, if required, students themselves. This may cover times when or places where use would otherwise be restricted. Except where required by law, the school Principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions applies. The exemption may be ongoing or for a certain time period.

TRANSPORT & PARKING

Bus Applications

Parents, guardians and students over 16 years, can apply for a School Student Transport Scheme (SSTS) travel pass by visiting www.transportnsw.info/school-students. If you don't have internet access, call 131 500 for assistance.

Paper forms are no longer used. A change of the student's address also needs to be notified on this website.

Bus companies may not conform to the hours of a student's timetables for certain routes so alternate travel arrangements may need to be organised. **If an early bus affects a student, it is expected that the student liaise with their teachers to complete any missed work.** You will also need to go to the Administration Office to be put on the early leavers list. The attendance record is altered accordingly. Note: Administration staff will ask for proof before placing a student on this list.

Concession Entitlement Cards – Collect a card from the Administration Office. This entitles students to cheaper public transport in NSW including trains.

Car Park

Car parking is provided on the campus.

Three car park areas are designated 'Staff Only':

- (a) on the Hogbin Drive side, the area closest to the Administration Block
- (b) the undercover area accessed through Doug Knight Drive
- (c) the western side of O Block

There are a number of Disabled Parking spaces across the campus.

Infringement notices may be issued for cars not parked within the correct areas.

Motor Vehicle Use by Students on School Activities

Cars can be driven to or from college activities by students only with written parental consent. Student drivers are expected to conform to the road rules at all times and to ensure that no more passengers are carried than are provided for by fitted seat belts.

No student may travel as a passenger in a car driven by another student to or from college activities without written parental consent. Students driving vehicles must hold a valid driver's licence. Vehicles being driven by students must have current registration and current comprehensive or third-party property insurance. Student drivers should not charge passengers a fare since this may invalidate their insurance policies. If drivers wish to share costs with passengers, a check must be made with their insurance company to ensure such an arrangement will not invalidate their insurance policies.

WELLBEING & ASSISTANCE

There are a range of programs, policies and positions that are aimed at promoting the wellbeing of all students. The diagram below is a quick reference and following it is further information.



Aboriginal Students

There are a number of programs and initiatives available for Aboriginal and Torres Strait Islander students at Coffs Harbour Senior College. Contact Learning and Support Teacher and/or Margaret Harrison, HSIE Teacher.

Anti-Bullying

The NSW Department of Education rejects all forms of bullying, including cyber bullying. The Coffs Harbour Senior College aims to create a safe environment for all. If a student has witnessed or is experiencing bullying they should refer to the college Anti-bullying Plan: https://coffsharbs-h.schools.nsw.gov.au/content/dam/doi/sws/schools/c/coffsharbs-h/download-box/Anti-bullying_Plan_2022_Signed.pdf or to the Department of Education Anti Bullying page <https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement/anti-bullying.html>

Anti-Racism Contact Officer (ARCO)

The NSW Department of Education rejects all forms of racism and is committed to the elimination of racial discrimination.

The college's ARCO is Maria Priori who can be contacted by email maria.priori@det.nsw.edu.au

Career & Subject Assistance

Career assistance and advice can be sought from the Careers Advisor.

The Senior College Website has careers information under the 'Current Students' tab. This is constantly updated and offers opportunities for students as they become available.

Information for students about specific subjects may be sought from subject teachers or Head Teachers. Others who are available to provide information on these and other matters to do with the college are:

- Learning and Support Teacher – Vicki Greer (C.1.14 – phone 6659 3320)
- Deputy Principal – David Bateman (Administration - phone 6659 3331)

Child Protection

The college is obliged to follow mandatory reporting procedures contained in the DoE policy Protecting and Supporting Children and Young People.

Controversial Issues

Because we share the campus with other partners there will from time to time be the opportunity for college students to be exposed to speakers and events that may be described as "controversial". Examples could include speakers addressing a political issue of the day. Parents who don't want their children to be exposed to this infrequent occurrence are advised that the college cannot monitor college student attendance at such events and should discuss their concerns with their child before considering enrolment in this adult learning environment.

Counsellor

Our school counsellors Jenny Corbett and Debbie McFadden are available in F block. Book an appointment with the receptionist in F Block 6659 3263.

Our student support officer, Gary Maher is also available in the same building.

EAL/D

Students whose home language is a language or dialect other than Standard Australian English (SAE), and who require additional support to develop proficiency are asked to contact the Learning & Support teacher.

Financial Assistance

A limited amount of financial assistance can be provided to students under the 'Student Assistance Scheme'. Requests, which are treated in confidence, should be made via the completion of the form available from Administration.

Learning Support

The senior college has a learning support team, which caters for a range of student needs. For more information contact the Learning and Support Teacher.

Mentors

Every student at the Coffs Harbour Senior College is assigned a teacher to be their mentor for the year to support the students in many ways. The mentor system is seen as crucial to the success of the college, and is central to the Student Wellbeing policy. In many cases the mentor teacher is the first point of contact between the college and parent.

Mentor Program

There are formal mentor meetings that are scheduled throughout the seven terms that students are with us at the college. These formal meetings are a chance to get together as a mentor group with activities designed to increase mental health, build resilience, and improve organisation, time management and study skills.

Informal meetings between students and their mentors provide further opportunities for students to raise issues of concern to them. Mentors provide their students with advice on the productive use of their time, so that they can be well prepared for assessment tasks, examinations, and other assigned activities. Support is also available on study methods, coping with stress and other problems associated with Year 11 and Year 12 courses.

Where mentors do not feel they have the expertise to directly help their students they refer them to others who do possess the necessary expertise. This is a very valuable support mechanism that all students should use effectively.