



Year 11 Parent/ Carer Information & Support Evening



COFFS HARBOUR
SENIOR COLLEGE

Enrolment and Orientation Survey

Parent Year 11 Enrolment and
Orientation





Welcome

Principal: Sam Hutton



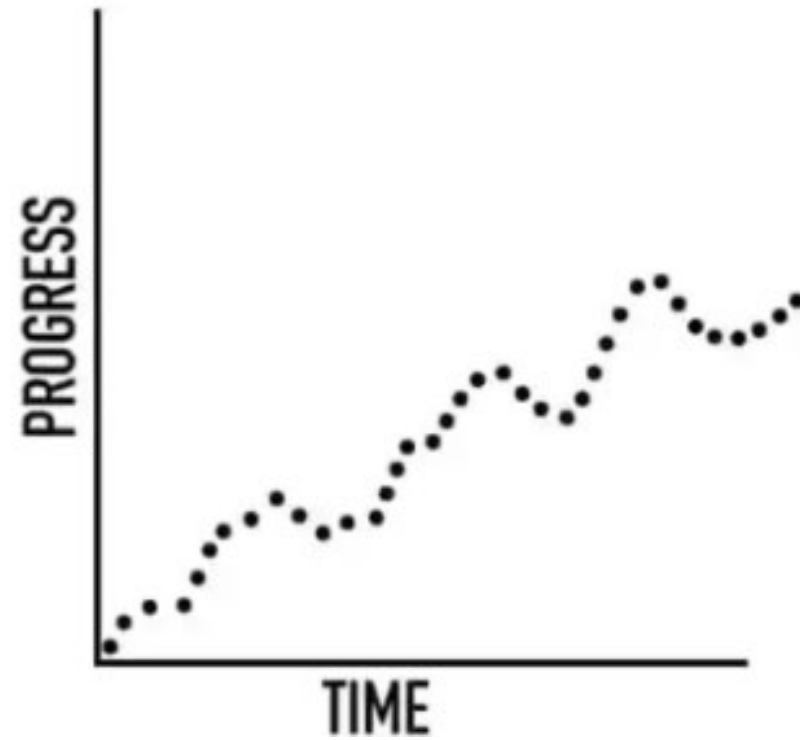
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Acknowledgement of Country





what progress actually
looks like:



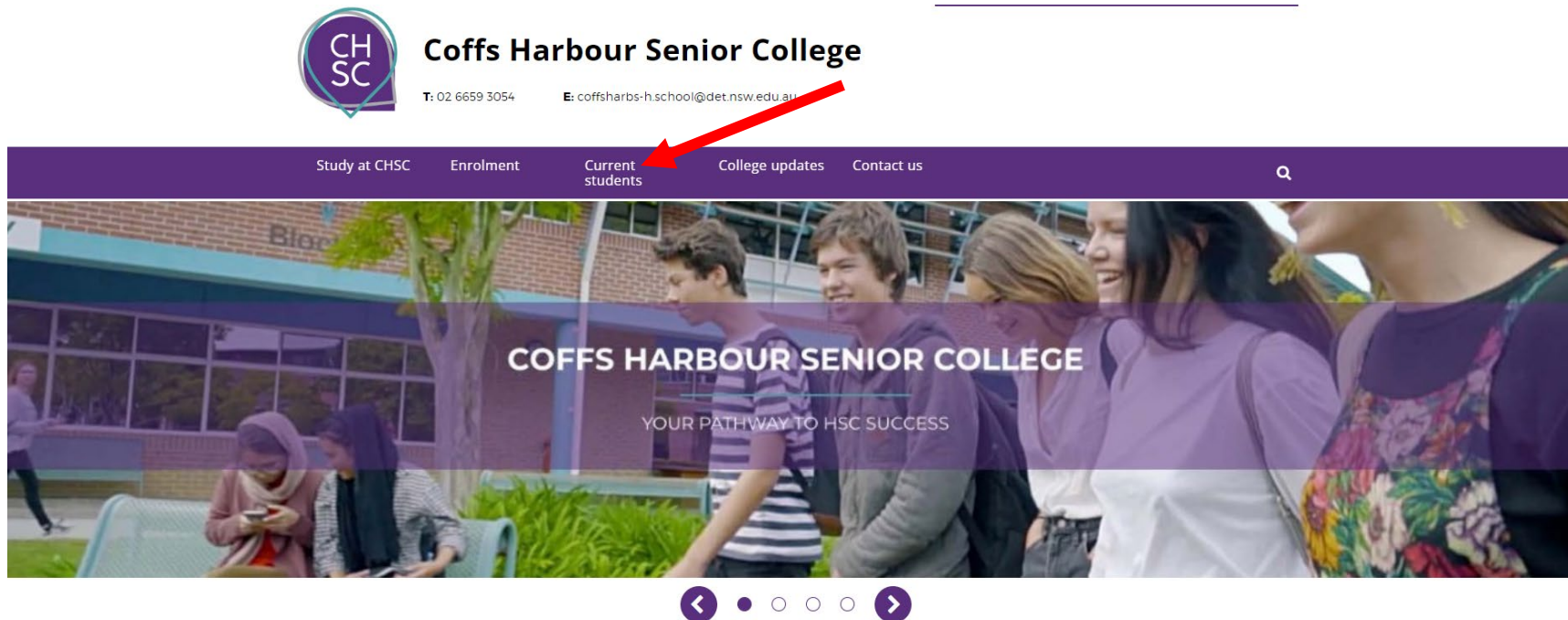


Overview and Essentials

Deputy Principals: Scott Breen & Josh Stewart

Website

<https://coffsharbs-h.schools.nsw.gov.au/>



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Who Can I Speak to?

A C A D E M I C	I have a subject specific question e.g. English or Maths	<ul style="list-style-type: none"> •Subject teacher or Head Teacher. •Learning & Support Teacher
	I need help with organising myself e.g. study timetable, prioritising.	<ul style="list-style-type: none"> •Your Mentor •Learning & Support Teacher
	I think I might need/qualify for disability provisions I previously had disability provisions	<ul style="list-style-type: none"> •Learning & Support Teacher
	I would like subject advice I'm not sure if I am in the right subject/s	<ul style="list-style-type: none"> •Careers Advisor •Subject Teacher or Head Teacher
	I would like to change my subjects (note: there are limits to when this can occur)	<ul style="list-style-type: none"> •Administration for a change of subject form (parents and HT need to sign)
	I would like to apply for university early entry/scholarship	<ul style="list-style-type: none"> •Careers Advisor
	I am doing a Distance Education Subject	<ul style="list-style-type: none"> •Librarian
	I need advice about TAFE courses	<ul style="list-style-type: none"> •Careers Advisor
	I will be/was away for an Assessment Task I will be/was away for an Exam	<ul style="list-style-type: none"> •Administration for Illness Misadventure form
	I have received a Welfare/Warning Letter	<ul style="list-style-type: none"> •Subject teacher or Head Teacher •Learning and Support Teacher

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I feel stressed or overwhelmed	<ul style="list-style-type: none"> •Counsellor •Year Advisor •Teacher or Mentor •Student Support Officer
I am having issues with other students at the college	<ul style="list-style-type: none"> •Year Advisor / Mentor •Deputy Principal
I have something serious I need to report	<ul style="list-style-type: none"> •Deputy Principal or Principal
I am hurt/injured, or another student is hurt/injured Someone requires first aid	<ul style="list-style-type: none"> •Teacher (then security)
I am feeling sick (in class time) I am feeling sick (not in class but at school)	<ul style="list-style-type: none"> •Class teacher (then Administration) •Administration
I am feeling unmotivated or a bit lost I am not sure what help I need	<ul style="list-style-type: none"> •Mentor •Student Support Officer
I would like to be involved in leadership or school events	<ul style="list-style-type: none"> •Student Representative Council (SRC) meets in A.1.27 every Monday 1:10pm

A D M I N I S T R A T I V E

I need technology help (except for Stile) e.g. login, Wi-Fi	•IT Help Desk at Student Learning Centre
I need help with Stile e.g. joining a class, submitting work	•Class Teacher for that subject •Technology Coordinator
I have lost property e.g. phone, laptop, jumper	•Security
I have to pay for a school event Payment - School Bytes - Coffs Harbour Senior College (nsw.gov.au)	•Administration or online
I need a bus pass https://apps.transport.nsw.gov.au/ssts/#/	•Online
I have changed my address/contact details https://coffsharbs-h.schools.nsw.gov.au/current-students.html	•Administration or online
I have been away sick	•Administration – hand in leave form signed by parent/carer
I am going on extended leave (more than 10 days)	•Deputy Principal •All class teachers

Academic Support for Students



Learning and Support Teachers



Tutoring Program, SCU Partnership



Extension days



Library



Stile – online learning platform



Targetted SLISO Support

Mentor Program



Each student is allocated a Mentor Teacher. This is one of their classroom teachers.



Formal Mentor Meetings are held through the year (these are compulsory).



Year Level Meetings are also held each Term.

Absence Procedures



Parents/carers are to phone the Administration Office on **6659 3054** the morning of a student's absences.



Please do not wait for the afternoon SMS to notify the college of absences.



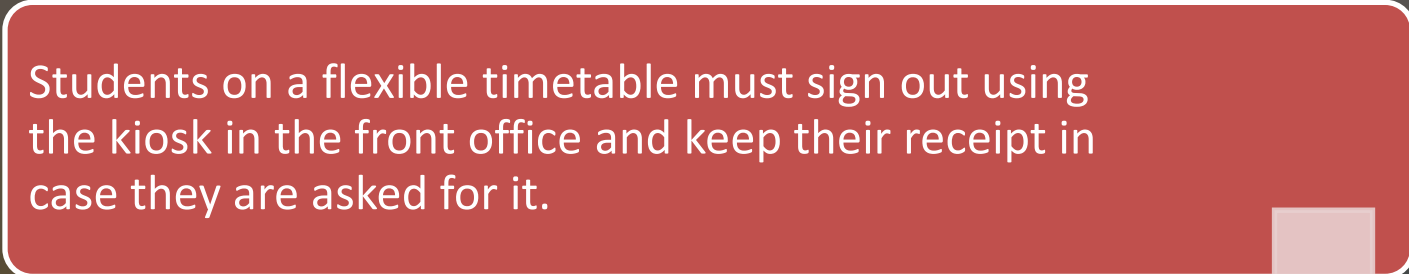
If an absence is known about in advance, a yellow student absence form should be completed and returned to the office. These can be collected from the Administration Office or downloaded from our website <https://coffsharbs-h.schools.nsw.gov.au/>



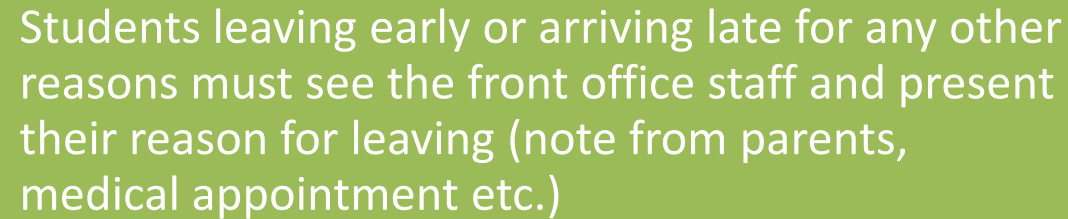
If the student is absent for more than 3 days a medical certificate will be required.

Early Leave or Late Arrival

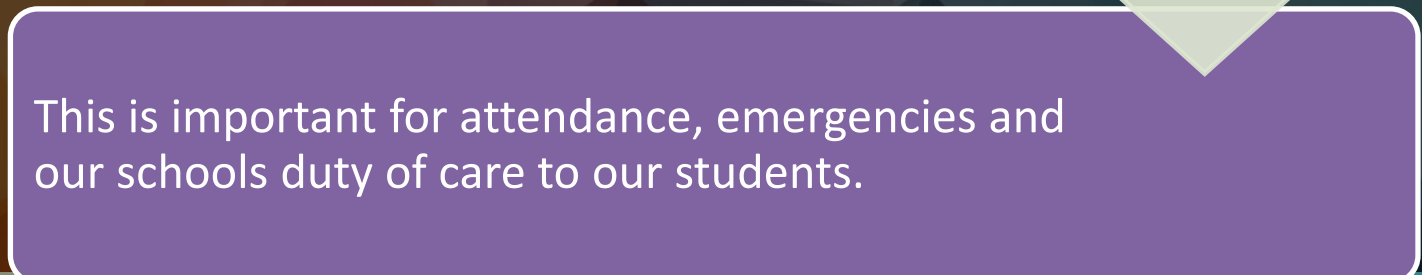
Students on a flexible timetable must sign out using the kiosk in the front office and keep their receipt in case they are asked for it.



Students leaving early or arriving late for any other reasons must see the front office staff and present their reason for leaving (note from parents, medical appointment etc.)



This is important for attendance, emergencies and our schools duty of care to our students.





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SHIRTS

SLEEVED SHIRTS

Shirts need to have sleeves and cover the full torso. Offensive slogans or references to drugs or alcohol are not acceptable. We recommend sun-protective clothing, eyewear and/or sunscreen to protect against skin damage.



SHOES

SHOES

Please wear closed in shoes that allow you to participate in all school activities. For Practical Subjects (IT Timber, Construction, Sciences, Hospitality, Sports, TAFE/VET Classes) you will need to wear enclosed leather shoes.



LANYARDS

LANYARD + ID CARD

Students need to have their ID Card and CHSC Lanyard visible at all times to access school resources and as a key measure in our campus emergency management procedures.



WORK READY!

WORK READY

Clothes should be neat, clean and in good condition. Students should wear clothes that allow them to actively participate in all school activities and adhere to Workplace Health and Safety Guidelines.



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CHSC: Mobile Phone Policy

Coffs Harbour Senior College supports the restrictions of mobile phones in accordance with the NSW Department of Education: Students Use of Mobile Phones in Schools Policy.

All mobile phones will be switched off and left in their bag or locker during the day. This is an approved NSW Department of Education option and will limit unnecessary distractions and complement our ongoing approach to ensure every student maximises their learning and social growth in a safe and supportive environment.

INAPPROPRIATE USE

1

FIRST INCIDENT

Student referred to Deputy Principal and the phone will be confiscated for the remainder of the day. Students must collect their phones at the conclusion of the day. The student will receive a verbal warning from the Deputy and Parent(s) will be notified

2

SECOND INCIDENT

Mobile phone will be confiscated by Deputy Principal. Parent and or Guardian will be notified, and the phone will only be released to the Parent or Guardian. Parent must meet with the Deputy Principal or Principal. Student issued a formal caution of suspension.

3

THIRD INCIDENT

Same procedure as first incident followed by interview with Principal and suspension. Parents and or Carers formally notified as part of the suspension process.



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Vape and Smoke Free Campus



Study Habits Start Now!



Set up a tidy and efficient workspace at home for study.



Use diaries and term planners to record upcoming assessment tasks and other commitments.



An organised folder – goal mark for the subject; assessment marks; a syllabus; main notes; summary pages; glossary; revision; tips section.



Pre-read before lessons. Do all classwork. Revise the work for the day



Work efficiently in your study sessions.



Schedule study times.



Accrue 2.5 hours study per week for each 2 unit subject.



No excuses. Just do it!

School Planner 2024


Term Planner. Tracking due dates and events.



Term 1	Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
January / February	1	School holiday 29	Term 1 begins for Eastern division schools School development day for Eastern division schools 30	School development day for Eastern division schools 31	1	First day back @ School ✓ 2	3	4
February	2	5	Term 1 for Western division schools School development day for Western division schools 6	School development day for Western division schools 7	8	★ Show Michael IP Progress 9	10	11
		12	Onstage Excursion -----> 13	14	15	16	Driving Test 17	18
		19	★ Work Experience, Hospo. @ Urban 20	21	22	23	24	25
March	5	26	English Draft ★ 27	28	29	1	2	3
March	6	4	5	6	7	★ English Due 8	9	10
March	7	11	12	Chemistry Prac. 13	14	15	Barista Workshop 16	17
March	8	18	19	20	21	Drama Workshop 22	23	24
March	9	PDH Draft ★ 25	26	27	★ Maths Test 28	Good Friday 29	Easter Saturday 30	Easter Sunday 31
April	10	Easter Monday 1	English Study Day 2	3	4	★ PDH Assignment 5	6	7
April	11	8	9	10	★ Chemistry Due 11	School Holidays!!! 12	13	14

Use your Assessment Handbook to find the due dates of all AT's

Sentral Parent Portal



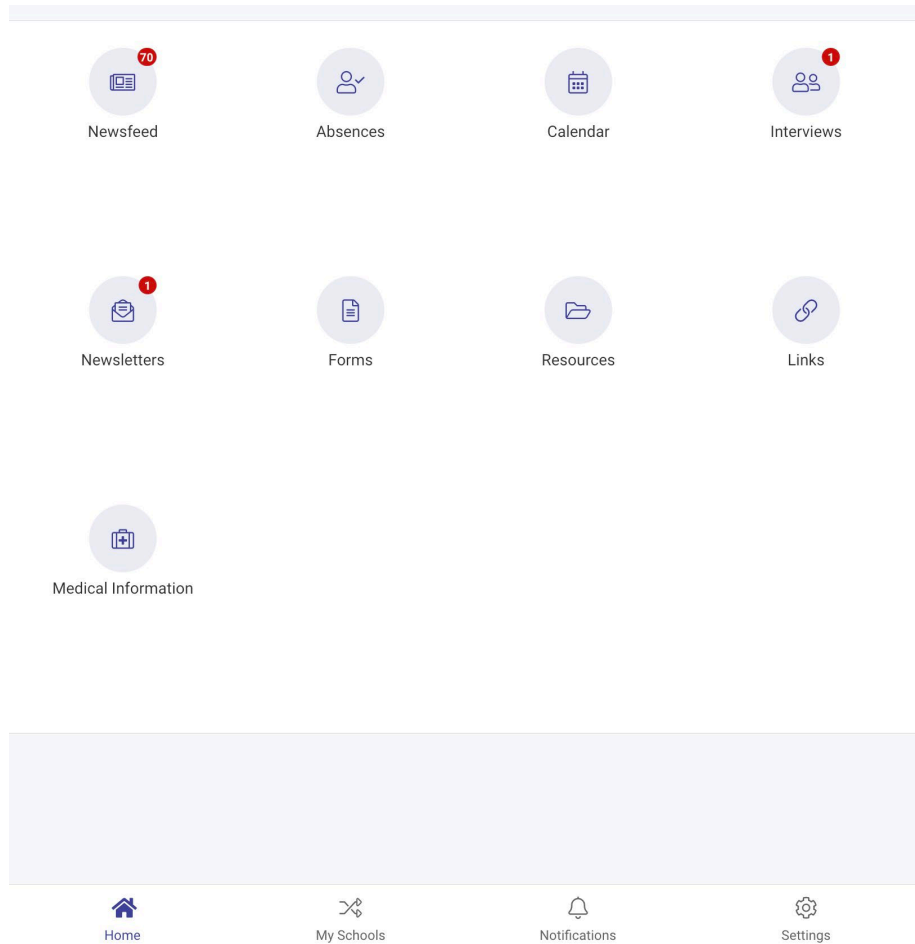
Coffs Harbour Senior College

Create a Portal User Account

Username	<input type="text" value="Username"/>	Title	<input type="text" value=""/>
	MUST BE A VALID EMAIL ADDRESS		
Password	<input type="text" value=""/>	First Name	<input type="text" value="First Name"/>
	MUST BE AT LEAST 8 CHARACTERS		PLEASE PROVIDE YOUR FIRST NAME
Password (Confirm)	<input type="text" value=""/>	Surname	<input type="text" value="Surname"/>
	PLEASE CONFIRM PASSWORD		PLEASE PROVIDE YOUR SURNAME

☒ Create your Account

Sentral Home page



Note that there is no message service enabled.

School Bytes

- Coffs Harbour Senior College uses the parent portal for various things, including online permission notes, attendance, and payments, which can be accessed via a secure link. The School Bytes parent portal enables you to view all your children in one portal and process payments for multiple siblings in one transaction, even if they attend different schools (assuming all of the schools use School Bytes!).
- IMPORTANT – To ensure that the registration process works smoothly and you can link your account to your child(ren), make sure that you use the same email address that you have provided to the school or if using a different email address, an SMS verification code will be sent to the mobile phone number on record for you at the school.



School Bytes

Log in to the parent portal

[Or create a new account](#)

Email address

Password

☒ Remember me

[Forgot your password?](#)

Log in

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

[User guides](#) 



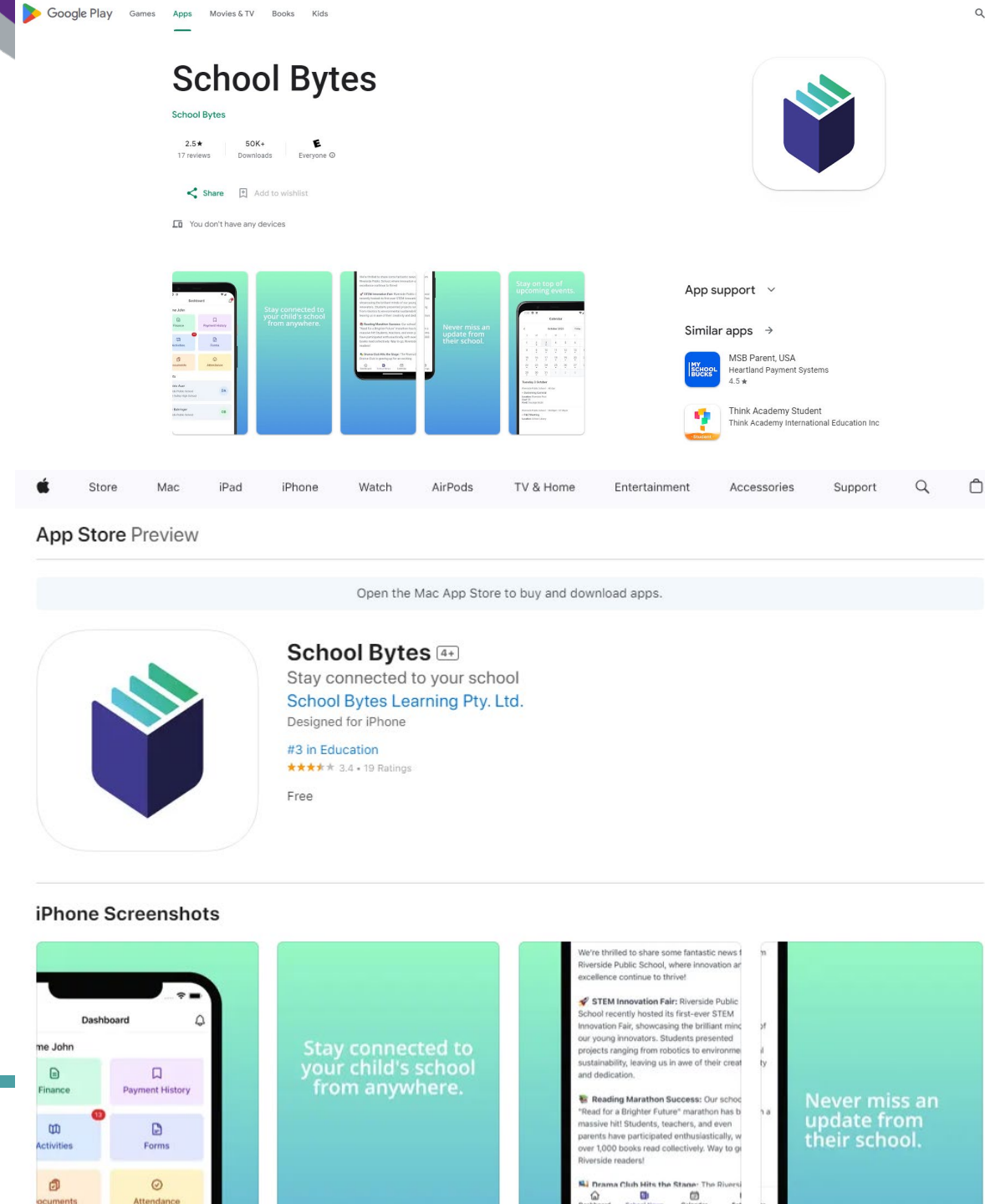
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1. Open the parent portal link – <https://portal.schoolbytes.education/auth/login>
2. Select the create a new account link.
3. Enter your first name as it appears on your student's profile at the school.
4. Enter your last name as it appears on your student's profile at the school.
5. Enter the email address that you use for school communication.
6. Enter a password.
7. Confirm the password.
8. Select create account.

An email will be sent to the email address nominated so that you can verify your access to the email address. **(Check spam if this doesn't work)**

Once you have created your account, log in to the School Bytes parent portal.

You can now link your account to all students in schools that use the School Bytes platform.



Illness / Misadventure

- If a student are unable to attend or submit an Assessment Task on the required date, they must notify the school ASAP, and submit an illness misadventure on their return to school
- All IM forms must be lodged with supporting documentation (See Assessment Handbook)
- Completion of IM forms is the responsibility of the student not the teacher
- Students are required to attend all classes at school on the day of, and day prior to an Assessment Task

Illness / Misadventure Form



Illness / Misadventure Application Form

(Refer to Assessment Handbook)

A separate form is required for each task / course.

SECTION 1: Student and Parent / Carer to complete

STUDENT NAME: YEAR:

Reason for Application (tick all that apply):

- ☐ Absent the day before a task - Please provide the evidence detailed in [Section 2](#)
- ☐ Absent the day of a task
- ☐ Non-submission
- ☐ Late submission

Course	Class Teacher	Task Description (Exam, In Class, Hand In)	Due Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Nature of Application:

- ☐ **School Approved Activity** (Sport / Excursion) or School Approved Leave. Contact relevant Head Teacher to arrange alternative arrangements as soon as possible.
- ☐ **Illness** – provide the evidence in [Section 3](#)
- ☐ **Misadventure** – provide the evidence detailed in [Section 4](#)

Description of Illness / Misadventure:

Student Signature:

Date






Careers

Careers Adviser: Rachel Fraser



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My goal is to guide each student towards their ideal next step, whether that's pursuing an apprenticeship, further education at university or TAFE, entering the workforce, or taking a meaningful gap year.



Year 11 Career Preparation

Tips for Students

- **Engage in Careers Events and Workshops:** Take full advantage of the career-focused workshops and events offered at school. These will provide valuable insights into different career paths.
- **Participate in Excursions:** Join university visits and other career-related excursions to gain a firsthand look at potential study environments and opportunities.
- **Maximise Year 11 Results:** Remember that Year 11 results are often considered by universities for early entry programs. Doing well in these exams can open up pathways for future study.
- **Attend Open Days and Career Expos:** Visit university open days, career expos, and local events such as the Coffs Harbour Council open days. These provide excellent opportunities to explore options and make connections in various industries.
- **Prepare for Apprenticeships:** If your child is considering an apprenticeship, encourage them to get their driver's license (P-plates), a white card (for construction work), and view work placements as potential job interviews.
- **Participate in extracurricular activities:** Get involved in the SRC, volunteering, and sports clubs to make yourself a more attractive candidate for scholarship applications.

UNSW Partnership



RURAL CLINICAL SCHOOL MEDICINE MENTORSHIP PROGRAM

Coffs Harbour Senior College and the UNSW Rural Clinical School have developed a medicine mentoring program for Year 11 students who are interested in studying medicine.

The program will run over 3 terms and include:

- Mentoring by 3rd Year Medical students
- UCAT preparation workshops
- Interview Practice
- Medical school application support.

Sessions will take place after school at the Rural Medical School attached to Coffs Harbour Hospital.

Macquarie University, Sydney Inroads 2025



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ACCESS AND WIDENING PARTICIPATION

Office of the Pro Vice-Chancellor (Education)



Invitation to MQ InRoads 2025

We would like to invite your Year 11 students to apply to participate in MQ InRoads 2025, a residential university taster for students in year 11, providing a tangible experience of university life in Sydney.

Our MQ InRoads program hopes to 'demystify' the university experience and provide students with an opportunity to participate in life on campus through attending lectures and tutorials, meeting academics and current students, learning about different areas of study and more! MQ InRoads will also offer students the chance to learn and practice real-world skills to help prepare them for university life.

This program will be offered for FREE with all travel and any associated costs of the program will be covered by Macquarie University.

Spaces are limited. Students will be selected via a competitive application process by Macquarie University staff, in consultation with school representatives.

Students are encouraged to discuss their application with their parents/guardians and plan their responses in advance.



APPLICATIONS NOW OPEN!

Students can apply by completing an application form available at the QR code below. Schools will also be sent the link via email for further distribution.

Applications close
Wednesday 19th March, 2025



<https://forms.office.com/r/RBDCPcYQ3>

For more information, contact wpu.outreach@mq.edu.au

KEY INFORMATION

Dates:
30 June - 4 July

Cost:
FREE

Cohort:
Year 11 only

MQ InRoads Activities

Engage with academics in fun, exciting and challenging activities from all four of our faculties:

- > Faculty of Arts
- > Macquarie Business School
- > Faculty of Medicine, Health and Human Sciences
- > Faculty of Science and Engineering

Use the new Sydney Metro to explore the Sydney CBD and harbour foreshore.

Stay on campus at Dunmore Lang College student accommodation.

Meet with current students to discuss study options, support services and uni life.

And much more!

**Please note: These activities may be subject to change and will be confirmed with participants prior to the program's start date.*



MQ InRoads is a Widening Participation initiative funded by the Commonwealth Government's Higher Education Participation and Partnerships Program (HEPPP).

FIND OUT MORE

Access & Widening Participation
Macquarie University NSW 2109
Australia
T: +61 2 9850 1933
E: wpu.outreach@mq.edu.au
mq.edu.au/leap
CRICOS Provider 00002J
ABN: 90 952 801 237

Future events:

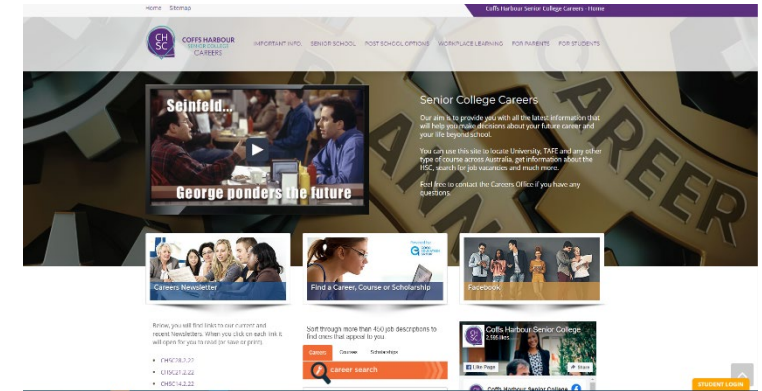
- April –What can you do with a Psychology degree? – presented by Southern Cross University
- May- Coffs By pass team- Careers in trades and STEM
- 21st-23rd May-Sydney and Newcastle University Excursion
- 23rd May- Whitecard course on campus
- June – Surveying Workshop
- June/July- MQ Inroads Sydney on campus residential
- July – Post-School Options Career Expo
- September- University of Sydney parent/carer event.
- December – Queensland Universities Excursion

How can parents/carers support your child's next steps?

- Research tells us that for 65% of young people, their parents/carers are the main source of career advice.
- Talk to them about career paths- yours, friends and family.
- Go to university open days, look on Seek and Indeed for local apprenticeship and job opportunities, check out the Senior College Careers website for information on post-school options, check sentral notices for careers events.

CAREERS CONTACTS

- Rachel.Fraser@det.nsw.edu.au
- Phone: 66593258
- <http://seniorcollegecareers.com/>
- CHSC Facebook page for careers: <https://www.facebook.com/Careerscoffsharbourseniorcollege>





Year Advisors: Julie-Anne
Chivers, Nic Morgan and Rachel
Fraser

Introducing your Year Advisers!

Where can you find us?

Julie-Anne - B.1.7 or E.G.12

Nic - C.1.19

Rachel - F.

To get in contact

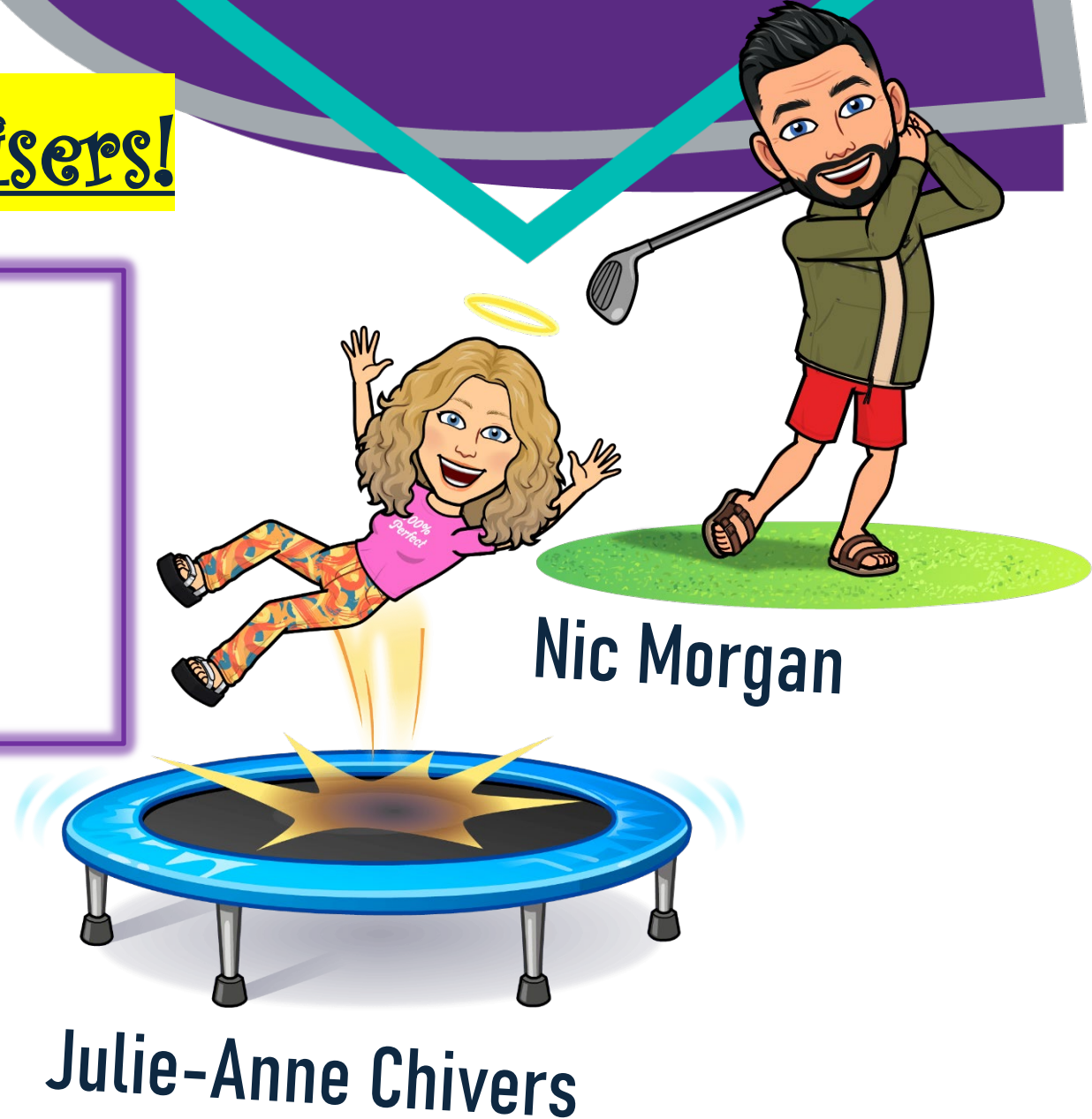
Julie-anne.chivers@det.nsw.edu.au

Nicholas.morgan25@det.nsw.edu.au

Rachel.Fraser@det.nsw.edu.au

Our role:

Supporting your wellbeing and helping you to achieve personal/ educational goals throughout your time at Coffs Harbour Senior College!



Nic Morgan

Julie-Anne Chivers

Connections Program

Connections is a program that empowers our students by connecting them with their peers and staff at the school, skills, people and support. It enriches their learning, covering many of the important skills and understandings they need to thrive, outside of the learning in their individual classes and subjects.

Students attend this lesson for one hour in their first study period of the week. Each week students will engage with different themes, presenters, tutors and skills. Over Term 1 we will be covering:

Building friendships and connections with other students

Technology and ICT

Library and research skills

Careers

Goal setting, organisation and study routines

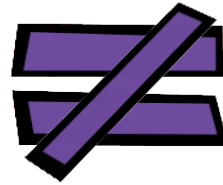
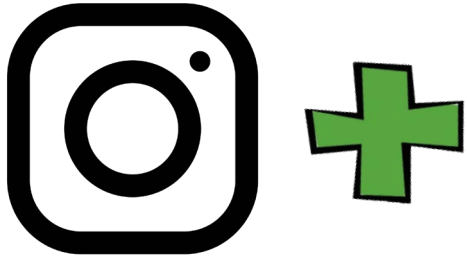
Focus and productivity tools

NESA HSC Requirements

We know this program will be valuable to our students, building their sense of connection, confidence and community at CHSC.



Writing for success



- I can explain things in class but ... then have trouble writing about things in an exam!
- I always get a 'B' in my written subjects ... but I think I know more than the people getting 'A's' ????
- I really like writing creatively, but I am just not as confident when I write essays.
- I always run out of time in the short answer questions ... 6 lines is never enough!
- I have great information in my notes, but I am not sure how to start writing when I get a question I have never seen.



Join our college community



facebook.com/coffsharboursc



instagram.com/coffsseniiorcollege/

For more information: seniorcollege.com.au



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Questions?

Staff will be available in the gathering space



Thank you

Parent Year 11 Enrolment and
Orientation

