



Edinburgh College

Student

Handbook

(Secondary)

Document History

This policy was ratified by the School Council on Feb 2017. It will be reviewed annually.

Student Handbook

Introduction

Edinburgh College is a private Christian school owned and operated by Seventh-day Adventist Schools (Victoria) Ltd. It provides a comprehensive academic program, from Early Learning to Year 12, in harmony with Christian beliefs, values and lifestyle.

Edinburgh College is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Edinburgh College has zero tolerance for child abuse. Edinburgh College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be given to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Edinburgh College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Aim and Purpose of the Student Handbook

The purpose of the Student Handbook is to provide information for parents and students regarding the College and its program. It sets out the expectations of student behaviour in and out of class, general operational information and uniform requirements for students. Its aim is to enhance understanding, cooperation and support between all parties.

To assist with finding information, this handbook has been divided into three main sections:

1. Student Conduct

Here you will find behaviour expectations and directions for students and information about the Student Management System.

2. Uniform Requirements

This section lists the required summer and winter uniform items for boys and girls and also the sports uniform items. There are details about purchase of uniforms and also personal grooming expectations.

3. General Items

Here you will find a range of items including bell times, library details, lost property, lockers, etc.

1. Student Conduct

Edinburgh College seeks to support students in developing positive, constructive life habits through provision of a positive, nurturing learning environment, development of constructive relationships that foster learning, and by offering students opportunity to develop life-long values and behaviours.

We want to affirm constructive behaviours and to enable students to return to a positive relationship with fellow students and staff if an error of judgement is made. Management practices are based on principles of:

1. Emphasis on academic and holistic achievement
2. Implementing a system that is College-wide, focused on early intervention
3. Clearly stated behavioural expectations
4. Provision of consistent consequences
5. Utilising developmentally and culturally appropriate interventions
6. Integrating individual, classroom and college-wide benefits of constructive behaviour
7. Listening to students
8. Provision of staff training and professional development
9. Fostering positive, supporting relationships with families
10. Analysis of data to monitor and review the effectiveness of behaviour management programs.

As part of the enrolment procedure, each student signs an undertaking to uphold the values and standards of the College and to cooperate with the staff in all matters. It is expected that all students will support the standards of conduct both on campus and outside of college hours. Any student who finds that he/she is no longer prepared to conform to the requirements of the College, is duty bound to withdraw from the College.

General Behaviour

Orderly conduct is expected at all times when the student is at College, on a College-organised function or traveling to or from the College. Students are expected to be courteous and respectful to staff and to one another. All staff members have the authority to direct and discipline students.

In order to maintain an environment that nurtures student learning students need to take care of the College grounds. Flowerbeds, shrubs, tree branches etc are to be respected and enjoyed, but left alone.

There are certain activities that are not acceptable at the College. Students who are involved in any of the following behaviours may face action from the Student Management Committee.

- Disruptive behaviour in class.
- The use of profane or inappropriate language (either spoken or written) or lewd suggestion.
- The possession of obscene literature/videos/CDs or computer files etc.
- Assault or any form of bullying.
- Tampering with or using the PA System.
- Unauthorised possession or use of College keys.
- Any involvement with pornography.
- Gambling of any kind.
- The use or possession of alcohol, tobacco, or any other non-prescription drug.
- The furnishing of any of the aforementioned substances to other people.
- Immoral or indecent conduct of any kind, including improper association with members of the opposite or same sex, either on or off the College campus. Intimate physical contact is not condoned on campus.
- The use or possession of fireworks, firearms, knives or any other hazardous item on the College campus.
- Willful destruction of or damage to College property – including the computer system.
- Tampering with the College fire equipment or fire alarm system.
- Possession/use of laser lights.
- Undermining Christian ideals and values.

General Directions to Students:

The following list covers the expected behaviour code for students at Edinburgh College:

- Changing classrooms is to be done quickly and with a minimum of noise.
- Good manners and respect for others and their property are to be observed at all times.
- Bullying, fighting, put-downs and racist remarks are not acceptable.
- Graffiti offenders will be dealt with severely. Students are to pay for any damage to, or loss of, other students' belongings or College property.
- Students are to keep their desks and lockers tidy and free of rubbish at all times.
- No student is to touch any television set, data projector or any other electrical appliance in any classroom without a teacher present.
- Students who arrive late to College are not permitted to commence any class until they have obtained a late note from the office. The note is to be presented to the teacher.
- Students who come late to any period during the day will not be excused for being late unless they have obtained a note explaining their absence from the teacher who detained them.
- All students are to wait outside classrooms before the commencement of each period. Students will enter a classroom only at the instruction of a teacher. When lining up outside classrooms, students are not to block the path of other students. Students should walk on the left hand side of the paths and hallways. RUNNING or PUSHING is not permitted.
- All students are to observe Library rules and expected behaviour outlined by the Library staff.
- Students are to take care with and be neat in their work.
- Correct uniform is to be worn at all times on the way to and from College. There is a summer and winter uniform and a sports uniform for PE and Sport. Students who do not have a uniform must bring a note with a satisfactory explanation. Lack of a satisfactory written explanation will incur further disciplinary action.
- Students should not join in any sport or other activity while eating. All rubbish should be placed in the bins provided.
- Unless by prior arrangement, food should not be opened and/or eaten in the classrooms, Library, Music Building or sport courts.

- It is good manners and a College requirement that you do not eat while travelling on buses or trains.
- When students are absent from College, a note from parents must be submitted on the first day back. This note should set out the dates of absence and the reason for the absence. This note is to be placed in an envelope and addressed to the Roll Mark Teacher. A phone call does not replace a written note.
- Bags are not to be taken to class. They must be stored in the student's locker.
- Students are expected to go to their locker only before college, during recess, during lunch and after college hours. This means planning for two periods at a time.
- Mobile phones, MP3 players, skateboards, jewellery and gum are not permitted at College. If these are brought onto campus they are to be left at the Secondary Office.
- Students are expected to record all homework in their diary (print diary for Yr 7 & 8; digital diary for older year levels) in the period in which it is given. Staff will be checking this on a regular basis.

Student Relationships:

Students are encouraged to conduct friendships with each other in a wholesome manner in keeping with the College's philosophy and standards. Kissing, cuddling, hugging, holding hands and other similar forms of physical contact are not permitted on campus or in public whilst in College uniform. Personal space must be respected.

Student Management System - PB4L:

The Positive Behaviour for Learning is designed to encourage students to take responsibility for their own decision-making processes and to provide them with the opportunity to make positive choices about their behaviour patterns. This system covers all areas of college operation including excursions and whenever the student is in college uniform.

Details of the Student Management System are outlined in the following College Policies:

- Behavioural Improvement Policy

- Bullying Prevention Policy

Student Discipline Committee Members

To discuss disciplinary actions with regard to student behaviour, the following people meet together:

- Principal
- Head of Secondary
- Wellbeing Coordinator
- Year Level Coordinator (if the student is in Yr 7 or 8)
- Learning & Teaching Coordinators
- Chaplains
- Roll Mark Teacher (by invitation)

Resolution of Student Grievances:

Students who have a grievance with the College are able to have the grievance dealt with through the following procedures.

Please take time to look at the following College policies:

- Guidelines for Complaints
- Complaints and Appeals Policy
- Procedural Fairness Policy

Students must work through the various levels as outlined.

- An interview is to be organised with the Roll Mark Teacher or alternatively with the Chaplain.
- Following the interview, if the grievance is not resolved, the student will discuss the matter with the Head of Secondary.
- If the matter is not resolved, an interview with the Principal will be arranged. The Principal may discuss the matter with the Student Discipline Committee.

- The matter may now be brought before an independent panel, appointed by the College Council.

The above resolution process does not negate the student's right to pursue other legal remedies.

Out of Bounds

The following areas are out of bounds to students:

- The bush and Dam areas
- The front of the College and Edinburgh Road
- The Car park and bike racks (except when arriving at College or departing)
- The Primary College and Early Learning Centre including their playgrounds
- The Staff Room and Teacher's Offices
- The Music Building, except with the permission of the Music Co-coordinator, attending a class, assembly or an appointment
- The Maintenance Shed area
- Beyond the oval
- The old Boys Dormitory area
- At the back and behind the Gym
- The roof of any building.

Inappropriate Items

Inappropriate items are not to be brought onto the College property by students. These include:

- Drugs, cigarettes or alcohol
- Any inflammable matter or ignition sources such as lighters/matches, etc.
- Aerosol cans including deodorant, spray paint, etc.
- Firearms, knives, or any weapons
- Chewing gum

- Jewellery and makeup
- Projectiles
- Liquid paper or other items that can be used for graffiti
- Laser pointers
- Skateboards/Roller-blades
- Students riding bicycles to College are not permitted to ride them around the College Campus.

Bike riders must wear an approved safety helmet and follow all road rules. Skateboards and roller-blades are not permitted at the College. Students who bring these items to College are required to leave them with their Homeroom Teachers until the end of the College day.

Mobile Phones

The College Mobile Policy on mobile phones recognizes that students bring phones to College for the purposes of communicating with parents/carers about their location after classes etc, or to arrange transportation to home following an excursion. The use of any device for making audio or visual records of yourself or any other person is not acceptable. Students misusing any device, including mobile phones will have it confiscated, parents notified and the students will incur an infringement. The phone will only be returned to the parent/carer. The College cannot be held responsible for the loss of mobile phones, as this is the responsibility of each student. Mobile phones can be left in the office for the day. Should a student need to contact a parent, they can come to the office to arrange a call.

Note: Exceptions may arise due to the nature of the learning activity, either on or off campus. Clear instructions will be outlined before each learning activity.

2. Uniform Requirements:

This section lists the required summer and winter uniform items for boys and girls and also the sports uniform items. There are details about purchase of uniforms and also personal grooming expectations.

Personal Grooming:

Students are expected to be well groomed and neat and tidy in their appearance when in Edinburgh College uniform.

Jewellery:

Jewellery, including bracelets, bands, chains, earrings (girls exempt - refer to Earrings for Girls), necklaces, rings, and body piercings, are not part of College uniform and should not be worn. Any body piercing must be done during College year end holidays to enable healing to take place and the jewellery to be removed before College commences. Unhealed body piercing will not be accepted as an excuse to wear jewellery.

Earrings for Girls:

Girls can wear a small single plain silver/gold, diamond or pearl stud in each earlobe only. Any new ear piercing is suggested to be made with single plain silver/gold metal studs so that the 6 week healing time does not compromise the College Uniform policy. Students who arrive at College wearing anything other than a small single plain silver/gold, diamond or pearl stud will be asked to remove them. Band-aid cover-ups are not allowed.

Makeup & Hair:

Makeup or hair coloring, which produces an artificial appearance or draws attention to the individual, is not appropriate. (If there is any doubt, consult the College Admin Team before you have your hair cut, coloured or styled). Makeup should be only used to assist in reducing the appearance of skin blemishes and excessive or obvious makeup must be removed. Makeup includes such things as foundation, eyeliner, eye shadow, lipstick and coloured nail polish. Girls may wear clear nail lacquer. Exceptions include; 9 Presentation Evening, beige or pink nail polish is permitted. 12 Formal; nail polish is excepted.

Girls:

Hair must be clean. Where hair is longer than shoulder length it is to be completely tied back. Extreme hair colours and/or hairstyles are not permitted. If there is any doubt, please consult the College Admin Team.

Boys:

Hair must be clean, off the collar and out of the eyes - extreme styles and colours are not acceptable. If a student is seeking to grow their hair longer than shoulder length, then their hair it is to be completely tied back, and remain out of the eyes. If there's any doubt, please consult the College Admin Team.

Uniform:

- Students are not permitted to write on uniforms or get their uniform wet in water fights.

- Shirts must be tucked neatly into waistbands so that the belt line is visible from all angles (during winter only). The belt should be located at the top of the hip. Shirts may be out on the field or courts during recess and lunch breaks, but must be tucked in neatly before crossing back onto the academic side of the College where the classrooms are.
- The Administration have the final word on uniform.
- Any student who is unable to wear the uniform for any specific reason should report to the office before attending morning roll mark.
- Full uniform is expected at all times.
- 'Mufti' days (non-uniform days sanctioned by the College for fundraising purposes) do not negate College rules about jewellery etc.

General Uniform Regulations

GIRLS

Summer

| | |
|-----------|---|
| Dress | Regulation material and style. College name on left chest (Must be worn knee length). |
| Socks | Plain white ankle-length socks |
| Pullover | Royal blue. VCE students - maroon. Crest on left chest. Worn under blazer. |
| Shoes | Polished, black, lace up or black T-bar school shoes (not boots, suede shoes, slip-ons or Sports shoes). |
| Blazer | Royal blue with College crest and name on pocket. Compulsory year round, optional in hot weather. |
| Hair-tidy | Royal blue, white elastics /accessories. |

GIRLS

Winter

| | |
|----------|---|
| Skirt | Regulation material and style, skirts must be worn knee length. (No trousers are allowed). |
| Shirt | White, long sleeved. College name above pocket. |
| Tie | Regulation Edinburgh College tie navy blue & crest. |
| Pullover | Royal blue. VCE students - maroon. Crest on left chest. Worn under blazer. |
| Socks | Plain Navy ankle-length socks or Navy tights. |

| | |
|-----------|---|
| Shoes | Polished, black, lace up or black T-bar school shoes (not boots, suede shoes, slip-ons or Sports shoes). |
| Blazer | Royal blue with College crest and name on pocket. Compulsory year round, optional in hot weather. |
| Hair-tidy | Royal blue, white elastics/accessories. |

BOYS

Summer / Winter

| | |
|----------|--|
| Trousers | Edinburgh College regulation grey. |
| Shorts | Edinburgh College regulation grey. |
| Shirts | Summer short sleeve open neck. Winter long sleeve with regulation tie. Yrs. 7 – 10: Mid-blue with the College name above pocket. Yrs. 11 / 12: White shirt with the College name above pocket. |
| Tie | Regulation Edinburgh College tie navy blue with stripes & crest. A Regulation tie must be worn with the long sleeved shirt. |
| Pullover | Royal blue. VCE students - maroon. With crest on left chest. Worn under blazer. |
| Socks | Plain grey. (Must be at least ankle-length, ie must cover the ankle). |
| Shoes | Polished black, lace-up school shoes. (Not boots, suede shoes or Sports shoes). |
| Blazer | Royal blue with College crest and name on pocket. Compulsory year round, optional in hot weather. |
| Belt | Plain black or dark grey. |

GIRLS & BOYS

Sports Uniform

| | |
|--------------|--|
| T-shirt | Regulation colour and style with College crest and name. |
| Shorts | Regulation colour and style with College name. |
| Socks | Plain white ankle-length (not anklet). |
| Sports Shoes | Non-marking, Runner-Trainer type. It should provide adequate foot support and cushioning. Skate shoes and slip-on shoes are inappropriate for Sport/PE activities. |

| | |
|---------------------|--|
| Jacket | Regulation colour and style with College crest and name. |
| Track-pants | Regulation colour and style with EC initial on L/H leg. |
| Long Sleeve T-shirt | Regulation ink navy L/S T-shirt with EC initial on L/H cuff to be worn under the sports S/S Polo for warmth. (Must not be worn on its own). |

V neck T-shirts may be worn but are not to be visible under the uniform for either boys or girls. If students wear a V neck T-shirt then it needs to be white with no printing or images on it.

Lab Coats Lab Coats need to be labeled, clean and free from any form of graffiti.

(Navy lab coats available from Uniform Shop. White lab coats supplied for Science subjects.)

Scarves and Gloves

Royal blue or navy may be worn as part of winter uniform. (Scarves sold in College Uniform Shop)

Winter uniform is compulsory from the third week of Term 2 to the end of Term 3.

Summer uniform is compulsory in Term 1. If it is cold during the first couple of weeks of Term 4, students may wear either the full winter uniform or the full summer uniform, but not a mixture of the two uniforms.

School bags with the Edinburgh College crest are expected to be used by all EC students.

Sports Uniform

Students are permitted to wear their complete sports uniform to and from school on days when they are involved in sport (Sport days only). Students are not to wear a mix of sports uniform and normal College uniform.

Uniform Supplies

Edinburgh College Uniform Shop has all uniform requirements available for sale except shoes. The Uniform Shop is located in the house on the left just through the main entrance. Please contact the College Office on: 9728 2211 to arrange fittings.

Year 12 Tops

Year 12 students will be allowed to wear Year 12 tops as an extra uniform item. The design and wording must be approved before purchase. Year 12 students may wear this on Wednesdays as part of the sport uniform.

Please ensure each article of clothing is NAMED!

Free Dress

There are several days in the year when students are allowed to come to College in casual clothes (not College uniform). Students are usually asked to bring a gold coin donation or other nominated items, which is then allocated to specific projects. Students are required to wear modest clothing items (not singlet style tops or tops with straps), and closed-in shoes (not open footwear). Rules regarding makeup and jewellery apply as for a normal College day.

Students are not to go on College excursions in free dress, unless the activity requires it and the teacher in charge requires it. Students are not to come to College in free dress when they have Stuvac days.

3. General Items:

Here you will find a range of items including bell times, library details, lost property, lockers etc.

Bell Times

| | Monday - Friday | GIG Week |
|-----------|-----------------|---------------|
| Home Room | 8.55 – 9.05 | |
| Period 1 | 9.10 – 9.58 | 8.55 - 9.38 |
| Period 2 | 10.00 – 10.50 | 9.40 - 10.25 |
| RECESS | 10.50 – 11.05 | 10.25 - 10.35 |
| Period 3 | 11.10 – 11.58 | 11:40 - 11.23 |
| Period 4 | 12.00 – 12.50 | 11.25 - 12.08 |

| | | |
|-------------|--------------|--------------|
| GIG Program | | 12.10 - 1.05 |
| LUNCH 1 | 12:50 - 1:15 | 1:05 - 1:25 |
| LUNCH 2 | 1:15 - 1:40 | 1:25 - 1:50 |
| Period 5 | 1:45 - 2:33 | 1.55 - 2:38 |
| Period 6 | 2:35 - 3:25 | 2:40 - 3:25 |

Laptop Usage by Students

Students should refer to the EC ‘Internet, Computers & Mobile Technologies Acceptable Use Policy’.

Class and College Attendance

All students need to arrive on time – 8:50 am. All students are expected to attend all classes as required for that subject, except where a valid excuse applies. Any student who has a structured study period is expected to report to the Library for private study. All students who are at College are expected to be in class or in the Library during class times.

Students who do not have an “Out of Class Permission Slip” when not in class will incur an infringement.

Excused Absences:

Definition: An absence is excused if the student provides verification from the parent/legal guardian, houseparent or staff member stating one or more valid excuses for the absence. These may include: -

- Illness of the student (as verified by parent, houseparent or medical practitioner).
- Death in the immediate family.
- Mandatory court appearance.
- Medical or dental appointment.
- College-approved activity.
- Parent-initiated absences which have been arranged in advance with the Principal or other members of the Administration Committee. This includes early departure and late return from College holidays.

Unexcused Absences:

Definition: An unexcused absence occurs when a student misses a class without a valid excuse. Leaving an assigned classroom without permission, whether or not a teacher is present, is also considered an unexcused absence. Unexcused absences will result in disciplinary action. (See section: "Student Management").

Excessive Absence for Year 11 and 12 Students:

Students in Years 11 and 12 missing more than 20% of classes of a VCE subject are liable to be awarded an N (not satisfactory) for the Unit. Excessive absence from College may also place a student's continued enrolment at the College in jeopardy.

A student will remain enrolled in a subject until advised by the VCE Coordinator that permission to withdraw has been granted or the student has completed the de-registration process.

In exceptional circumstances the student may appeal to the Principal to have an absence excused. This should be in writing with supporting documentation.

Reporting Student Absences:

If a student is absent from College, it is mandatory that the parent/guardian notify the College in writing the reason for the absence. If this is not possible, ring the College by 9:30 am to save the Receptionist some time.

The College on a daily basis will contact Parents/Guardians when students are absent from College by 9:30am.

Where a student is absent from a class, the absence will be regarded as an unexcused absence if the student does not make satisfactory arrangements with the teacher concerned.

Library Resource Centre:

As the main function of the Library Resource Centre is to aid the learning and teaching process, a quiet working atmosphere is to be maintained at all times. The following is a list of other operational expectations for the Library Resource Centre:

- No food or drink is to be taken into the Library Resource Centre.

- Library Loans
- No student is to remove a book from the Library unless the Library Technician on duty has checked out the book.
- Books may be borrowed from the Library Resource Centre for a period of two weeks at a time. The loan may be extended for a further two weeks by presenting the book to the Library Technician for renewal. Each student may borrow up to three items at any one time.
- Overdue reminders will be distributed regularly. Any items, which remain overdue for four weeks, will be considered “lost” and a replacement charge will be levied.

Student ID Cards:

Student ID cards are used for a range of processes at the College. These include:

- Borrowing from the Library Resource Centre
- Collecting printing from College printers.
- Verification of Student Status

These will be supplied to students free of charge each year during the first few weeks of College. If ID cards are lost, replacement cards are available from the Secondary Office at a cost of \$10.

Year 12 Room:

This room is dedicated as a social room for Year 12 students. The following lists the rules and regulations for the Year 12 Room:

- Use of the Year 12 room is a privilege, not a right. The privilege will be withdrawn if it is abused.
- Only Edinburgh College Year 12 students and staff are to access the room.
- The room is available for use on College days before College from 8.30 am - 8.50 am, at recess, lunchtime and after College until 4.00 pm. It can be unlocked at these times by any available staff member.
- The Year 12 room is not available during class times, during structured study periods, or during sport.
- Students are to conduct themselves appropriately when in the room. All College expectations of

behaviour apply in the Year 12 room. Inappropriate physical contact is not acceptable.

- Activity in the Year 12 room must not be a significant distraction to others in the College. Noise levels should not be obtrusive outside of the room.
- The room is for the use of all Year 12 students. It must not be taken over by sub groups in such a way that others feel unwelcome.
- The cleanliness of the room and its contents is the responsibility of the Year 12 students. Cleaning and tidying are to be done each day between 1.40 pm and 1.50 pm by the students whose names appear on the weekly roster drawn up by the VCE Coordinator.
- The room must be safe. All items in the room must be safe and must be maintained in a safe condition. All electrical appliances must have a current electrical safety tag. No unsafe actions or practices are to occur in the room.
- It is the responsibility of the last student leaving the room to ensure that lights are switched off, appliances are turned off where appropriate and the door is locked. The door should always be locked when no one is in the room.
- Any changes to the room of a permanent nature require approval from the Learning & Teaching Coordinator (Yr 11 – 12). Any additional appliances or equipment also require approval from the L&T Coordinator and/or Principal. Decorations, posters, notices, etc. must be consistent with College values and expectations. The Principal, in consultation with the VCE Coordinator, is the final arbiter of acceptability.

Student Leaders:

The College encourages student initiative and leadership. Opportunities to display leadership include:

- House Captains/Vice Captains
- Peer Support Leaders (Yr 11)
- SRC Representatives (6-12)
- College Vice Captains (Yr 11)
- College Captains (Yr 12)

House Captains - These are chosen by the whole College body during Term 4. They take a leading role in organising student involvement in sports carnivals and weekly inter-house competitions.

Peer Support Leaders – These are selected during Term 4 for the following year. They undertake a training program prior to the College commencement date. Their role is to conduct a series of orientation and group development programs for the incoming Year 7 class. They operate under the supervision of the Year Level Coordinator (Yr 7 & 8).

SRC Representatives - These are chosen by their homeroom groups. College Captains are automatically members. The main purpose of the SRC is to be the liaison between the student body and the staff. They are also responsible for the yearly banquet.

College Vice Captains – These are elected by the student body and staff. The role is to support the College Captains in consultation with the Administration. Students wishing to be considered for College Captain must be involved in this process.

College Captains – the Administration Team selects these positions during Term 4. Consideration will be given to the following criteria:

- Contribution to the College Program
- Support of the College Rules and Regulations
- Ability to work constructively with Administration
- Support of, and involvement in, the College Religious and Value based ethos and programs.

They take a leading role in:

- Chapels
- Representing the College at official events
- Supporting the SRC
- Pastoral Care program
- Student conduct
- College outreach programs

- Liaising between staff and students.

NOTE: Additional details are contained in the College Captain Job Description.

Lockers:

A locker is assigned to every student. The following list outlines the process and student responsibilities in regard to lockers:

- Each student is required to provide a lock (or buy one from the College) and to ensure that the locker is locked at all times.
- All new students will receive a lock from College.
- Students need to respect other student property, including their lockers and bags.
- A locker deposit is required at the beginning of the year from each student and may be refunded at the conclusion of the College year, depending on the state of the locker.
- Money or other valuables should not be left in lockers or College bags. Valuables should be given to the Receptionist for safekeeping. The College cannot accept responsibility for the loss or removal of students' personal property. As there are no secure changing areas, students should lock shoes and other clothing in their lockers.
- All students need to have College bags stored in their Locker.
- Students are not to swap lockers.
- Lockers should be neat and tidy at all times.
- Locker inspections will be held on a regular basis.

Personal Property Disclaimer:

Personal property of students is not covered by College insurance. It is the responsibility of families to place items of value on their own insurance policies. The College does not accept responsibility for loss/damage/theft of goods. This includes the contents of lockers, laptops, mobile phones or MP3 players.

Personal Music Players:

Radios, MP3 players and all similar personal devices are not allowed at the College. This includes the use of mobile phones as music devices.

Sickness While Attending Classes:

Students who are unwell while attending classes must request permission from the teacher to go to the office for medical attention from the College First Aid Officer, Mrs. Anderson. Arrangements will then be made for the student to either lie down in the sick bay, go home or be treated by a medical practitioner. Students who have infectious diseases (e.g. mumps, measles) must not attend College until the contagious stage has expired and a Medical Practitioner has given a clearance.

Visitors to the Campus:

All visitors to the Campus must call at Reception and receive a VISITOR pass before making contact with a student or staff member.

Parent Contact:

Parents can use the regular College number, 9728 2211, to leave messages for students, or to speak with students outside of class times.

Sale of Goods/Signage and Posters:

Students must secure permission from the Administration before they sell goods or foodstuffs on Campus. No posters or signs may be posted on College property without the express permission of either the Principal, Head of Secondary or L&T Coordinators.

Lost Property:

Any lost items found by students must be handed in to Reception where it will be placed in the lost property room. Students who misplace personal items should enquire at Reception.

Leaving Campus:

Any student (including Year 12 students) wishing to leave Campus during the day must have a note of authorisation from their parent or guardian and must sign out on the Ipad in Reception prior to leaving

the Campus. Students, who wish to sign out, must complete all tasks prior to signing out. This is important from a supervision and OHS point of view. Once signed out, students are considered to be no longer on Campus and therefore outside of our procedures and checks in the case of an emergency.

Enrolment Withdrawal:

Any student withdrawing from the College (either voluntarily or involuntarily) must complete a DE-REGISTRATION FORM obtainable from the Receptionist, and notify the college one term in advance.