



**Student  
&  
Parent /  
Carer  
Handbook -  
2018**

**REAL CONNECTIONS**

**REAL LEARNING**

**REAL FUTURES**

This handbook has been printed as of 24/11/17. The most up to date version is available on the Arethusa College website.

# Table of Contents

<b>WELCOME</b> .....	6
<b>THE HISTORY OF NAME 'ARETHUSA'</b> .....	7
PATRONAGE OF THE COLLEGE .....	7
<b>ABOUT ARETHUSA COLLEGE</b> .....	8
COLLEGE MISSION .....	8
COLLEGE VALUES.....	8
<b>CONTACT &amp; COMMUNICATION WITH</b> .....	9
<b>ARETHUSA COLLEGE</b> .....	9
ARETHUSA COLLEGE CENTRAL OFFICE – 'ACCO' .....	9
CONTACTING AN ARETHUSA SCHOOL CAMPUS .....	10
CONTACT WITH STUDENTS DURING SCHOOL HOURS .....	10
<i>Urgent Messages for Students</i> .....	10
POSTING MAIL/WRITTEN CORRESPONDENCE .....	10
EMAILING THE COLLEGE OR A COLLEGE EMPLOYEE.....	11
VISITING AN ARETHUSA COLLEGE CAMPUS.....	12
VISITING THE HEAD OF CAMPUS OR A COLLEGE EMPLOYEE .....	12
VISITOR CHECKPOINTS & UNAUTHORISED ENTRY .....	12
CHANGES TO STUDENT CONTACT DETAILS .....	13
<i>Changes to Students Guardianship Details</i> .....	13
COMPLAINTS AND GRIEVANCES .....	13
COLLEGE NEWSLETTER .....	14
PUBLICATION OF IMAGES.....	14
COLLEGE POLICY.....	15
<b>LIFE AT ARETHUSA COLLEGE</b> .....	16
SCHOOL RESOURCE LEVY .....	16
DAILY CHECK IN / CHECK OUT.....	16
<i>Check In</i> .....	16
<i>Check Out</i> .....	16
SCHOOL BAGS.....	17
MOBILE PHONES .....	17
STUDENT DRIVERS.....	17
CAR PARKS & DROP OFF / PICK UP ZONES.....	18
STUDENT I.D. CARDS.....	18
<i>New Students</i> .....	18
<i>Returning Students</i> .....	19
<i>Replacement I.D. Cards</i> .....	19
<i>I.D. Card Expiry Dates</i> .....	19
PERSONAL & VALUABLE ITEMS .....	19
LOST PROPERTY .....	19
WILFUL DAMAGE TO SCHOOL PROPERTY .....	20
'OUT OF BOUNDS' AREAS.....	20
LEAVING SCHOOL WITHOUT PERMISSION .....	21
STUDENT BEHAVIOUR, CONSEQUENCES & DISCIPLINE.....	21
<i>Restorative Justice Approach to Managing Behaviour</i> .....	22
<i>Behaviour management</i> .....	23
<i>Suspension and/or expulsion of a student</i> .....	23
STUDENT ATTENDANCE.....	24
<i>Arrival Time</i> .....	25
<i>Class Times</i> .....	25
<i>Recording Attendance</i> .....	25
STUDENT ABSENCES .....	26

<i>Arriving Late</i> .....	26
<i>Leaving Early</i> .....	27
<i>Paid Employment and Attending School</i> .....	27
<i>Attendance Exemptions During the 'Compulsory Participation Phase'</i> .....	28
ATTENDANCE - FREQUENTLY ASKED QUESTIONS .....	29
<i>What Can I Do as a Parent/Carer To Help With Attendance</i> .....	31
<i>Benefits of Regular Attendance</i> .....	31
COLLEGE BUS SERVICE .....	32
<i>General Bus Use for College Activities</i> .....	32
<i>'User-pay' Bus Service</i> .....	32
<i>Bus Travel Card ('Bus Card')</i> .....	33
<i>Bus Stops and Bus Timetables</i> .....	34
TRAVEL CODE OF CONDUCT FOR STUDENTS .....	35
<a href="https://translink.com.au/travel-with-us/school-travel/getting-to-and-from-school/code-of-conduct">https://translink.com.au/travel-with-us/school-travel/getting-to-and-from-school/code-of-conduct</a> .....	36
<i>College Behaviour Management When Travelling</i> .....	36
<i>Private Vehicles of College Employees</i> .....	36
FOOD & LUNCHES .....	37
<i>Lunch Breaks</i> .....	37
<i>Food Items</i> .....	37
UNIFORMS & DRESS STANDARDS .....	38
<i>Student Uniforms</i> .....	38
<i>General Dress Standards</i> .....	39
<i>Consequences for Inappropriate Clothing</i> .....	40
<b>HEALTH AND SAFETY</b> .....	<b>41</b>
SMOKING .....	41
DRUGS .....	41
SICKNESS, MEDICATION & MEDICAL MANAGEMENT .....	42
<i>Sickness</i> .....	42
<i>Becoming Sick or Unwell While at School</i> .....	43
<i>Use of Prescribed Medication at School</i> .....	43
<i>Paracetamol (Panadol)</i> .....	44
SUN SAFETY .....	45
STUDENT INJURIES.....	45
WORK HEALTH AND SAFETY .....	45
<b>CURRICULUM, COLLEGE PROGRAMS &amp; OTHER LEARNING OPPORTUNITIES</b> .....	<b>46</b>
CURRICULUM.....	46
<i>Middle School Program</i> .....	46
<i>Senior School Program</i> .....	47
<i>Computer and Internet Use for Curriculum related activities</i> .....	47
<i>Viewing of Multimedia Resources</i> .....	48
<i>Compulsory Attendance - Graduating Year 12 Students</i> .....	49
<i>Student Assessment</i> .....	49
<i>Report Cards</i> .....	49
COLLEGE PROGRAMS AND ACTIVITIES .....	50
<i>Personal Development ('Life Skills') Program</i> .....	50
<i>Electives and Excursions</i> .....	51
<i>Camps</i> .....	52
<i>White Card in Construction – Induction Training</i> .....	52
OTHER LEARNING OPPORTUNITIES .....	52
<i>Work Experience</i> .....	52
<i>School-based Apprenticeships, Traineeships and VET</i> .....	54
<i>Structured Work Place Learning</i> .....	55
<i>Employment Opportunities</i> .....	55
<i>SET Plans</i> .....	55

<b>STUDENT WELFARE</b> .....	<b>56</b>
CRITICAL INCIDENT MANAGEMENT .....	56
CHILD PROTECTION .....	56
<i>Information for Students</i> .....	57
<i>HARMING BEHAVIOUR BY OTHER STUDENTS</i> .....	58
EMOTIONAL WELLBEING FOR STUDENTS.....	59
BULLYING.....	59
RESTRAINING STUDENTS.....	59

# WELCOME

Welcome to Arethusa College.

Education is a fundamental component in a young person's life. It is essential to a young person's future that the 'building blocks' of literacy and numeracy are firmly established during their *compulsory years*<sup>1</sup> of schooling. Arethusa College strongly values the significance social and emotional development has on a young person's ability to become confident and informed individuals.

Arethusa College offers students a 'fresh start' and an alternate approach to education. Arethusa College sets firm, but fair, boundaries that encourage students to take ownership of their behaviour and decision making. By educating students to be responsible for their behaviour and decision making, the College endeavours to equip students with lifelong skills that they can use to make good decisions and positive life choices.

Arethusa College seeks to develop each student's knowledge and understanding and their desire to learn as well as guide them in developing and achieving personal and career goals.

The Arethusa College **Student & Parent / Carer Handbook** provides general information regarding some of the policies,

---

<sup>1</sup> **Compulsory school age (Education (General Provisions) Act 2006 s.9):** A child is of compulsory school age if the child is at least 6 years and 6 months, and less than 16 years. However, a child is no longer of compulsory school age if the child has completed year 10.

**Compulsory participation phase (Education (General Provisions) Act 2006 s.231):** A young person's compulsory participation phase starts when s/he stops being of compulsory school age (i.e. turns 16 or completes Year 10 whichever comes first) and ends when the person:

- gains a Senior Certificate, Certificate III or Certificate IV or
- has participated in eligible options for 2 years after the person stopped being of compulsory school age or
- turns 17.

procedures and expectations of the College. Should you ever have any questions, please do not hesitate to contact the College on 1300 720 371 or email [admin@arethusa.qld.edu.au](mailto:admin@arethusa.qld.edu.au)

## THE HISTORY OF NAME 'ARETHUSA'

The name 'Arethusa' has a rich history and derives its name from the Shaftesbury Homes 'Training Ship Arethusa' (*TS Arethusa*), a redundant naval vessel used in the United Kingdom from the 1800's to educate, train and shape young boys into men. The tradition of investing into the lives of young people continues today as Arethusa College maintains the standards and ethos of the Shaftesbury Centre by promoting Christian principles, respect, good morals and honest values.



## PATRONAGE OF THE COLLEGE



Arethusa College is under the patronage of the 12th Earl of Shaftesbury, Nicholas Ashley-Cooper who resides in the Shaftesbury Estates of Wimborne St Giles in East Dorset, England - the home of the Ashley-

Cooper family since the 15th Century.

Lord Shaftesbury continues the family tradition of reform and social conscience. Having assumed the responsibility of earldom in 2005, Lord Shaftesbury maintains a strong desire for supporting charities. Lord Shaftesbury is Patron & friend to the Shaftesbury Centre and the project of Arethusa College.

## **ABOUT ARETHUSA COLLEGE**

### **COLLEGE MISSION**

Arethusa College is one school with many campuses that exist to reconnect disengaged student by creating alternative educational communities that facilitate:  
Real Connections, Real Learning & Real Futures.

### **COLLEGE VALUES**

Arethusa College upholds the Christian principles of respect, good morals and worthwhile values. These principles are of fundamental importance to a young person's social and emotional wellbeing, growth and development.

We are an inclusive Christian school, which values diversity and welcomes people of all faiths and none.

The Christian faith is interwoven in practical ways into everyday aspects of College life. This is reflected in College activities such as students and staff discussing the week ahead, listening to a motivational speaker and being involved in activities which support the community.

The College considers faith to be an important part of the holistic development of every Arethusa College student.

Arethusa College values the unique worth of all individuals and works to give people dignity, opportunities and choices to fulfil their God given potential. We work closely with a range of regulatory and advisory bodies to ensure that we promote and retain this excellent service. Arethusa College is committed to a high level of professionalism and our employees are dedicated to those who use our services, ensuring that we maximise our impact as a school.

## CONTACT & COMMUNICATION WITH ARETHUSA COLLEGE

### ARETHUSA COLLEGE CENTRAL OFFICE – 'ACCO'

*ARETHUSA COLLEGE CENTRAL OFFICE* is the point of contact for all Arethusa College campuses. Appointments must be made to meet with the Head of Campus or a College employee. Appointments are generally not available during the teaching hours of 10.00am - 2.00pm.

<b>PHONE:</b>	<b>1300 720 371</b> (Free call within Australia)
---------------	--

#### Contact ARETHUSA COLLEGE CENTRAL OFFICE for all enquiries such as:

- Reporting student absenteeism
- Enrolments
- ACCO accounts and payments
- To speak to or meet with the Head of Campus or teaching staff

<b>ADDRESS:</b>	1-83 Deception Bay Road, Deception Bay, Qld, 4508.
<b>POSTAL ADDRESS:</b>	PO Box 565, Burpengary, Qld, 4505.
<b>E-MAIL:</b>	<a href="mailto:admin@arethusa.qld.edu.au">admin@arethusa.qld.edu.au</a>
<b>REPORTING ABSENTEES:</b>	0417 207 465 (text only) <i>or</i> 1300 720 371
<b>FAX:</b>	(07) 3888 5143
<b>WEBSITE:</b>	<a href="http://www.arethusa.qld.edu.au">www.arethusa.qld.edu.au</a>
<b>OFFICE HOURS:</b>	Monday to Friday 8.00am to 4.00pm <i>(The office will generally close one week before Christmas and re-open two weeks prior to school commencing in the new year).</i>

## **CONTACTING AN ARETHUSA SCHOOL CAMPUS**

To leave a message for an individual campus, please **call ARETHUSA COLLEGE CENTRAL OFFICE on 1300 720 371**. Messages will be passed on to the relevant College employee who will return calls outside student contact hours.

Parents / carers and students should be mindful that teaching staff and the Head of Campus will generally not be available to take calls during the student contact hours of 10.00am to 2.00pm. **If a matter is urgent**, please advise the receptionist at the time of your call.

## **CONTACT WITH STUDENTS DURING SCHOOL HOURS**

Direct contact between students and parents / carers during school hours is not suitable or reliable way of making contact, as students are not permitted to have their mobile phones on them during school hours. Mobile phones are stored securely upon arrival at school and are returned to students when it is time to go home.

### **Urgent Messages for Students**

If a phone call or message is of an urgent nature (such as medical, changes to transport home, etc.) the Head of Campus or relevant College employee will be notified immediately. The message will be passed on to the student and any necessary action will be taken by ACCO accordingly.

## **POSTING MAIL/WRITTEN CORRESPONDENCE**

Please post all written correspondence for an individual Arethusa campus directly to ARETHUSA COLLEGE CENTRAL OFFICE, as all mail is processed and distributed from ACCO.

To ensure your mail is received by the relevant campus as soon as possible, please address mail to ARETHUSA COLLEGE at the PO Box address below. While not necessary, you could add an 'Attention line' to the address stating the relevant campus or College employee the mail is to go to.

Please do not post mail to an individual campus street address as this will cause delays in mail being received and distributed to the relevant person.

## **EMAILING THE COLLEGE OR A COLLEGE EMPLOYEE**

All email communication to the College is to be sent to [admin@arethusa.qld.edu.au](mailto:admin@arethusa.qld.edu.au) Emails will be redirected by ACCO to the relevant staff member.

In the 'Subject' line of the email, type the name of the College employee you wish to contact – e.g. '*Attention: Fiona Cropps*'.

Parents / carers should note that teaching staff and the Head of Campus may not be able to access their emails every day due to varying responsibilities and other circumstances which may suddenly arise. Please do not use email as the method of communication if a matter is of an urgent nature or something requiring a quick response. **The most effective method for communication is to phone the College directly.**

## VISITING AN ARETHUSA COLLEGE CAMPUS

Arethusa College has three school campuses in Queensland. Campuses are located at Deception Bay, Spring Hill and Wondai.

### **ARETHUSA COLLEGE DECEPTION BAY (Secondary)**

1-83 Deception Bay Road, Deception Bay, Qld, 4508

### **ARETHUSA COLLEGE SPRING HILL (Secondary)**

25 Quarry Street, Spring Hill, Qld, 4000

### **ARETHUSA COLLEGE BARAMBAH CREEK (Secondary)**

47 Ficks Crossing Road, Wondai, Qld, 4606

## VISITING THE HEAD OF CAMPUS OR A COLLEGE EMPLOYEE

Parents / carers wanting to meet with the Head of Campus or a College employee should contact the College on 1300 720 371. Meetings will usually only occur before 10.00am or after 2.00pm (outside of student contact hours)

## VISITOR CHECKPOINTS & UNAUTHORISED ENTRY

**Parents / Carers / Visitors** – must not enter or move around the school campus without approval from the Head of Campus or a College employee (other than to park in a zoned car park or sign in at the Visitor Checkpoint).

All parents / carers and visitors must make themselves known to the College upon arrival by reporting to a staff member.

**The *Visitor Book* must be signed by all visitors.**

Unauthorised visitors will be asked to leave the school campus.

## **CHANGES TO STUDENT CONTACT DETAILS**

Parents / carers must ensure that the contact details for their student which are held by the College (i.e. phone numbers, address, email, emergency contacts, names, etc.) are always up to date. Any changes to contact details should be provided in writing. Please notify the College at [admin@arethusa.qld.edu.au](mailto:admin@arethusa.qld.edu.au) or text the ACCO mobile with any changes (or send changes by post). A form may need to be completed in some circumstances.

Arethusa College can not be held responsible where information provided to the College is out of date or incorrect.

### **Changes to Students Guardianship Details**

If there are any changes to the guardianship of your student, please inform the College as soon as possible. This is particularly important if a student moves into a care agency or if they are under the care of a child safety / protection department.

## **COMPLAINTS AND GRIEVANCES**

Parents / carers and students should speak with the Head of Campus if they have any concern, complaint or grievance about the College or a College employee.

Parents / carers and students are encouraged to speak with the Head of Campus sooner rather than later to avoid any unnecessary worry or escalation of an issue and to help resolve the matter without delay.

A copy of the College's **Complaints Management Policy** and a letter detailing how to make a complaint can be collected from the school campus or requested from ACCO by emailing [admin@arethusa.qld.edu.au](mailto:admin@arethusa.qld.edu.au)

## COLLEGE NEWSLETTER

Newsletters are distributed by email and provide parents / carers and students with information about what is happening at their College campus. Newsletters include information such as upcoming events and important dates (i.e. term dates, pupil free days, immunisation dates, excursions, etc.). Newsletters also provide parents / carers and students with information about student achievements and other wonderful and exciting things that are happening at the school campus.

## PUBLICATION OF IMAGES

Arethusa College will use student's names, recordings, images and copyright material (i.e. their school work) as part of the general promotion and activities of Arethusa College. Identifying information about and images of the student may be used for publication in various locations including, but not limited to:

- Arethusa College publications (such as College Newsletters, magazines, pamphlets, books, College website, advertising, etc.)
- General Media and public relations in relation to activities that show the student in a positive light, e.g. student achievements and awards (such as news corporations, press releases, promotional material, radio, etc.)
- The Internet and Web sites
- The Intranet (electronic devices, software and documents used within the school)

- To create, make copies of or reproduce or retain in any form, including by camera, video, or digital recorder, webcam, closed circuit television, mobile phone or any other device; and
- Distribute, publish or communicate in any form, including newsletter and other print media, television and the Internet, in whole or in part, and to permit other persons to do so.

If a parent/carer does not wish the student's image and/or name to be used by the College in the above matters, the parent/carer must inform the College in writing of this.

## **COLLEGE POLICY**

Arethusa College policies are available from the Head of Campus or by contacting the ACCO.

Some of these policies include:

Anti-Bullying Policy

Child Protection Policy

Complaints Management Policy

Disabilities Policy

Drugs Policy

Excursions Policy

Risk Management Policy

Sexual Harassment Policy

## LIFE AT ARETHUSA COLLEGE

### SCHOOL RESOURCE LEVY

A School Resource Levy is a requirement of attending Arethusa College. The cost per term is \$125 which equates to \$500 per year.

This levy can be paid each term, in weekly instalments via a Direct Debit instalment plan or upfront at the beginning of the school year. A 10% discount will be offered to families if upfront payment of the full year's resource levy is paid.

The levy is due at the start of each term and if this has not been paid, the student may not be able to attend the College until the payment has been made.

Please note: If you would like to set up a direct debit for payment of the levy, the paperwork is available from ACCO and will need to be completed and submitted before the start of the term.

### DAILY CHECK IN / CHECK OUT

#### Check In

Daily check in seeks to give students the opportunity to discuss what is planned for the day, how they may be feeling, raise any concerns and ask questions. A 'Thought for the Day' may be discussed which seeks to encourage students to think about real life situations and discuss together how they might learn, grow and respond to such a situation.

#### Check Out

Daily check out provides opportunity for students and College employees to discuss any issues that may have arisen during

the day. It is also a forum for reminding students of upcoming events or items they might need to bring to school the next day.

## SCHOOL BAGS

Students are not permitted to carry their school bags around the school campus during the day. On arrival at school, all bags are stored securely for the day. Lunch and any other necessary items (not including mobile phones) are generally removed from bags before being stored away for the day. Students will not be able to access their bags during class time, but if necessary, may be permitted access by College employees during breaks between classes.

## MOBILE PHONES

Students are not allowed to have any mobile phone on them or use a mobile phone during school hours (10.00am - 2.00pm). Students will have their mobile phone confiscated if they have it on them or use it during school hours. Students will be able to collect their mobile phone from College employees at the end of the school day.

Should a student repeatedly choose to disregard this school requirement, parents / carers may be required to collect the mobile phone from the College or meet with the Head of Campus to discuss the matter.

## STUDENT DRIVERS

Students who wish to drive to school and park their vehicle on the school property **must first seek approval** from the Head of Campus. The College provides rules for students who have been given permission to drive to and park on the school

property. The College will act accordingly toward authorised drivers (or unauthorised drivers) who breach College rules and policy.

## CAR PARKS & DROP OFF / PICK UP ZONES

The **Deception Bay** and **Barambah Creek** campuses have designated visitor car park areas and drop off / pick up zones available. Approved student drivers must only park in the parking space which has been allocated by the Head of Campus.

The **Spring Hill** campus does not have on site carpark facilities available to students or parents / carers. Street parking is available (user/pay), however parking availability cannot be guaranteed (parking meters are managed by Brisbane City Council). Parents / carers with an arranged meeting at the Spring Hill campus should discuss parking options with the Head of Campus (prior to the meeting).

Car park areas are 'shared zones' for people and vehicles. Drivers must drive with extreme care and caution at all times. Signage, speed limits and road rules must be obeyed. The College has the right to stop drivers who do not obey road rules or exercise caution and care when driving on the school grounds. Drivers may be banned from driving onto the College campus.

## STUDENT I.D. CARDS

### **New Students**

New students will be issued with a Student I.D. Card when they first start at the College.

## **Returning Students**

Returning students will be issued with a new Student I.D. Card at the beginning of each school year at no cost.

## **Replacement I.D. Cards**

Students are responsible for the safe keeping of their Student I.D. Card. Replacement cards cost \$10.00 (GST inclusive) and can be requested by contacting ACCO on 1300 720 371.

Payment is required at the time of requesting a replacement card.

## **I.D. Card Expiry Dates**

Student I.D. Cards for students in Years 7 to 11 do not expire until the 31<sup>st</sup> March the year after the card is issued. (e.g. card issued February and valid until 31<sup>st</sup> March of the following year).

Student I.D. Cards for Year 12 students expire on the 31<sup>st</sup> December in the year they graduate from Arethusa College.

## **PERSONAL & VALUABLE ITEMS**

Arethusa College does not accept any liability for damage to or loss of personal and valuable items which students choose to bring to school. The College strongly recommends that students do not bring personal and valuable items to school.

## **LOST PROPERTY**

Students who have lost an item should tell a College employee as soon as possible to see if the item has been handed in.

Students claiming a lost item will be required to give an

accurate description of the item, if their name is on it, when and where it was lost, etc.

The College will store lost property items until the end of each school semester after which time, any unclaimed items will be disposed of.

## **WILFUL DAMAGE TO SCHOOL PROPERTY**

Consequences will follow for students who choose to intentionally damage College property. Students will be responsible for compensating the College for any wilful damage costs resulting from their behaviour and actions. As a consequence, students may be required to complete activities on the school property as a way of 'paying' for the cost of damage caused by their deliberate actions. Activities would generally occur before or after school under the supervision of a College employee.

While the College does not want parents / carers to be held responsible or out of pocket for their student's choices and behaviour there may be cases where parents / carers need to be invoiced for costs associated with deliberate damage caused by their student. There may also be times in which the College will need to notify police about the wilful damage.

## **'OUT OF BOUNDS' AREAS**

Students are shown areas of the school campus where they are not permitted to enter unless accompanied by College employees. Some out of bounds areas consist of properties which do not belong to the school. These areas are *always out of bounds*, and students who choose to enter these areas without College approval may be held liable for trespassing.

## LEAVING SCHOOL WITHOUT PERMISSION

Students are not permitted to leave the school grounds or an off campus school activity (i.e. an excursion, elective, etc.) without the College receiving permission from their parent / carer.

Parents / carers must notify the College if their student needs to leave school early. Parents / carers can notify the College either in writing (letter to the Head of Campus or email or text ACCO) or by phoning ACCO.

The Head of Campus or a College employee will contact the parents / carers of any student who chooses to leave without permission.

## STUDENT BEHAVIOUR, CONSEQUENCES & DISCIPLINE

Arethusa College promotes the principle that students be responsible for and take ownership of their behaviour and decisions:

***"I am responsible for who I am and what I do"***

**R**espect for others.  
**S**afety.  
**V**alue adding, no put downs  
**P**articipation.

A vital part of life at Arethusa College involves educating students about good decision making and positive outcomes. College employees dedicate a lot of time to mentoring and

guiding students and discussing their behaviour, decision making and consequences.

Students who choose to behave in an unacceptable way will be reminded of the College's behaviour expectations and given the opportunity there and then, to self-correct their behaviour. Consequences will follow for students who continue to choose not to follow instructions or behave in an unacceptable way.

For example, students may miss out on an activity, elective or excursion, be removed from class, spend time away from classmates for a number of days or stay after school, Ultimately, students need to make up the time they have lost or wasted due to their behaviour and choices.

### **Restorative Justice Approach to Managing Behaviour**

The College follows a set of restorative justice guidelines where appropriate, when responding to students who choose to behave in an inappropriate, unsafe and unacceptable manner. The restorative justice process intends to be a fair process and one which promotes a safe learning environment for all – an environment free from harm or discrimination.

Students will not be allowed to attend the College until a re-entry meeting has been held. This meeting provides an opportunity for open discussion about the incident, natural consequences, and for an agreement to be made about acceptable behaviour. The student will need to genuinely want to "make it right". If staff feel that the student is not genuine in the re-entry meeting then the student may not be allowed to return to school without further mediation.

## **Behaviour management**

The College acknowledges that it owes a strict duty of care to prevent harm to its employees and students. Where a student commits any acts of violence, intimidation or threats, including but not limited to, verbal abuse, threats of physical harm, unwanted physical contact, intimidation or any other behaviour designed to intimidate or cause injury against any College staff or another student, the College staff have an obligation to use due care and diligence to respond to the incident.

If the College staff believe that the student is not at risk of committing harm to another person or themselves, the College staff will try to deescalate any incident with a student if it is safe to do so.

If College staff believe that a student is at risk of harming themselves or another person, the College staff may seek to encourage the student to leave the premises immediately, in which case, attempts will be made to contact the student's parent or guardian to inform them of the situation.

If College staff believe that the student has harmed or is at risk of harming themselves or another person, the College staff will call the local police and seek their assistance in removing the student from the premises.

## **Suspension and/or expulsion of a student**

After the completion of the restorative justice program, the student will be warned that future violent, intimidating or abusive behaviour may result in suspension or expulsion.

Where a student returns to the College and engages in further violent, intimidating or abusive behaviour, the student and their parents or guardian may be given a notice to cease attending the College until the student can receive assistance to deal with their violence or behaviour.

If the student continues to display violent, intimidating or abusive behaviour, the student shall have their enrolment at the College terminated.

## **STUDENT ATTENDANCE**

Arethusa College requires a student to have a minimum 85% attendance rate. If the student's attendance rate drops below 85%, a meeting with the student, their parent/carer and the Head of Campus and/or College staff will be held to implement a plan to rectify the student's attendance rate.

If the student's attendance rate remains below the 85%, it may result in the cancellation of the students enrolment.

Parents / carers have a legal responsibility to ensure that their student who is of compulsory school age or in the compulsory participation phase,\* is enrolled in *and* attending school on every school day for the educational program, in which their student is enrolled.<sup>2</sup>

\*(See page 6 of the handbook for the definition of 'compulsory school aged' child and the 'compulsory participation phase').

---

<sup>2</sup> Education (General Provisions) Act 2006 Qld s176(1).

## Arrival Time

Students must arrive at school to be **ready to start classes at 10.00am** - but should not arrive before 9.30am (unless prior arrangements have been made with the Head of Campus).

## Class Times

Students attend classes and activities between the hours of **10.00am to 2.00pm.**

Please note: The College reserves the right to change class times in the future or when required.

## Recording Attendance

Parents / carers and students should be aware that the College **will not record** a student as having attended **a full day of school unless they have been present** at school or at another approved learning location (i.e. for their work experience, traineeship, apprenticeship, VET, etc.) **for the duration of the set attendance hours.**

Students undertaking a **traineeship or apprenticeship** as part of their enrolment with Arethusa College are obligated under Section 55 of the *Further Education and Training Act 2014* (Qld) to attend that place of work on the set days and for the set hours required under their training contract. The same rules apply to students completing a VET course. Arethusa College receives regular confirmation from other learning providers regarding a student's attendance.

## STUDENT ABSENCES

### ***IMPORTANT!***

Parents / carers must phone ACCO by 10.00am on the day the student is absent.

Parents / carers must inform the College when their student is absent or going to be absent from school. Parents / carers are required to **contact ARETHUSA COLLEGE CENTRAL OFFICE by 10.00am** on the day of absence.

If a student is late to class and the parent has not rung to advise the student is running late, an absentee text may be sent out to the parent/carer.

A **valid reason** explaining the student's absence must be provided to the College by parents / carers. An absence explanation will not be accepted by the student unless it is in writing from the parent/carer. Explained absences providing a valid reason why the student is absent will be considered by the Head of Campus when recording and approving student attendance records.

For extensive absence periods or unexplained absences, ACCO will issue parents / carers with a letter asking to provide valid reasons for their student's absence. Should the school become concerned about the number of days a student is absent, the Head of Campus or another College employee will contact the parent / carer.

### **Arriving Late**

Students who arrive late must sign in to reception before they go to class. They must provide a valid reason for being late. Students will be given a **Late Slip** which they need to hand to their teacher upon arrival at class. College employees may

contact parents / carers to inform them that their student arrived late to school. The Head of Campus may need to talk with students (and possibly parents / carers) who consistently arrive late for school.

## **Leaving Early**

The College will only allow students to leave early where parents / carers have provided the College with written permission or where parents / carers have phoned and informed ARETHUSA COLLEGE CENTRAL OFFICE.

If a student leaves school early without consent parents / carers will be contacted. (On some occasions police may need to be informed).

## **Paid Employment and Attending School**

Parents / carers and students should be aware that there are legal limitations regarding students working in paid employment during school hours. The *Child Employment Act 2006* (Qld) **prohibits school-aged children from working during school hours**<sup>3</sup> and states that paid employment must not interfere with a child's schooling.<sup>4</sup> (This does not include work performed during school hours where it is related to the student's work experience, apprenticeship, traineeship (which has been authorised by the Head of Campus as part of their educational program).<sup>5</sup>

Older students completing their '**compulsory participation phase**' at school (generally students in Years 11 and 12) must continue to attend school every day unless their educational

---

<sup>3</sup> *Child Employment Act 2006* (Qld) s 11; *Education (General Provisions) Act 2006* (Qld) s 230.

<sup>4</sup> *Child Employment Act 2006* (Qld) s 4.

<sup>5</sup> *Child Employment Act 2006* (Qld) s 8(2).

program, which has been approved by the College, permits them to complete their education off the school campus through work experience, an apprenticeship or traineeship (or a VET course approved under the *National Vocational Education and Training Regulator Act 2011* (Cth)).<sup>6</sup>

(See page 6 of the handbook for the definition of compulsory participation phase).

### **Attendance Exemptions During the 'Compulsory Participation Phase'**

Parents / carers of older students completing their compulsory participation phase are legally obligated to ensure that their student attends school every school day.

However, parents / carers will be relieved of their legal obligations to ensure attendance if:

- Their student is engaged in **full-time work** which is **at least 25 hours per week** or more; or
- Their student is an **apprentice or trainee** under the *Further Education and Training Act 2014* (Qld).
- Their student is participating in a **VET course** under the *National Vocational Education and Training Regulator Act 2011* (Cth).

Arethusa College will require parents / carers and students to provide evidence that the student, in the compulsory participation phase, is in full-time work consisting of at least 25 hours per week. The Head of Campus will discuss the type of evidence which is required.

---

<sup>6</sup> *Education (General Provisions) Act 2006* Qld s

## ATTENDANCE - FREQUENTLY ASKED QUESTIONS

### **1. What reasons does the College consider 'unapproved absences'?**

According to the government guidelines 'unapproved absences' may include;

- Leisure activities (e.g. shopping)
- Visiting friends and relatives
- Going on holidays
- Sleeping in
- Not wanting to attend the school activity
- Working (unless approved by the College)
- Staying home to do housework or spend time with family
- Birthdays
- Not attending

### **2. What reasons will the College accept as 'approved absences'?**

According to the government guidelines, 'approved absences' may include;

- Sickness/Illness
- Ongoing health conditions (e.g. mental health)
- Transport difficulties
- Specialist appointments
- Complex family reasons
- Appointments with government agencies
- Other reasonable excuses

### **3. If my student has been away, do I have to give a reason why?**

Parents/Carers are required to provide clear reasons for absences and the dates that the reason applies to. This information assists the College to determine if the reason is

'approved' or 'unapproved'. Inadequate information may result in the absence being marked as 'unapproved'.

#### **4. How long do I have to provide the College with a reason?**

Parents are encouraged to notify the College by 10am if a student will be absent from school. Failure to do this will result in an absentee text being sent out.

#### **5. What happens if I do not provide the College with a reason for my student's absence?**

The College will mark any absences without a reason as 'unexplained absence'.

#### **6. When do I need to provide a medical certificate?**

The College may request medical certificates for students who have had extended absences from school.

#### **7. Who does the College report attendance information to?**

The College is required to provide attendance information to various government departments (e.g. Department of Human Services). This information may impact on government payments such as Abstudy or Youth Allowance.

#### **8. Why does my student have 'unapproved absences' on the report card when I have called the College to explain why my student is or has been away?**

A parent is required to call the College to explain the reason for a student absence. However, not all reasons are considered 'approved'. Some reasons provided by parents do not meet the government criteria as a reasonable excuse to be

away from school. The College is required by the government to classify all reasons to determine if they are reasonable. Reasonable excuses will be recorded on the student report card as 'approved absences'. Unreasonable excuses will be recorded on the student report card as 'unapproved absences'.

## **9. What Can I Do as a Parent/Carer To Help With Attendance**

Parents / carers are influential in helping their student want to attend school every day. Parents / carers can help their student attend school every day by:

- Taking an interest in what their student does at school:
  - Asking what their student did at school that day.
  - Encouraging them to get organised and packed for school before going to bed at night.
- Helping their student develop a daily routine on school mornings such as:
  - Getting out of bed at the same time.
  - Having breakfast at the same time.
  - Leaving for school at the same time.

### **Benefits of Regular Attendance**

Young people who go to school every day progress and improve more as a person than those who tend to miss a lot of school days. Going to school every day is important because:

- Young people who go to school every day feel that they belong at school. It is their place, they are happy to be there and take part in school activities.

- It gives young people the best chance to learn and improve their reading, writing and other skills they will need throughout life.
- Being with other students every day gives young people a chance to build and maintain friendships, but also to develop the necessary skills to work with others and respect others even though they may have a different opinion or do not have the same interests as them.
- Young people who attend school every day are safer and less likely to be victims of crime or to become involved in crime.
- Students who go to school every day are more likely to stay engaged with school and stay at school longer until they are ready to finish Year 12 or enter the workforce.

(Further information - <http://education.qld.gov.au/everydaycounts>)

## COLLEGE BUS SERVICE

### **General Bus Use for College Activities**

All students will travel in College vehicles (or hired vehicles) as part of daily life at Arethusa College. Students travel in these vehicles in order to attend activities such as excursions, electives and camps. There are no costs associated with general bus use.

### **'User-pay' Bus Service**

**Deception Bay** campus offers a 'user-pay' bus service for students travelling to school. Students must present a 'Bus Card' each time they board the bus.

## **Bus Travel Card ('Bus Card')**

Students must purchase a Bus Card in order to use the College Bus Service. The Bus Card will be stamped each time the student boards the bus.

A ten (10) trip Bus Card can be purchased from ARETHUSA COLLEGE CENTRAL OFFICE for \$12.50 (\$1.25 per trip). Payment methods are: cash or EFTPOS at the ARETHUSA COLLEGE CENTRAL OFFICE reception, credit card over the phone, or direct debit transfer into the College bank account (please call ARETHUSA COLLEGE CENTRAL OFFICE to discuss this option). Students at the Deception Bay campus can only purchase Bus Cards from the ARETHUSA COLLEGE CENTRAL OFFICE reception before or after school hours – not during school hours.

Students who do not have a Bus Card when boarding the bus will have their name marked off on a **Bus Roll** and an invoice will be issued to parents / carers. **Bus trips without a Bus Card will be charged at \$1.75 per trip.**

### ***Purchasing Multiple Bus Cards***

Multiple Bus Cards can be purchased in advance with enough purchased to cover travel for either a few weeks, the term, semester or the school year. These can be securely stored at the front office to be issued to students when a new card is required. Bus Cards do not have an expiry date. Please contact ARETHUSA COLLEGE CENTRAL OFFICE for further details about this option.

### ***Valid Bus Cards***

Students must keep their Bus Card in one piece and present the whole Bus Card to the ticket stamper when boarding the bus. **A single trip stub from the Bus Card will not be accepted.** Torn off bus trip stubs will not be accepted.

### ***Lost or Damaged Bus Cards***

The school is not responsible for any lost or damaged Bus Cards which are unable to be read or stamped.

### ***Sharing Bus Cards***

Students cannot share their Bus Card with other students – every student must present their own Bus Card when boarding the bus.

### **Bus Stops and Bus Timetables**

The User-Pay Bus Services has predetermined bus stops and cannot pick up or drop off students at places other than the designated bus stops. Bus timetables are strict, therefore students must ensure that they are waiting at the bus stop at least 5 minutes before the bus is due to arrive.

The College will not be held responsible for students not waiting at the bus stop at the scheduled time. Students who think they have missed the bus should contact ACCO on 1300 720 371. Parents / carers will be responsible for transporting their student to school should their student miss the bus.

**All students must be in correct uniform *and* present a Bus Card prior to boarding the bus.**

## TRAVEL CODE OF CONDUCT FOR STUDENTS

Students travel on College buses and vehicles and public transport as part of everyday life at Arethusa College - to attend camps, electives, excursions, etc. or to travel to and from school.

To ensure the safety of the College bus driver, students and College employees, students must act in a safe and respectful manner. Students have a responsibility to:

- Be responsible for their own behaviour and choices.
- Act safely and responsibly.
- Show respect to drivers, other passengers and road users.
- Not distract the College bus driver or public transport drivers.
- Follow driver instructions, travel rules and instructions from College employees.

Students who choose to behave inappropriately while travelling on College vehicles or when using public transport during school activities will be reminded of behaviour and safety expectations and given the opportunity there and then, to self-correct their behaviour. Inappropriate behaviour such as swearing, spitting, throwing items out the window, not wearing a seatbelt, any body parts outside of the vehicle will not be tolerated. Students are not allowed to have cigarettes or lighters on any College vehicle. Students who choose to continue to behave inappropriately may not be permitted to travel on College vehicles and parents / carers may be required to make other travel arrangements for their student. Public transport operators may apply their own behaviour

management procedures should inappropriate behaviour occur while travelling on public transport.

More information about the Travel Code of Conduct can be located on the Translink website:

<https://translink.com.au/travel-with-us/school-travel/getting-to-and-from-school/code-of-conduct>

## **College Behaviour Management When Travelling**

When travelling on College vehicles, the College bus driver is required to pull over in a safe location as soon as is reasonably possible if a student's behaviour is affecting the safety of others. Parents / carers may be required to collect their student from the location where the bus has stopped.

Parents / carers will be contacted as soon as possible in the event that a forced stoppage will cause students to arrive late back at school from an activity.

The Head of Campus has the right to ban students who damage or deface College vehicles. Students may be required to get off the vehicles and may be banned from the College vehicle for a period of time. Parents / carers may be invoiced for any repair costs to the vehicle. Students who continually behave inappropriately while travelling on College vehicles or public transport may be banned from travel or from participation in some activities.

## **Private Vehicles of College Employees**

Unless prior parental permission is received (in writing), students will not be transported in private vehicles which belong to College employees.

## FOOD & LUNCHES

Research shows that many food items can affect a young person's behaviour and their ability to focus on tasks and learn. The College promotes healthy eating and aims to provide an educational environment that supports a healthy lifestyle.

### Lunch Breaks

Students have a short lunch break each day. The College does not have tuckshop facilities so students need to bring their own lunch which is ready to eat (the College does not heat up or cook lunch items for students).

### Food Items

Lunch items should consist of healthy food such as:

- Sandwiches, salad, cans of tuna, baked beans / spaghetti etc. (cans must be self-opening).
- Fruit (fresh, tinned, dried) or vegetables.
- A snack such as a piece of cake, biscuits, crackers, muesli bar, etc. (in snack size proportions).
- Bottled water - the College does not allow drinks other than water (no glass bottles).

The following items are **not permitted** to be brought to school by students:

- Any drinks other than water.
- Whole, large packs / bags of biscuits, chips, etc.
- Confectionary (e.g. lollies, gum, chocolate / chocolate coated items, etc.).

# UNIFORMS & DRESS STANDARDS

## Student Uniforms

Students are required to wear the Arethusa College polo shirt when at school and on excursions where the student is representing the College.

The polo shirt is available for purchase through the College reception.

Additional uniform requirements are as follows:

- **Shorts** – Plain shorts, jeans or pants (which are suitable for participation in activities, i.e. loose tags, chains, zips, etc. may present a safety hazard).
- **Shoes** – Sports **shoes / joggers / sneakers**
- Steel capped boots will be required for students who participate in furnishing or mechanics. These may be left at school during the school year. (*'Dunlop'* steel caps are acceptable).
- **Hats** - A hat that gives sun protection.
- **Jewellery** – Ear piercings need to be sleepers or studs only. Any other visible piercings must be a very small or clear stud. Other jewellery must be minimal and should not pose a threat of getting caught / stuck in equipment or cause health and safety risks during activities.
- Optional - **Sunglasses** (for outdoor activities).

Where a campus does not have a specific school uniform or when students are not required to wear their school uniform (i.e. excursion), the College's **General Dress Standards** apply.

The College asks parents / carers to assist their student and the College to uphold dress standards / uniform policy by reminding their student about what is acceptable to wear to school (and what is not). Not only does clothing worn by students need to be appropriate and acceptable, it also must be safe for participation in activities.

## **General Dress Standards**

General dress standards apply where a campus does not have a specific school uniform and on other occasions when students are not required to wear their school uniform (e.g. excursions) or when students are representing the College or are off campus for:

- Attending Work Experience, TAFE or VET courses, etc.
- Attending excursions, electives, camps, etc.
- Attending school formals or school events.
- Attending any other school activities where the student is representing the school and a traditional uniform is not required.

## **Acceptable Clothing**

Clothing worn by students must be:

- Modest, tasteful, non-revealing, practical and non-offensive.
- Sun safe and Work Health and Safety compliant.
- Appropriate for all school activities.
- **Shoes must be closed in** (toes covered) **and flat** (no heels) and steel cap shoes worn as required.
- For sporting activities, students need to wear clothes that allow safe participation. This includes wearing joggers/sneakers.

## ***Unacceptable General Clothing***

Students are not permitted to wear the following clothing items:

- Skirts and shorts that expose hips, bottoms, upper thighs or reveal underwear.
- Open toed footwear of any kind, sandals or high heels.

## ***Offensive Clothing / Accessories***

Students are not permitted to wear clothing, jewellery, footwear, headwear or other items deemed to be offensive by the College. This includes, but is not limited to:

- Anything that depicts drugs, alcohol, illegal pursuits, anything of a sexual nature, religiously offensive or discriminatory.
- Logos and symbols.
- Pictures and diagrams.
- Sayings and slogans.
- See-through, revealing material and tight, body hugging items.

## **Consequences for Inappropriate Clothing**

The College has the right to determine whether a student's clothing is or is not acceptable to wear to school.

Students who wear offensive, unacceptable clothing to school will be provided with options to make their attire acceptable or will be required to go home for the day.

## HEALTH AND SAFETY

### SMOKING

Smoking by students, parents / carers, volunteers, visitors and College employees is prohibited at all times in any location on the school campus or at any Arethusa College event.

Smoking is not permitted on College transport, on excursions, camps, electives, sporting grounds, etc.

The College has the right to confiscate cigarettes, matches, lighters, etc. from underage students and by law, cannot return these items to students and these items may be destroyed at the discretion of the Head of Campus.

If a student is found smoking on the school campus, then the parent / carer will be contacted and the student will be sent home.

Smoking laws for schools are in force at all times – during and after school hours, on weekends and during school holidays. Smoking includes the use of *all smoking products*, including regular cigarettes and devices commonly known as electronic cigarettes.

### DRUGS

The Arethusa College ***Drugs Policy*** defines a drug as 'any substance which affects physical or mental functions'. As such, drugs include a range of materials, many of which are legal from a culture point of view, but prohibited and illegal from possession and / or use at school. Prohibited substances include alcohol, tobacco products as well as solvents and other inhalants.

No one is permitted to bring or use illicit drugs at school or at any school activity / event, nor are they permitted to come to school under the influence of illicit drugs or prohibited substances. Arethusa College has a responsibility to the College community as a whole and should a situation arise where a student or a person is or is suspected to be involved with, or affected by illicit drugs / prohibited substances, College employees will seek to ensure the safety and wellbeing of the drug affected person, but also the safety of the whole school. Police and / or emergency services may be contacted.

Parents / carers can discuss any concerns with the Head of Campus who may assist them with seeking help through relevant agencies.

## **SICKNESS, MEDICATION & MEDICAL MANAGEMENT**

### **Sickness**

Students who are sick or unwell to the extent that they need to recover in bed, think they could be contagious, need to see a doctor, require medication, etc. should be kept at home by parents / carers until they are well enough to attend school again. Parents / carers must **contact ACCO on 1300 720 371** if their student is absent due to sickness. Parents / carers are asked to keep the school informed about when their student is expected to return to school.

A doctor's **Medical Certificate** may be requested by the school when students have been **absent for 3 (three) consecutive school days or more**. Parents / carers are recommended to request a medical certificate from the doctor, even if they have taken their student to see a doctor after only one or two days of absence. This helps the school validate

student absence due to sickness at times of mandatory reporting.

## **Becoming Sick or Unwell While at School**

Parents / carers will be contacted if their student becomes sick or unwell while at school. Parents / carers will be required to come and collect their student or make other travel arrangements for their sick student to get home. The College does not allow sick or unwell students to remain at school.

## **Use of Prescribed Medication at School**

Some students need to take prescribed medication while they are at school. This may be for a short period of time while treating a temporary illness or on a more permanent basis.

**A *Medication Request Form*** must be completed by parents / carers and returned to ACCO if their student requires prescribed medication while they are at school.

The College will only administer medication prescribed by a medical practitioner and in its original packaging; patient details and dosage instructions must be clear on the packaging. The College will not administer medication that does not provide clear details or is not in its original packaging. Tablets needing to be administered in 'half' / 'quarter' doses, must be provided to the College pre-cut in their correct dosage. The College will not administer tablets not in their correct dosage.

Parents / carers are responsible for ensuring that prescribed medication for their student does not expire and ensuring that the school is supplied with the required medication. Should the medication supply held by the school run out, the school

will assume that the student no longer requires the medication. Parents / carers are responsible for collecting any unused prescribed medication at the end of the school year or when their student exits the College. Any uncollected medication will be disposed of at the end of the school year. Selected College employees are responsible for the secure storage and administering of prescribed medication to students during school hours (including during school camps, excursions, etc.). Students registered with the school to regularly take prescribed medication will have their **Medication Dispense Register Form** updated each time they are administered their prescribed medication.

Parents / carers are responsible for informing the College about any changes to their student's prescribed medication and medical needs and will be required to complete a new **Medication Request Form** before the school will administer changed medication to their student.

In cases where the student needs to **keep their prescribed medication in their possession** while at school (e.g. a puffer for Asthma relief, an Epipen for allergies, etc.) the parent / carer is still required to complete a *Medication Request Form*.

## **Paracetamol (Panadol)**

The College will only administer paracetamol to students where parents / carers have given written consent for the school to do so. Before administering paracetamol however, the school will still contact parents / carers to confirm that the student can be given paracetamol (the school needs to confirm that the student is not on other medication, has already taken paracetamol, etc.).

## SUN SAFETY

Arethusa College encourages students to be sun smart and provides sunscreen for students to use; however, it is the responsibility of the student to bring and wear a hat and to ask for sunscreen as required.

## STUDENT INJURIES

The College has an ***Injury Management Plan*** which College employees follow should a student sustain an injury at school. The majority of College employees hold First Aid and CPR qualifications. College policy is to contact parents / carers for known / reported injuries sustained by students. An ambulance will be called as a precaution if there is any doubt about the nature or severity of a student's injury.

## WORK HEALTH AND SAFETY

Everyone at Arethusa College is required to follow health and safety rules. Students must follow instructions given by College employees or other people working at the College (i.e. trainers, volunteers, etc.) to ensure the health and safety of themselves and others. Under the College's health and safety rules, students are required to:

- Dress in appropriate and safe clothing (see Uniforms and General Dress Standards in this handbook).
- Follow all health and safety instructions given by College employees and others working at the College.
- Use the Personal Protective Equipment (PPE) provided.
- Not place their own safety or other people's safety at risk by their actions.
- Follow all health and safety signage.

- A copy of the College's Workplace Health and Safety policy is available by requesting a copy by contacting ACCO.

## CURRICULUM, COLLEGE PROGRAMS & OTHER LEARNING OPPORTUNITIES

### CURRICULUM

The curriculum at Arethusa College provides opportunities for students to reengage with learning and develop the knowledge and skills needed to be successful in their chosen pathway. The College acknowledges that all students have different strengths and learning needs, and that many of the students at Arethusa College have previously had interrupted or unsuccessful schooling experiences which have impacted their learning. To support student learning, the programs, teaching and assessment are modified.

The curriculum at Arethusa College is developed using the relevant Queensland and National requirements and also incorporates opportunities to develop 21st Century Skills, Employability Skills and Global Citizenship.

The learning experiences are separated in to Middle School (Years 7,8,9) and Senior School (10, 11, 12) and distinctive programs are offered in each of these.

#### **Middle School Program**

The Middle School Program is developed using the Australian National Curriculum. Students study English and Mathematics at a level which is suitable to their needs. They also have the opportunity to experience a modified version of range of other

subjects such as Science, History, The Arts, Technologies, and Business and Economics on a rotational basis.

In addition to this core learning, students participate in a variety of co - curricula activities and projects. These vary between campuses and according to students needs and interests but may include; woodwork, metal work, working with animals, design and construction, outdoor education, sport, photography, cooking and art.

## **Senior School Program**

Senior Students at all Campuses have the opportunity to study Pre-Vocational Maths and Communication English, which provide a foundation of Maths and English. Successful completion of these registered subjects contributes points towards the student obtaining their Queensland Certificate of Education (QCE).

During their senior years of study, students may also gain credit towards their QCE through undertaking study in recognised Certificate Level Courses and other programs or courses offered by TAFE or Registered Training Organisations, School- based Apprenticeships or Traineeships. These learning options need to be planned in consultation and be formalised through the creation of a Set Plan.

A key focus of the senior program is preparing students for transition into further study or work.

## **Computer and Internet Use for Curriculum related activities**

Computers and other information technology resources at Arethusa College are intended for learning purposes. When using global systems such as the Internet, it is impossible for the College to screen or filter out all material, which may be

inappropriate or offensive. It is therefore the responsibility of each student not to initiate access to such material or distribute such material by copying, storing or printing, or any other means. The student will be expected to behave in an appropriate manner when using these resources and are expected to:

- Take care of computers, keyboards, printers, iPads and other accessories
- Leaving the computer area/s tidy
- Not copying software or altering any of the settings on any computers or other digital resources
- No eating or drinking near any computer or other digital resource

When using the Internet the student is expected to:

- Only access material which will help with the student's school work and has been approved by the teacher
- Not access a site that is deemed inappropriate or offensive by the College
- If a permitted site does have material which seems inappropriate, offensive or may offend people, close down the site and report the incident to the teacher present
- Inform the teacher if the student is aware of another student nearby not using the computer or digital resources correctly

## **Viewing of Multimedia Resources**

In the course of the curriculum delivery, students may view movies and television shows that have a G, PG and M rating. Care is taken to ensure students only view programs that support their learning. If a parent / carer has any concerns in relation to their student viewing 'M' rated material, the

parent/carer can contact the Campus Head of Campus to discuss this matter.

## **Compulsory Attendance - Graduating Year 12 Students**

Graduating year 12 students must attend the last day of school in order to officially graduate and be eligible to receive their Senior Statement.

## **Student Assessment**

Student assessment is undertaken as required by the subject syllabus or course requirements. Teaching staff consider student needs and/or individual learning plans when planning and administering assessment tasks. This means that a student may have options regarding the type of task they complete and how it is presented.

Assessment is designed to monitor student progress, give students and parent's feedback on the student's progress and plan for future learning experiences.

As each student is working to their own ability and according to their individual learning needs, teachers closely monitor completion of assessment pieces to ensure that students are given opportunity to complete their units of work. If a student misses an assessment task an opportunity to catch it up can be arranged.

## **Report Cards**

Report Cards are issued at the end of each Semester (twice a year). TAFE and other Registered Training Organisations issue their own independent reports for students who have participated in courses external to Arethusa College.

We strongly believe that students should be working at a level that is suited to their needs and be given every opportunity to progress and achieve success at school. In our classes we cater

for students working at many different levels and have individualised programs to reflect this. This means that report cards therefore reflect a student's own individual learning journey.

Middle School students are assessed against the Australian Year Level Achievement Standard for the year level that the student is working at. Students may be working at different levels for different subject areas. Reading the subject descriptions for each learning area on the report card will give an accurate indication of what the student knows and can do and what learning experiences they took part in during the semester. Due to the report cards being individualised, it is not helpful to compare report cards between students; a result of 'B' on one student report is not necessarily equal to a 'B' on another student's report.

In addition to reporting on the academic learning of students, the report also gives a broader picture of student life at Arethusa. We hope that you and your student can see change and growth over each Semester.

If you would like to discuss your students' learning, please make an appointment to see their teacher.

## **COLLEGE PROGRAMS AND ACTIVITIES**

All Arethusa College students participate in a variety of College programs which aim to enhance their social, emotional and educational development and encourage a desire to contribute to society in a positive way. All students participate in these activities as part of the College program.

### **Personal Development ('Life Skills') Program**

Arethusa College recognises that the individual is comprised of physical, intellectual, emotional and spiritual dimensions. The purpose of the College's Personal Development (P.D.) Program

is to provide students with guiding principles and standards to assist them with their development as a whole person.

All students participate in P.D. lessons which aim to equip them with personal and life skills that can help them develop socially and emotionally. Lessons promote understanding and development in areas such as health and wellbeing, social and emotional wellbeing and personal hygiene. Lessons also aim to equip students with the necessary skills they need for seeking and gaining employment.

The P.D. Program may include activities such as: anger management, resume preparation, citizenship rights and responsibilities, physical fitness training, drug and alcohol education, job interview techniques, health and nutrition, faith and values development.

## **Electives and Excursions**

Electives and excursions are compulsory part of the College program. These usually occur within the usual school hours of 10am to 2pm.

In the event an excursion needs to occur outside of the normal schedule for elective activities, parents / carers will be notified of the details of the event (eg. departure and return times). Some excursions may require Parents / carers to complete and sign a permission form.

If for some reason a parent / carer does not wish their student to participate in a particular excursion, they must contact the Head of Campus.

During excursions, students must remain with their assigned group at all times. In the unlikely event a student chooses to

abscond from the excursion, parents / carers will be contacted. If the emergency contact persons held by the College are not able to be contacted, the College may contact police to inform them of a missing student.

## **Camps**

Some campuses require students to participate in camps from time to time. Class camps are an important part of a student's learning experiences and their personal development. Camps and its associated activities are intentionally designed to grow students in maturity, confidence and responsibility and develop their ability to work as a team member.

## **White Card in Construction – Induction Training**

Students 14 years of age and over are given the opportunity to complete the White Card in Construction course. Arethusa College subsidises part of the course for students, however an extra cost of approximately \$40.00 (GST Inclusive) is required to be paid by parents / carers as an external provider delivers the course. The Campus Support Officer at each campus will send out an email to parents/carers advising when these are scheduled for the year and collect payment for this course. White Cards are recognised on any construction site around Australia and do not have an expiry date.

## **OTHER LEARNING OPPORTUNITIES**

### **Work Experience**

Arethusa College regards student participation in work experience as extremely important for a student's complete development as a young person. As part of exploring employment interests, it is an expectation that all student in

Year 10 participate in “work experience tasters”. These will be held from Term 1 to Term 3 to identify interest before SET planning commences.

Work experience can develop students with important communication, organisational and teamwork skills which they will continue to use in everyday life once they leave school. Work experience can also assist students with the transition from life at school into the workplace once they graduate. (Some students attain paid work – while they are still at school – from having participated in work experience. Some students find that the opportunity to do work experience was the stepping stone they needed to get into the workforce).

Work experience is a formal arrangement between Work Experience Providers, students, parents / carers and the Head of Campus. Students participate in workplace activities at either a place of paid or voluntary work. Students do not get paid for work experience and can only attend work experience for a maximum of 30 days per calendar year. Insurance is provided for students participating in work experience (insurance restrictions apply for some work experience activities) If parents/carers require more information then an appointment can be made with the VET/Transitions Co-Ordinator and/or the Head of Campus to discuss this.

Students are encouraged to find their own work experience placements - students, parents / carers should speak with a College employee or the Head of Campus about how to do this. The College can assist students if they are having problems or need guidance in finding or contacting a Work Experience Provider. All work experience placement must be approved by the Head of Campus.

The College contacts and speaks regularly with Work Experience Providers, seeking feedback on various aspects of a student's work experience placement such as their work ethic, attitude, willingness to learn, participation, safety and respect.

## **School-based Apprenticeships, Traineeships and VET**

Students who engage in a School-based Apprenticeship or a Traineeship are generally required to attend a place of employment as part of the qualification or statement of attainment stated in their contract.<sup>7</sup> The times in which the student will be required to attend the workplace will be negotiated by the employer, student and in conjunction with the Head of Campus. An 'off-the-job' component of the apprenticeship or traineeship can be undertaken at school, to give the student the best possible opportunity to complete course units and provide them with any learning support. Opportunities for School-based Apprenticeships or Traineeships or VET courses are advertised through a variety of agencies and training organisations. Parents / carers or students should discuss opportunities for School-based Apprenticeships or Traineeships or VET courses with the VET/Transitions Co-ordinator as part of their educational program with Arethusa College. An appointment will need to be made with the VET/Transitions Co-ordinator to discuss this. (Arethusa College does not provide the School-based Apprenticeships or Traineeships).

Parents / carers and students can find more information about School-based Apprenticeships or Traineeships on the

---

<sup>7</sup> *Further Education and Training Act 2014 (Qld) s55.*

Department of Education and Training's Apprenticeships Info website. <http://apprenticeshipsinfo.qld.gov.au/school-based/index.html>

## **Structured Work Place Learning**

All Year 11 & 12 students who are engaged in on/off campus VET courses are strongly encouraged to participate in work experience. Students can request an appointment to speak with the VET/Transitions Co-ordinator about this.

## **Employment Opportunities**

Some students benefit from being employed in the workforce while they are still attending school. Some students may be permitted to work during school hours or school holidays, however this will need to be discussed with the Head of Campus (and must be permitted by law). Please talk to the Head of Campus for more information about working during school hours.

(Arethusa College does not find employment for students)

## **SET Plans**

All Year 10 students are required to complete a Student Education Training (SET) plan. This will generally be conducted in Term 2. The College encourages the parent/carer to attend the SET plan meeting as well. The SET plan is to assist students to identify their goals, employment & training interests and subject selection for Years 11 and 12. SET plans are reviewed regularly to ensure students are up to date with their core subjects. It is the responsibility of the parent/carer to keep up to date with their students learning.

## STUDENT WELFARE

### CRITICAL INCIDENT MANAGEMENT

In the event of a serious or critical incident, the first and foremost responsibility of the College is to safeguard students. Parents / carers will be contacted in due course, as soon as possible should such an event occur.

The Arethusa College Board of Directors will be responsible for managing and disclosing any information to the media about a critical incident, while the Head of Campus will oversee the management procedure of the situation for the College group – students, employees, volunteers, parents / carers, etc.

### CHILD PROTECTION

The wellbeing and safety of Arethusa College students is of primary importance to the school. The College will seek to ensure the protection of students from harm as far as is reasonably possible by implementing risk management strategies, practices and procedures which promote the wellbeing of students.<sup>8</sup>

College employees are required to ensure that their behaviour and conduct towards students and their relationships with students, reflect the proper standards of care required when working with students and young people.

The College has a duty of care to its students and is required by law to report to relevant authorities any suspected harm or sexual abuse to a child under the age of 18 years.

---

<sup>8</sup> *Working with Children (Risk Management and Screening) Act 2000* (Qld) s 171.

## **What does the College mean by harm?**

The Department of Communities, Child Safety and Disability Services Queensland provides that there are four different types of child abuse – physical, sexual and emotional / psychological abuse and neglect. Child abuse can occur through a single incident, or it can be a number of different incidents that take place over time.<sup>9</sup>

## **How does the College seek to protect students from harm?**

Please refer to the College's *Child Protection Policy* for information. The policy covers the actions the College must take if a College employee or a parent / carer becomes aware of, or reasonably suspects that, a student has been harmed by a College employee, a person from outside of the College, by the student themselves or by other students.

## **Information for Students**

Every young person and student has the right to feel safe and free of harm while at Arethusa College or during their life outside of school.

## ***Who should I tell if I am not feeling safe at school or at home?***

Any College employee or an adult who you trust. For example, this may be your class teacher, a support staff member, your Head of Campus or someone who works at the front office.

Staff at Arethusa College are trained to listen and talk with students who are experiencing different concerns.

If you do not feel like talking to a College employee you may like to write a letter to them instead.

---

<sup>9</sup> <https://www.communities.qld.gov.au/childsafety/protecting-children/what-is-child-abuse>

### ***What will happen if I report to a College employee what is happening to me?***

If the concern is worrying you but not causing you immediate harm, the College employee will discuss with you ways you might be able to solve the problem. If the College employee believes you are being harmed, or are in danger of being harmed, they have a responsibility to report it to the Head of Campus and in some cases, report it directly to child authorities.

### ***What if I don't want the College employee to tell the Head of Campus?***

The College employee will try to keep your concerns confidential as much as possible. However, if the College employee is aware or reasonably suspects that harm or sexual abuse has occurred, the law says they must report it to the Head of Campus.

## **HARMING BEHAVIOUR BY OTHER STUDENTS**

Forms of harming behaviour *may* include:

- **Physical behaviour:** e.g. Pushing, shoving, fighting, punching and other unwelcome physical contact used to intimidate or hurt others.
- **Verbal behaviour:** e.g. Put-downs, teasing, name calling, sexual comments, etc.
- **Non-verbal signals:** e.g. Looks and body language used to intimidate or silence a person.
- **Extortion:** e.g. Forcing other students to hand over lunches, money etc.
- **Exclusion:** e.g. Deliberately and unnecessarily excluding others from social activities, spreading rumours, etc.

## **EMOTIONAL WELLBEING FOR STUDENTS**

Some students may experience some physical, social or emotional difficulties which can affect their learning. Parents / carers are encouraged to either seek independent help for their student or talk to College employees about their concerns. College employees will seek to assist parents / carers and students and may suggest options for parents / carers or students to access external support agencies.

## **BULLYING**

Bullying refers to deliberate and repeated acts which intimidate (i.e. threaten, frighten, coerce, etc.) others, or which are likely to disturb the sense of security and well-being of others. Arethusa College's policy regarding bullying states that every student has the right to feel safe and free from harm while at school. The College expects students to respect College employees (and volunteers) and their fellow students. If a student is feeling unsafe or a parent / carer feels any student is unsafe, please contact the Head of Campus or another staff member immediately. Parents / carers and students may request to see the College's policy regarding bullying.

## **RESTRAINING STUDENTS**

In extreme cases where a student is deemed to pose an immediate danger to themselves, others, or the event of an emergency, College employees may restrain a student. The act of restraining students is generally a rare occurrence and is only ever carried out for safety purposes - it is not about discipline or punishment, it is about personal safety.