



Student & Parent/Carer  
Handbook  
2023

*Believe, Expect, Celebrate*

# TABLE OF CONTENTS

---

<b>TABLE OF CONTENTS.....</b>	<b>2</b>
<b>WELCOME FROM THE EXECUTIVE PRINCIPAL.....</b>	<b>4</b>
<b>ABOUT ARETHUSA COLLEGE .....</b>	<b>5</b>
HISTORY .....	5
PATRONAGE OF THE COLLEGE .....	5
OUR MISSION .....	5
OUR VISION .....	5
OUR VALUES.....	6
<b>GENERAL INFORMATION .....</b>	<b>6</b>
COLLEGE HOURS .....	6
CAMPUS INFORMATION .....	6
TERM DATES 2023 .....	6
<b>CONTACT AND COMMUNICATION .....</b>	<b>7</b>
BUSINESS HUB (BHUB) .....	7
CONTACTING AND VISITING A CAMPUS.....	8
CONTACT WITH STUDENTS .....	9
CHANGES TO STUDENT DETAILS.....	9
COMPLAINTS AND GRIEVANCES .....	9
COLLEGE NEWSLETTER.....	10
PUBLICATION OF IMAGES .....	10
<b>LIFE AT ARETHUSA COLLEGE .....</b>	<b>10</b>
WHAT TO EXPECT .....	10
ARRIVAL AND DEPARTURE .....	11
STUDENT ATTENDANCE .....	11
STUDENT ABSENCES.....	12
DAILY CHECK IN AND CHECK OUT .....	13
STUDENT BEHAVIOUR EXPECTATIONS .....	13
SCHOOL BAGS .....	13
MOBILE PHONE POLICY .....	13
STUDENT ID CARDS .....	14
RESOURCES AND STATIONERY .....	14
LUNCH BREAKS AND FOOD .....	14
UNIFORMS AND DRESS STANDARDS .....	15
TRANSPORT.....	16
<b>LEARNING AT ARETHUSA .....</b>	<b>18</b>
TIMETABLES .....	18
CURRICULUM .....	18
COLLEGE PROGRAMS AND ACTIVITIES .....	19
CAREER GUIDANCE .....	20
WORK EXPERIENCE .....	20
VOCATIONAL EDUCATION & TRAINING (VET) PATHWAYS .....	21
HOMEWORK .....	22

ASSESSMENT AND REPORTING .....	22
GRADUATING YEAR 12 STUDENTS – COMPULSORY ATTENDANCE .....	23
USE OF TECHNOLOGY.....	23
VIEWING OF MULTI-MEDIA RESOURCES .....	23
<b>STUDENT RESOURCE LEVY .....</b>	<b>24</b>
<b>HEALTH AND SAFETY .....</b>	<b>24</b>
STUDENT CODE OF CONDUCT.....	24
SMOKING .....	26
DRUGS.....	26
ILLNESS AND MEDICATION.....	26
SUN SAFETY.....	28
STUDENT INJURIES.....	28
WORKPLACE HEALTH AND SAFETY.....	28
PERSONAL PROPERTY.....	28
LOST AND FOUND .....	28
DAMAGE TO SCHOOL PROPERTY .....	29
OUT OF BOUNDS AREAS.....	29
<b>STUDENT WELFARE AND SUPPORT .....</b>	<b>29</b>
CRITICAL INDICENT MANAGEMENT .....	29
CHILD PROTECTION.....	29
EMOTIONAL WELLBEING FOR STUDENTS .....	31
BULLYING AND CYBERBULLYING .....	31
RESTRAINING STUDENTS.....	31
KEY STUDENT SUPPORT SERVICES.....	31
<b>ARETHUSA COLLEGE POLICIES.....</b>	<b>31</b>
<b>APPENDICES.....</b>	<b>32</b>
APPENDIX 1 – FREQUENTLY ASKED QUESTIONS - ATTENDANCE .....	32

## **WELCOME FROM THE EXECUTIVE PRINCIPAL**

Dear Parents, Carers and Students,

Thank you for choosing Arethusa College, we look forward to you joining our College community.

We are a co-educational secondary school with campuses around South-East Queensland. I lead a team of experienced, dedicated and caring staff, who are passionate about seeing young women and men experience and engage in positive educational outcomes. We pride ourselves on being innovative, flexible and agile in our approach to teaching and learning. We believe that education should be student shaped; designed around their individual needs and interests.

At Arethusa, we believe that we are better when we are surrounded by a safe and supportive community in which we can grow and develop. We believe that it benefits everyone when we think beyond ourselves; to find what is uniquely ours to contribute for the benefit of others. We believe in leadership that is by the students, for the students. We believe that diversity is key; a strength that should be utilised and celebrated each and every day.

We hope that you find that Arethusa College offers an avenue for students to engage and find success in a positive education experience.

At Arethusa, you'll find we are more than just a school. We are a community that wants to support each young person – socially, emotionally, physically, spiritually and intellectually. This handbook has all the information you need to know about attending Arethusa College. We appreciate you taking the time to read it as we know it will help answer any questions you might have and give you an understanding of what you can expect.

Yours sincerely,

Lisa Coles  
Executive Principal

## ABOUT ARETHUSA COLLEGE

---

### HISTORY

Arethusa College has a rich history. Arethusa College's first campus opened in Deception Bay in 2008, followed by The Mossford Program for girls at Spring Hill in 2010. In 2012, the Skateboard Factory, a program for inner city boys, was introduced at the Spring Hill Campus, followed shortly after by the Shaftesbury Rodeo Academy at Fick's Crossing, Barambah Creek (near Murgon). Since then, Arethusa College has consolidated its programs and direction and has seen significant growth with a diverse network of campuses around South-East Queensland.

Arethusa College is an operation of Equipping for Life, a not-for-profit company governed by a Board of Directors. The College is accredited by Independent Schools Queensland (ISQ) as an 'Independent Special Assistance School' (SAS).

The name Arethusa was derived from the historic Training Ship 'TS Arethusa', a redundant naval vessel which was used by Shaftesbury Homes for training and educating young people in the UK from 1868-1974. 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 his family's 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 project of Arethusa College.

### OUR MISSION

At Arethusa College we affirm the intrinsic value and enormous potential in all young people. We Believe in our students, Expect great things of them and for them, and Celebrate them.

### OUR VISION

At Arethusa College our vision is to lead the way in engaging students in exceptional, lifelong, educational journeys within communities that meet the students where they are at; empowering and equipping them to reach their full potential.

We do this by creating educational communities, innovative programs, that facilitate Real Connections, Real Learning and Real Futures.

## OUR 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.

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.

## GENERAL INFORMATION

### COLLEGE HOURS

BHUB Reception Hours	Campus Reception Hours	School Hours
Monday to Friday 8:00am to 4:00pm	Monday to Friday 8:00am to 4:00pm	Monday to Friday 9:00am to 3:00pm

### CAMPUS INFORMATION

Arethusa College is one school with multiple campuses around South-East Queensland. Our Business Hub (BHUB), located at Deception Bay, is the central contact for all campuses. We accept students from Years 7 through to 12. Junior School is Years 7-8, Middle School is Years 9-10 and Senior School is Years 11-12.

### TERM DATES 2023

<b>TERM 1</b> (10 weeks)	Monday 23 January - Friday 31 March
<b>TERM 2</b> (9 weeks)	Monday 17 April - Friday 16 June
<b>TERM 3</b> (9 weeks)	Monday 17 July - Friday 15 September
<b>TERM 4</b> (9 weeks)	Tuesday 3 October - Wednesday 29 November Year 12s finish – Friday 17 November Year 10/11 finish – Friday 24 November Year 7/8/9 finish – Wednesday 29 November

## **PUBLIC HOLIDAYS 2022**

Australia Day	Thursday 26 January
Good Friday	Friday 7 April
Easter Monday	Monday 10 April
ANZAC Day	Tuesday 25 April
Labour Day	Monday 1 May
Sunshine Coast Holiday (Maroochydore Campus)	Friday 16 June
EKKA Holiday (The Bay and Springwood Campuses)	Monday 14 August
EKKA Holiday (Inner City and Forest Lake Campuses)	Wednesday 16 August
King's Birthday	Monday 2 October

## **PUPIL FREE DAYS 2022**

Staff Professional Development	Monday 10 July – Friday 14 July
Curriculum Planning Day	Friday 1 September

## **CONTACT AND COMMUNICATION**

---

### **BUSINESS HUB (BHUB)**

Our Business Hub (BHUB) is your central point of contact; please contact BHUB for all enquiries including:

- Reporting student absence
- Enrolments
- Accounts and payments
- To speak with the Executive Leadership Team

All written correspondence should be mailed to the BHUB PO Box, as all mail is processed and distributed from BHUB. For ease of processing, please add an 'Attention line' stating the relevant campus or College employee the mail is to go to.

All email correspondence should be emailed to the BHUB email address below; these will be forwarded to the relevant staff member. In the subject line please type the name of the College employee you wish to contact – e.g., 'Attention: Jane Doe'.

Please be mindful that teaching staff and Principals will generally not be available to take calls, respond to emails or have appointments during student contact hours of 9:00am to 3:00pm.

**If a matter is URGENT, please phone the College and advise the Campus Support Officer at the time of the call.**

<b>ARETHUSA COLLEGE – BHUB</b>	
<b>PHONE:</b>	07 2000 0200
<b>REPORTING ABSENTEES:</b>	07 2000 0200 or 0417 207 465 (text only)
<b>ADDRESS:</b>	1-83 Deception Bay Road Deception Bay Qld 4508
<b>POSTAL ADDRESS:</b>	PO Box 565 Burpengary Qld 4505
<b>EMAIL:</b>	admin@arethusa.qld.edu.au
<b>FAX:</b>	07 3888 5143
<b>WEBSITE:</b>	www.arethusa.qld.edu.au

## **CONTACTING AND VISITING A CAMPUS**

We have multiple campuses in locations around South-East Queensland. Please contact BHUB (as per details above) to arrange appointments or to speak to any College employee prior to visiting the campus.

Parents/carers and visitors – must not enter or move around the school campus without approval from the Campus Support Officer 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 report to campus reception upon arrival and sign-in to the Visitor Book. Unauthorised visitors will be asked to leave the school campus.

<b>ARETHUSA COLLEGE – DECEPTION BAY (THE BAY) CAMPUS</b>	
<b>PHONE:</b>	07 2000 0300
<b>ADDRESS:</b>	1-83 Deception Bay Road Deception Bay Qld 4508

<b>ARETHUSA COLLEGE – FOREST LAKE CAMPUS</b>	
<b>PHONE:</b>	07 2000 0320
<b>ADDRESS:</b>	25 High Street Forest Lake Qld 4078

<b>ARETHUSA COLLEGE – MAROOCHYDORE CAMPUS</b>	
<b>PHONE:</b>	07 2000 0350
<b>ADDRESS:</b>	13 Evans Street Maroochydore Qld 4558

<b>ARETHUSA COLLEGE – MONTAGUE ROAD CAMPUS</b>	
<b>PHONE:</b>	07 2000 0380
<b>ADDRESS:</b>	252 Montague Road West End Qld 4101

<b>ARETHUSA COLLEGE – SPRING HILL CAMPUS</b>	
<b>PHONE:</b>	07 2000 0410
<b>ADDRESS:</b>	25 Quarry Street Spring Hill Qld 4004

<b>ARETHUSA COLLEGE – WINDSOR CAMPUS</b>	
<b>PHONE:</b>	07 2000 0450
<b>ADDRESS:</b>	356 Lutwyche Road Windsor Qld 4030

<b>ARETHUSA COLLEGE – SPRINGWOOD CAMPUS</b>	
<b>PHONE:</b>	07 2000 0480
<b>ADDRESS:</b>	4 Jamberoo Street Springwood Qld 4127

## **CONTACT WITH STUDENTS**

Parents are encouraged to contact the College regarding any information about their children, however, please understand that giving individual messages to students is not possible, except in the case of emergency.

Direct contact between students and parents/carers via mobile phone is not a suitable or reliable way of making contact, as students are not permitted to have their mobile phones with them during school hours.

If you have message of an urgent nature (regarding emergency, medical, changes to transport home, etc) please contact the campus and advise the Campus Support Officer who will direct your call to the relevant College employee to pass onto your child.

## **CHANGES TO STUDENT DETAILS**

Please advise the College of change of address, email, personal, medical, emergency details over the course of the year.

Please email [enrolments@arethusa.qld.edu.au](mailto:enrolments@arethusa.qld.edu.au) with all changes; in some circumstances a form may need to be filled out.

Arethusa College cannot be held responsible where information provided is out of date or incorrect.

### **Changes to Guardianship**

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**

Arethusa College takes seriously complaints and concerns that may be raised by parents/carers and students, and they will be dealt with promptly. Parents/carers and

students should speak to the Principal as soon as possible if they have any concern, complaint or grievance about the College or a College employee. You can find a copy of our [Complaints Handling Policy](#) on our website.

## **COLLEGE NEWSLETTER**

We love to celebrate our students and enjoy sharing information about what is happening through regular newsletters. These are distributed by email and provide parents/carers and students information such as upcoming events and important dates (i.e., term dates, pupil free days, excursions, etc.), student achievements and other wonderful and exciting things that are happening at the College campus.

## **PUBLICATION OF IMAGES**

Arethusa College will use student's names, recordings, images and copyright material (i.e., their schoolwork) 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 Websites
- 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.

## **LIFE AT ARETHUSA COLLEGE**

---

Students who come to Arethusa have often not had a positive educational experience and have disengaged for a variety of reasons. Instead, we promise to 'Do School Differently', for the sake of our students, because we ultimately believe that they are amazing young men and women who deserve the best, who, given the right environment and the right opportunities, are capable of great things.

## **WHAT TO EXPECT**

At Arethusa College, you will find that our education model is student shaped; designed around each student's needs and interests. The environment provides more flexibility, open space, learning areas and options so that students can learn how best suits them.

Whilst we provide a more flexible environment, we do have expectations of our students and processes in place to ensure students can thrive in a caring and safe environment.

## **ARRIVAL AND DEPARTURE**

Students must arrive at school ready to begin learning at 9:00am. Students should not be on grounds prior to 8:00am (unless prior arrangements have been made with the Campus Principal). Classes and activities are finished by 3:00pm and we ask parents/carers to ensure their child is picked up as soon as possible.

### **Late Arrivals**

Students who arrive late must sign in with reception before they go to class. They must provide a valid reason for being late. College employees may contact parents/carers to inform them that their student arrived late to school. The Principal may need to talk with students (and possibly parents/carers) who consistently arrive late for school.

### **Early Departures**

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 the Business Hub or Campus Support Officer. If a student leaves school early without consent, parents/carers will be contacted.

## **STUDENT ATTENDANCE**

The College only enrolls full time students. Student attendance is monitored regularly by College staff and where student attendance becomes a concern, the College will contact parents/carers.

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, TAFE, 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.

Some students require a more flexible approach and the College will instigate a Flexible Learning Plan (FLP). This occurs in order to improve the educational outcomes for individual students with a view to them returning to full time attendance as quickly as possible. Students on FLPs will have documented goals and activities and outcomes that contribute to the social and/or emotional welfare of the student and/or the student's engagement with education.

## STUDENT ABSENCES

### IMPORTANT!

Parents/carers must phone or text the absentee line by 10:00am on the day of absence to report the student being away.

Parents/carers must inform the College when their student is absent or going to be absent from school.

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 Principal when recording and approving student attendance records.

For extensive absence periods or unexplained absences, BHUB 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 Principal or another College employee will contact the parent/carer.

Please refer to the information regarding Late Arrivals and Early Departures (page 11). Please refer to Appendix 1 for Frequently Asked Questions regarding absences.

### **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>1</sup> and states that paid employment must not interfere with a child's schooling.<sup>2</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 Principal as part of their educational program).<sup>3</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 program, which has been approved by the College, permits them to complete their education off the school campus through work experience, an apprenticeship or

<sup>1</sup> *Child Employment Act 2006* (Qld) s 11; *Education (General Provisions) Act 2006* (Qld) s 230.

<sup>2</sup> *Child Employment Act 2006* (Qld) s 4.

<sup>3</sup> *Child Employment Act 2006* (Qld) s 8(2).

traineeship (or a VET course approved under the *National Vocational Education and Training Regulator Act 2011* (Cth)).<sup>4</sup>

### **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.

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 Principal will discuss the type of evidence which is required.

### **DAILY CHECK IN AND CHECK OUT**

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.

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.

### **STUDENT BEHAVIOUR EXPECTATIONS**

Arethusa College’s student behaviour expectations can be found in the Student Code of Conduct document.

### **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, however, if necessary, may be permitted access by College employees during breaks between classes.

### **MOBILE PHONE POLICY**

Students at Arethusa College are not allowed to have their mobile phone during school hours 9:00am to 3:00pm. We understand that parents/carers may need to contact students to advise of changes to transport or give messages. If a message is urgent, please contact BHUB on 07 2000 0200 or your campus directly and advise the Campus Support Officer of

---

<sup>4</sup> *Education (General Provisions) Act 2006* Qld s

the nature of the message so that they can direct your call to the appropriate staff member to ensure the message is passed on.

Students should hand in their mobile phone to the Campus Support Officer at the beginning of the school day and collect it at the end of the day. If a student is caught with their mobile phone during school hours, it will be confiscated. They will then have to collect the 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 Principal to discuss the matter.

## **STUDENT ID CARDS**

New students are issued with a Student ID card when they begin at the College.

Returning students are issued with a Student ID card at the beginning of each school year at no cost.

### **Replacement Cards**

Students are responsible for the safe keeping of their Student ID card. Replacement cards cost \$10.00 (GST inclusive) and can be requested by contacting the Campus Support Officer at the student's respective campus or contacting the College on 07 2000 0200. Payment is required at the time of requesting a replacement card.

### **ID Card Expiry Dates**

Student ID cards for students in Years 7 to 11 do not expire until 31 March the year after the card is issued. (e.g., card issued February and valid until 31 March of the following year).

Student ID cards for Year 12 students expire on 31 December in the year they graduate from Arethusa College.

## **RESOURCES AND STATIONERY**

All classroom resources and stationery are provided by Arethusa College.

## **LUNCH BREAKS AND FOOD**

Arethusa College promotes healthy eating and aims to provide an educational environment that supports a healthy lifestyle.

Students will have a designated lunch break each day. The College does not have tuckshop facilities; therefore, students need to bring their own lunch that is ready to eat (the College does not heat up or cook lunch items for students).

Research shows that many food items can affect a young person's behaviour and their ability to focus on tasks and learn. Lunch items should consist of healthy items such as:

- Sandwiches, rolls, wraps, salads
- Fruit (fresh, tinned, dried) and vegetables.
- A snack such as piece of cake, biscuit, muesli bar, crackers (in snack size portions).
- Bottled water – no glass bottles.

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

- Any drinks other than water

- Energy drinks
- Large packs or bags of chips, biscuits, etc
- Confectionery such as lollies, gum, chocolate, chocolate coated items, etc.

## UNIFORMS AND DRESS STANDARDS

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** – Closed in 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).

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., camp) or when students are representing the College or are off campus for:

- Attending Work Experience, TAFE or VET courses, etc.
- Attending camps
- 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.

## **TRANSPORT**

There are several transport options available at each Arethusa College campus. Some of our inner-city campuses have very limited parking or no parking. See below for further information.

Car park areas are 'shared zones' for people and vehicles. Drivers must always drive with extreme care and caution. 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.

### **The Bay Campus**

- Designated visitor car park and student drop-off / pick-up zone.
- Public transport options are available, speak to the campus Principal for further information.

### **Forest Lake Campus**

- Designated visitor car park and student drop-off / pick-up zone.
- Public transport options are available, speak to the campus Principal for further information.

### **Maroochydore**

- Designated visitor car park and student drop-off / pick-up zone.
- Public transport options are available, speak to the campus Principal for further information.

### **Montague Road**

- No on-site parking available.
- Metered street parking is available (user-pay), availability cannot be guaranteed as these are managed by Brisbane City Council.
- Public transport options are available, speak to the campus Principal for further information.

### Spring Hill

- No on-site parking available.
- Metered street parking is available (user-pay), availability cannot be guaranteed as these are managed by Brisbane City Council.
- Public transport options are available, speak to the campus Principal for further information.

### Windsor

- No on-site parking available.
- Disabled parking space available.
- Visitor car parking space for outside visitors/couriers.
- Public transport options are available, speak to the campus Principal for further information.

### Springwood

- Designated visitor car park and student drop-off / pick-up zone.
- Public transport options are available, speak to the campus Principal for further information.

## Student Drivers

Students who wish to drive to school and park their vehicle on the school property **must first seek approval** from the Principal. 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. Approved student drivers must only park in the parking space which has been allocated by the Principal.

## College Bus Service

Each campus has a bus that is used to transport students for excursions, camps, or other off-site activities. When required, a campus may also hire a bus or vehicle for student transportation.

## Travel Code of Conduct

Arethusa College students are expected to always behave respectfully and safely when travelling on public transport, College buses or vehicles. Students are responsible for:

- Ensuring they behave appropriately and make good choices.
- Acting safely and responsibly.
- Showing respect to drivers, other passengers and road users.
- Not distracting College bus or public transport drivers.
- Following 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 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 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](#).

### **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 Principal 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.

## **LEARNING AT ARETHUSA**

---

You will find that we do in fact, 'Do School Differently', and how students learn will be quite different to what they've experienced in past schooling.

### **TIMETABLES**

School hours are 9:00am to 3:00pm each day. Students will be given timetables by their campus.

### **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 into Junior School (Years 7 and 8), Middle School (Years 9 and 10) and Senior School (Years 11 and 12) and distinctive programs are offered in each of these.

### **Junior & Middle School Program**

The Junior and Middle School Program is developed and aligned to the Australian 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 other subjects such as Science, HASS, The Arts, Technologies, and HPE.

In addition to this core learning, students participate in a variety of clubs and projects. These vary between campuses and are developed 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.

### **SET Plans**

All Year 10 students are required to complete a Senior Education and Training (SET) plan. This will generally be conducted in Term 4 and the College encourages parents/carers to attend the SET plan meeting as well. The SET plan assists students in identifying their goals, employment and 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 and that this still aligns with their pathway goals. It is the responsibility of the parent/carer to keep up to date with their student's learning.

### **Senior School Program**

Senior students at all campuses have the opportunity to study Essential Maths and Essential English, which provide a foundation of Literacy and Numeracy. Successful completion of these registered subjects contributes points towards the student obtaining their Queensland Certificate of Education (QCE). Additional subjects are also offered to Senior students. For more information on these subjects, parents/carers are encouraged to contact the Principal at the campus that their student attends.

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 with the appropriate staff and be formalised through the development of a Set Plan.

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

## **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.

## **Clubs and Excursions**

Clubs and excursions are a compulsory part of the College program. These usually occur within the usual school hours of 9am to 3pm.

In the event an excursion needs to occur outside of the normal schedule for club activities, parents/carers will be notified of the details of the event (e.g., departure and return times). 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 Campus Principal.

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**

Class camps are an important part of a student's learning experiences and their personal development and may occur throughout the year. Camps and 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 Pathways staff 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.

## **CAREER GUIDANCE**

A qualified Career Counsellor is available to students by appointment. Please speak to your Campus Support Officer for assistance in arranging an appointment.

## **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 steppingstone they needed to get into the workforce). A school-based traineeship/apprenticeship opportunity can be achieved through work experience.

Work experience is a formal arrangement between Work Experience Providers, students, parents/carers and the Principal. 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 you'd like more information, please make an appointment with the VET/Transitions Co-Ordinator and/or the Principal.

Students are encouraged to find their own work experience placements - students, parents/carers should speak with a College employee or the Principal 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 Principal.

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.

## **VOCATIONAL EDUCATION & TRAINING (VET) PATHWAYS**

The Pathways Department supports students who have chosen to complete vocational qualifications or school-based traineeships and apprenticeships. The team provide students with guidance regarding VET pathways, liaise with industry to source traineeship and apprenticeship opportunities or work placement for students and complete administration related to these opportunities.

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>5</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 Principal. 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. Appointments can be made with the VET team by contacting BHUB 07 2000 0200. Please note - Arethusa College does not provide the School-based Apprenticeships or Traineeships.

---

<sup>5</sup> *Further Education and Training Act 2014* (Qld) s55.

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

### **Employment**

Under the Child Act, students are not able to engage in employment during school hours whilst at school. A school-based traineeship/apprenticeship is the only approvable employment. This allows students to focus on their education. Please talk to the Principal if your student is currently working during school hours.

### **HOMEWORK**

Student home learning is not compulsory and is at the discretion of the student and their family/guardians.

### **ASSESSMENT AND REPORTING**

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 parents/carers 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 another opportunity to undertake the assessment 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.

Students are assessed against the Australian Curriculum's 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, what they can do, and what learning experiences they participated 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 student's learning, please make an appointment to see their teacher.

## **GRADUATING YEAR 12 STUDENTS – COMPULSORY ATTENDANCE**

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

## **USE OF TECHNOLOGY**

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, 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.
- Leave the computer area/s tidy.
- Do not copy software or alter any of the settings on any computers or other digital resources.
- Do not eat or drink near computers or other digital resources.

When using the Internet, the student is expected to:

- Only access material which will help with the student's schoolwork and that has been approved by the teacher.
- Not access a site that is deemed inappropriate or offensive by the College.
- If a permitted site has material which seems inappropriate, offensive or may offend people, close 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 MULTI-MEDIA RESOURCES**

During 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 Principal to discuss this matter.

## STUDENT RESOURCE LEVY

---

Students who attend Arethusa College are required to pay a School Resource Levy. This is \$275 per term, equating to \$1,100 per year. The Sports and Adventure Academy have an additional \$200 levy per term.

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 received. Students will also not be permitted to attend camps, excursions or other College events if fees are not up to date or if a working payment plan is not in place.

**Please note:** If you would like to set up a direct debit for payment of the levy, the paperwork is available from the College office at each Campus or contact our Student Accounts department.

## HEALTH AND SAFETY

---

### STUDENT CODE OF CONDUCT

At Arethusa College we recognise that effective learning can only occur in a secure environment where the dignity, rights and responsibilities of others are known and respected, and where standards and rules are fairly and consistently applied.

This Student Code of Conduct sets out clear standards of behaviour that students are expected to abide by.

Managing the Student Code of Conduct is a shared responsibility between students, parents/carers and the College. All students and families have ready access to support offered by College teachers, staff and College Child Protection Contact Officers.

#### Arethusa College's Values

The Student Child Protection Code of Conduct is based on Arethusa College's values.

#### Rights and Responsibilities of Students

Students are expected to uphold the principles of Arethusa College.

They are:

- **Excellence** – in your schoolwork, extracurricular, sporting and other personal endeavours.
- **Respect** – for your teachers, parents, peers and other members of the College community.
- **Courtesy** – for everyone you interact with.
- **Pride** – in yourself, and the way you represent the College.

- **Personal Responsibility** – for your actions.
- **Integrity** – honesty and candour in all of your dealings.
- **Sensitivity** – avoid causing offence or hurt.
- **Tolerance** – for others, regardless of their background, age, race, gender, sexuality, religion or race.
- **Inclusion** – of all those who decide to come to Arethusa College, and of those in the community.

Students are expected to observe and uphold this statement of rights and responsibilities:

### **Students' Rights**

Students have the right to:

- reach their full learning potential in a safe and supportive environment.
- be safe.
- be treated with respect, courtesy and kindness.
- be an active part of and contribute positively to the community.
- be treated fairly and justly.
- have their human rights, and other legal rights respected.

### **Students' Responsibilities**

Students have the responsibility to:

- uphold the College's values in the way they conduct themselves at the College and in the community.
- follow the College's policies, procedures and the directions of teachers at all times.
- treat others with respect, courtesy and kindness.
- respect the human rights and legal rights of others.
- accept and consider the consequences of your actions.
- enable others to learn in a safe and supportive environment.

For more information, refer to [Bullying Prevention and Intervention](#) and [Harassment Policy \(Student Against Student\)](#).

### **Consequences for Breaching the Student Code of Conduct**

Students are also expected to abide by College rules and the policies of the College, as well as the directions of teachers.

A breach of the Student Code of Conduct, College rules or policy will be dealt with according to our relevant campus Principal.

### **Raising Concerns About Safety**

If a student has concerns about their safety, or the behaviour of others, it's important they tell a trusted adult. This could be a parent or carer, a trusted teacher or a College Child Protection Contact Officer.

The College provides all students with information about and encourages them to use multiple pathways to raise child safety concerns about or at the College, including concerns about the behaviour of other students. These include informal and formal ways, an anonymous way, and through external child advocacy or child safety organisations.

A child-friendly version of our Child Protection Complaints Management policy, which explains these different pathways, is available in our [Complaints Handling Guide](#). Our staff are committed to ensuring that all students feel empowered to speak up and be heard, will take all concerns raised by students seriously and ensure that the student receives ongoing support.

## SMOKING

Arethusa College does not condone the use of cigarettes for underage students; however, we recognise that a small number of our students do choose to smoke. The campus Principal works with each student and their guardians to remove any obstacles that prohibit students from attending school due to not being able to smoke at school.

- Cigarettes and lighters are handed in at the beginning of the day.
- Vaping and use of all other substances are banned on campus.

## 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 Principal who may assist them with seeking help through relevant agencies.

## ILLNESS AND MEDICATION

If your child is ill, it is advisable to keep them home to recover. Please notify the school of the child’s absence by contacting BHUB 07 2000 0200. 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 2 (two) 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.

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

We understand that 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 BHUB or relevant campus.

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.

Select 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 a policy that 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.

First Aid may be provided at school. In the cases of serious injury or illness, parents/carers will be requested to take students to a doctor or to hospital by ambulance if necessary. Where there is an emergency, the school will arrange for an ambulance to attend the scene, and if necessary, the ambulance will take the student to hospital.

## **WORKPLACE 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 can be requested by contacting the BHUB.

## **PERSONAL PROPERTY**

Students should not bring large sums of money or valuable items to school. 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 AND FOUND**

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.

## **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. The parent/carer of the student will be invoiced for the amount that it has cost the College to repair the damage.

There may also be times in which the College will need to notify police about the wilful damage.

## **OUT OF BOUNDS AREAS**

Each Arethusa College campus has areas that are deemed 'out of bounds'. 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.

## **STUDENT WELFARE AND SUPPORT**

---

### **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 Executive Principal along with the college Board of Directors will be responsible for managing and disclosing any information to the media about a critical incident, while the Principal 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>6</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.

#### **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 /

---

<sup>6</sup> *Working with Children (Risk Management and Screening) Act 2000* (Qld) s 171.

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>7</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 Principal 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.

### **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 Principal and in some cases, report it directly to child authorities.

### **What if I don't want the College employee to tell the Principal?**

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 Principal.

### **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.

---

<sup>7</sup> <https://www.csyw.qld.gov.au/child-family/protecting-children>

## **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 AND CYBERBULLYING**

Bullying is the repeated and intentional behaviour of causing fear, distress or harm towards another person that involves an imbalance of power. It can involve humiliation, domination, intimidation, victimisation and harassment. Cyberbullying is bullying that is done through the use of technology and can take place on social media, messaging platforms, gaming platforms and mobile phones.

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 Principal or another staff member immediately. Arethusa College's Anti-Bullying Policy is available, if you wish to have a copy, please contact BHUB.

## **HARRASSMENT**

Arethusa College is committed to providing a safe College learning and working environment that is based on mutual respect and is free from harassment. Harassment is not acceptable in any circumstances and will not be tolerated.

## **ASSAULT**

Arethusa College is committed to providing a safe environment free from assault for all our students, workers and visitors. Assault and all other forms of violence are unacceptable and will not be tolerated at Arethusa College.

## **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.

## **KEY STUDENT SUPPORT SERVICES**

Student well-being is a priority for Arethusa College, and we have Chaplains, Counsellors, Social Workers, Inclusive Education and Support Staff available as required.

## **ARETHUSA COLLEGE POLICIES**

---

Arethusa College policies are available from the Principal or by contacting BHUB.

Some of these policies include:

- Anti-Bullying Policy

- [Child Protection Policy](#)
- [Complaints Handling Policy](#)
- Disabilities Policy
- Drugs Policy
- Risk Management Policy
- Sexual Harassment Policy
- [Privacy Policy](#)
- [Student Code of Conduct](#)

## APPENDICES

### APPENDIX 1 – FREQUENTLY ASKED QUESTIONS - ATTENDANCE

#### 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 will request a medical certificate for students who have had absences from school for two or more days.

### **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.