

GENERAL HANDBOOK

2020

Strengthening partnerships at Great Lakes College
Through the core expectations of:
Respect, Responsibility and Personal Best

FORSTER CAMPUS

PRINCIPAL: Mrs Jennifer Miggins
PO Box 688
Cape Hawke Drive
FORSTER NSW 2428
T 02 6554 6062 F 02 6555 6904
E glcforster-hschool@det.nsw.edu.au
www.glcforster-h.schools.nsw.edu.au

SENIOR CAMPUS

PRINCIPAL: Ms Davina Bowen
PO Box 131
The Northern Parkway
TUNCURRY NSW 2428
T 02 6555 0555 F 02 6557 6511
E glcsenior-hschool@det.nsw.edu.au
www.glcsenior-h.schools.nsw.edu.au

TUNCURRY CAMPUS

PRINCIPAL: Ms Sally Chad
PO Box 140
The Northern Parkway
TUNCURRY NSW 2428
T 02 6555 0500 F 02 6557 6511
E glctuncurr-hschool@det.nsw.edu.au
www.glctuncurr-h.schools.nsw.edu.au

Contents

College Principal's Message.....	3
Great Lakes Learning Community Respect Charter	4
Core Expectations and Supporting Statements	5
Handbook Organisation	6
Administration	6
Assemblies	6
Bus Travel.....	6
Calendar	6
Canteen/Cafeteria.....	7
Change to Student Record Details	7
Communication.....	7
Computer Use and Internet Policy	7
Emergency Exit Procedure	7
Enrolment Forms	8
Excursions	8
Expected behaviours	9
Fees – Voluntary Contributions and Subject Fees.....	10
Financial Assistance	10
Footwear.....	10
Great Lakes Joint Education Campus	11
Illegal Substances.....	11
Illness and Accidents	11
Inter-Campus Visits	11
Library.....	11
Lost Property	12
Personal Electronic Devices	12
Newsletter.....	12
Parents & Citizens Association (P&C)	12
Parent/Teacher Meetings.....	13
Parking	13
Period Times.....	13
Personal Property	13
Prescribed Medications.....	14
Published Names and Photographs	14
School Photographs	14
Smoking.....	14
Student Leadership Teams.....	15
Suspension	15
Textbooks	16
Uniform/Dress Code	16
Visitors	17
Work Experience	17
Year Advisers	18
Tuncurry Campus Map (7-10, Senior & TAFE)	19
Tuncurry Campus Map	20
Forster Campus Map	21

College Principal's Message

Great Lakes College comprises of three campuses. These are: Forster Campus, a Year 7-10 campus catering for around 700 students; Tuncurry Campus, a Year 7-10 campus catering for around 540 students and Senior Campus, which caters for approximately 500 students in Years 11 and 12.

Each campus of Great Lakes College is a school in its own right, with its own Principal and discrete teaching and ancillary staffing. The partnership of the three campuses makes up the College, one of only twelve multi-campus colleges in the state, and enables it to enjoy the advantages offered by both small schools (Campus) and large schools (College).

The co-location of two College Campuses, as well as TAFE, on the Tuncurry site has necessitated a sharing of some resources and facilities, particularly the library, lecture theatre, canteen/cafeteria, gymnasium and performance areas. It has also involved a cooperative approach to policy implementation, curriculum development and site management.

Graeme Jennings
College Principal

Great Lakes Learning Community Respect Charter

Advice for Parents/Carers, Visitors and Volunteers

Staff in the Great Lakes Learning Community are committed to providing a safe learning environment that enhances the physical, educational and social/emotional development of our students for all children to be known, valued and cared for.

We also greatly value the contribution and involvement of community members who visit our schools, and we ensure that every member of our school community – students, staff, family members and volunteers feel safe and respected at all times.

Dignity and trust requires respectful behaviour from everyone in the workplace. NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

The Great Lakes Learning Community Schools' RESPECT CHARTER, expects that all its parents, carers, visitors and volunteers:

- treat all persons associated with the school with respect and courtesy;
- **understand offensive, aggressive and threatening behaviour will not be tolerated**
- sign in for a visitor's pass from the office if assisting in the school;
- make mutually convenient appointments to obtain an interview with school staff;
- allow staff to supervise, investigate and manage students without interference;
- discuss issues or concerns about the school, staff, other parents or students through the correct school procedures;
- follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.

Any person contravening this Charter is advised that the provisions of the *Inclosed Lands Protection Act (1901)* will be enacted.

<https://education.nsw.gov.au/legal/media/documents/legal-issues-bulletins/Bulletin-58-Intranet.pdf>

Your co-operation is sought and greatly appreciated, so that we all maintain a safe, respectful and happy learning environment for every student, staff, parent/carer visitor and volunteer in the Great Lakes Learning Community. We look forward to a positive working relationship. Community engagement maximizes how students connect, succeed and thrive.

Core Expectations and Supporting Statements

Core Expectations are commonly agreed and accepted qualities which affect what we do and say in Great Lakes College. They provide a firm foundation for:

- a) Improving learning;
- b) Building quality relationships; and
- c) Growing staff and student welfare.

The following three expectations and their supporting statements were developed as a result of an extensive collaborative process in 2018. These have been workshopped and will continue to be worked on as they are translated into programs and practices at each of the three campuses.

Respect

- ◆ Be polite and supportive of others.
- ◆ Treat others as you would like to be treated.
- ◆ Be polite and friendly in words, actions and manner.
- ◆ No bullying, no put-downs.
- ◆ Accept the rights of others to hold different views and opinions.

Responsibility

- ◆ Accept that actions have effects on ourselves and others.
- ◆ Make smart choices, accept consequences.
- ◆ Behave safely.
- ◆ Care for the well-being of each other and the GLC environment.
- ◆ Be accountable for your choices.

Personal Best

- ◆ Complete all tasks to the best of your ability.
- ◆ Have a go.
- ◆ Be the best you can be.
- ◆ Set achievable goals for your learning.
- ◆ Recognise and celebrate achievement.
- ◆ Hold high expectations for achievement.

Handbook Organisation

This handbook details general information about the College. The handbook does not contain information that is likely to change from year to year (e.g. term dates, staff lists) – these are issued on loose leaf sheets and replaced as necessary.

Administration

The Administration Office is open between the hours of 8.00 am and 4.00 pm each school day. Students can make payments to the cashier before school, at recess or at lunchtime only. Parents may make payments at any time during office hours.

The office at Tuncurry is shared by the ancillary staff of both campuses. There is a common front foyer for parents and visitors, but separate entrances and student counters for the 7-10 campus and senior campus.

Assemblies

Merit Assemblies are held every term. At these, positive student achievements are acknowledged, guest speakers are presented and special occasions celebrated. Campus assembly committees and the elected student leaders are responsible for assembly arrangements.

To assist with an orderly entrance to the assembly, staff are expected to escort their class or roll group (as appropriate, depending upon the timing of the assembly). During the assembly itself, all staff are expected to assist with supervision.

Bus Travel

All students who travel by bus need to follow the Department of Transport's "Code of Conduct". This covers safe travel, respecting the needs and comfort of others, damage to the bus and offensive behaviour. To ensure safe travel it is important that students do not distract the driver, throw articles in or out of the bus, fight, spit, use offensive language or allow any part of the body to protrude from the bus.

Misbehaviour may result in a student's bus pass being confiscated and an interim bus pass issued. During this time there is consultation between the student's parents, the school and the bus company. A sufficiently serious first offence, or a repeat offence, may result in the loss of the student's privilege to travel on the bus for up to a period of up to ten weeks or indefinitely.

Calendar

A calendar of forthcoming events is available on the college website. Events are also published regularly in the college newsletter, The Dolphin.

Canteen/Cafeteria

P&C-run canteens operate at each campus, with the one at Tuncurry also doubling as a cafeteria for TAFE and senior students. A large variety of hot and cold food and drink is available at very reasonable prices. Our canteen is pleased to support the NSW Healthy Canteen's Policy. For quicker and more efficient service, students and staff are encouraged to pre-order lunches.

While each canteen has a paid supervisor, it is staffed primarily through voluntary parental assistance. This enables the canteen to provide much needed financial support to the college.

Canteen volunteers are always very welcome, and those who can spare even as little as one morning per month should contact any campus for more details.

Change to Student Record Details

Any alteration necessary to the student's record file including change of address, home or work phone numbers or emergency contact details should be notified, in writing, to the Administration office staff.

Communication

Communication between school and home takes place on many levels and includes Facebook, emails, notes and notices sent home, the College newsletter, parent/teacher evenings, parent information sessions, College noticeboards, newspaper notices, telephone calls, letters, personal appointments, report cards, College diaries and the College website.

Parents who wish to make an appointment to discuss a matter with the principal, year adviser or any other member of staff should do so via a telephone call to the administration office.

Computer Use and Internet Policy

College computers that are available for student use, are made available for the sole purpose of school work and research. Students will be denied access to College computers if they deliberately access inappropriate internet sites, load or download inappropriate software or tamper with computer hardware.

Each student has a separate school account which is to be used for storage of school related work. The size of files is limited and is cleared on an annual basis. Student accounts are password protected and students are prohibited from sharing their passwords with other students.

Emergency Exit Procedure

The following are general guidelines only. It is important that procedures specific to each campus be consulted. Listed procedures and officers nominated to perform duties may be different in separate campus evacuation plans.

The Principal or his/her representative will indicate a state of emergency by the designated signal. The Principal or his/her representative will contact the emergency services. Staff will supervise the ordered leaving of all rooms. Students must follow the directions given by their

teacher and must not panic or run. Students should take their bags with them, but not collect books.

(A separate bell will be used to indicate a "lock down" where all staff and students are to remain where they are.)

All students and staff will move to the designated evacuation area (Command Centre) in roll groups.

Roll Teachers will collect rolls from the designated staff member (e.g. Head Teacher Administration) and return rolls to the same person who will prepare a list of students not accounted for.

The Principal/Deputy will take charge of the Command Centre area. *Wardens or nominated Head Teachers* will be responsible for both checking that their area, including toilets, has been cleared of all persons and securing store rooms and staff rooms. Teachers, before evacuating their rooms, should ensure that all windows are closed and that the door is closed on leaving the room

The Clinic Supervisor will be responsible for first aid and must ensure that a first aid kit is taken to the oval.

School Assistant Managers will be responsible for the securing of the Administration block and for the removal of computer software from the block.

The Librarians will be responsible for securing the Library and the removal of computer software.

The Principal or his/her representative will liaise with the emergency services on such matters as missing persons, hazardous areas, location of fire fighting equipment.

The Canteen Supervisors will be responsible for securing the canteen and evacuating all volunteer helpers.

The Deputy Principals in consultation with the Principal will liaise with the media and ensure that parents are informed of the situation.

Enrolment Forms

These forms should be completed and returned to the Administration office as soon as convenient. It is important that, where applicable, the signature of both parents appears and also an emergency contact. Enrolment is to the college and placement to a campus. Applications for variation in campus placement should be directed to the College Principal. Where such variation or other change of campus is approved, the College Principal will notify the campuses concerned in writing.

Excursions

Students attending a College excursion must have a permission note signed by their parent/caregiver. Notes should state the excursion destination, mode of transport, the cost, the

date, the reason for the excursion/general information, clothing required, other requirements (food money, books etc.) and the name/s of supervising teacher/s.

The use of private cars on excursions is not permitted unless permission is given by the campus Principal. Where this is the case the name of the driver must appear on the permission note and parents must be fully aware of transport arrangements. Drivers and vehicles must meet any conditions stipulated by the Department of Education and Communities for the use of private vehicles on excursions, including: drivers must be licensed and vehicles comprehensively insured, roadworthy and fully fitted with seat belts.

Money for excursions is collected, and receipts issued, through the cashier in the Administration office. All financial arrangements and payments by students must be completed one week prior to the excursion. Parents of students unable to attend an excursion because of financial need, should discuss their individual situation with the campus principal.

Whether or not refunds for excursions can be made depends upon the specific excursion and its associated costs. It must not be assumed that a refund will be given as all expenses must first be covered. Requests for refunds must be made to the teacher in charge of the excursion.

Expected behaviours

Courtesy and Respect For Others

- ◆ Show that you are actively listening by being quiet and looking at the speaker without fiddling
- ◆ Respect the opinions, space and property of others

Being safe/acting safe

- ◆ Listen, understand and follow instructions
- ◆ Think of your own and others' safety before you act

Strive for personal best in every lesson

- ◆ Come to class with all necessary equipment and homework completed
- ◆ Complete all class tasks to the best of your ability

Acceptable language at all times

- ◆ Speak in a manner that is polite and appropriate
- ◆ When speaking, think of, and show respect for others

Students accept responsibility for their actions

- ◆ I accept that there are consequences for my actions (positive and negative)
- ◆ I will accept the consequences for my own actions without argument

Fees – Voluntary Contributions and Subject Fees

Voluntary contributions are standard throughout the College. The rate of voluntary contribution and subject contributions for each campus are included in the supplementary handbook.

Voluntary contributions help supplement the global budget provided by the Department of Education and Communities to enable the school to function and they significantly enhance the resources made available to students. Examples from previous years include the purchase of sporting equipment, computing software, library and classroom resources, and improvements to playgrounds and sporting fields.

Subject contributions are compulsory and vary according to the elective subject chosen and practical projects included. In general, they apply to the subjects with a practical component to them, so that the contribution covers full or part supply of consumables. If the payment of subject contributions presents a burden, parents are invited to contact the campus Principal. Please note that non-payment of subject contributions may result in the student having to re-select electives.

Financial Assistance

With regard to necessary school costs, the College can provide some limited assistance to families of students in Years 7-10 who experience financial difficulty. The types of items that have attracted assistance in the past include school dress code items, some school excursions, subject fees and book packs or other materials.

To apply for Student Assistance, parents should either telephone or have their child collect an application form from the Administration Office, and complete details such as:

1. The reasons (not in detail) for the financial difficulties;
2. An itemised list of the items, fees, etc., for which assistance is required and the approximate cost of each item.

Each request is considered in the strictest confidence by the campus principal and/or the Student Assistance committee. Students aged 16 years or more should seek advice from the school counsellor as to appropriate government financial assistance, e.g. Youth Allowance, which might be available.

Footwear

Students must wear sturdy, fully enclosed, black shoes or sturdy, black, fully enclosed joggers. Thongs, canvas loafers, sandals, clog-style and scuff-style footwear are not permitted, as, under Work Health and Safety legislation, such footwear would represent a foreseeable risk of injury given the nature of school sites.

Legal requirements for appropriate footwear will override any objection students may have. Depending upon their age and the specific circumstances, students wearing inappropriate footwear may be required to return home to obtain enclosed footwear or their parents may be contacted to deliver appropriate footwear to them at school before they are allowed to attend lessons.

Students without appropriate footwear will not be permitted in some classrooms where a risk of safety exists e.g. Science labs, kitchens, workshops or art rooms; and will not be permitted on stage during formal assemblies.

Great Lakes Joint Education Campus

This is the name given to the Tuncurry site that houses Tuncurry Campus, Senior Campus and Great Lakes Campus of TAFE. As a shared resource, on-site agreements have been reached between the parties involved with regard to operations and site management.

Illegal Substances

Parents/Caregivers will be immediately contacted if students are suspected of being under the influence of, being in possession of, or dealing in, illegal substances at school. Suspension or expulsion from school may result, irrespective of any action taken by police, who will also be notified.

Illness and Accidents

The facilities of the clinic are available for the rendering of First Aid and the accommodation of pupils who cannot remain in class due to an accident or illness. Students who become ill are to report to their class teacher who will direct them with a note to the Administration office. If the illness is of a lasting nature, parents or guardians will be notified to take them home to care for them.

Students involved in an accident while at school should ensure that the closest teacher is told. An ambulance can be called if required. They will need to complete an accident report as soon as possible. These can be obtained from the Deputy Principal.

Students required to be on medication that must be taken during the day, should advise the Administration office so that arrangements can be made to keep the medication secure and available at the required times and in accordance with the Department of Education's and Communities guidelines for drug management.

Inter-Campus Visits

As it is one College, regular visits of students from campus to campus are made for academic, cultural or sporting reasons. To facilitate such visits, parents are asked to complete a general permission note allowing their children to travel under teacher supervision between campuses. This permission remains current for the student's tenure at the College, but can be withdrawn at any time. Parents who prefer not to give permission in this way, are asked to complete an excursion-type permission note every time their children are required to travel to another campus.

Library

The campus libraries are well equipped to provide resources for students and staff. In addition to fiction and non-fiction reading and resource materials, there are computers for student use, some photocopying facilities and seminar rooms for group study.

Through the provision of inter-campus loans, students have access to all available material at both sites. The library at Tuncurry is a shared resource between Tuncurry and Senior Campus.

A separate Learner Support Centre is attached to the library at Tuncurry. This is a specialist computer-equipped room, set up for TAFE and senior students, with out-of-hours access available.

Lost Property

Initial enquiries about lost property should be directed to the Administration office. Items that are found should also be taken there.

Personal Electronic Devices

Personal electronic devices include, but are not limited to, mobile phones, Mp3 players, iPods, air pods, portable computer games and laptops or similar. P.E.D.s have become very prevalent in the College and students need to be aware of the expectations that surround their use.

- ◆ P.E.D.s are not to be turned on during class unless with the express permission of the teacher of that class. They should not disrupt classroom lessons by ringing, beeping or having alarms going off on them.
- ◆ Inappropriate use of P.E.D.s will result in their confiscation and the enactment of the College discipline policy where necessary.
- ◆ Under no circumstances should any videoing of activities take place while at school without the consent of a member of the executive team.
- ◆ The College accepts no responsibility for any P.E.D. that is brought to school by a student.

If a P.E.D is confiscated for inappropriate use, it is questionable whether the student will be able to take the item (or a replacement/substitute) to school again. This will depend on the nature of the inappropriate use and will be at the discretion of the Deputy Principal. Parents and carers are reminded that the most appropriate way to contact a student at the school is through the office for all matters, especially if they are urgent.

Newsletter

The College newsletter is known as *The Dolphin*. It is published on the school website regularly throughout the year and contains information, important dates, news and reminders of interest to parents. A copy of it, as well as intended publication dates, is available on the Campus websites.

Parents & Citizens Association (P&C)

One P&C operates within the College. It focuses on school matters that are of most interest to parents and these include discussing and acting on important educational and administrative issues, providing equipment, improving the school environment and promoting the many and varied interests of the College and its community of staff and students. Through the canteens, the P&C provides needed and much appreciated additional revenue for the College.

P&C meets the first Wednesday of each month, at 6.30pm. The venue alternates between the Forster and Tuncurry libraries. All parents are very welcome to attend.

Parent/Teacher Meetings

Parent/Teacher meetings are an important part of the school's calendar. They are held throughout the year to enable parents and teachers to get to know each other and to share information about the development of particular students.

The meetings are held after school from approximately 3.30 p.m. to 6.30 p.m. in the designated campus venue. Parents are able to make an appointment using the Sentral Parent Portal or using the booking sheet issued to all students. In regards to the booking sheet, it is then the responsibility of the student to confer with the teacher to arrange a suitable interview time on behalf of the student's parents.

If no time slots are available or the time allocated is insufficient, parents are welcome to contact the school to arrange individual interviews with particular teachers.

All parents are encouraged to attend Parent/Teacher meetings to discuss their child's progress. It is often beneficial if the student also attends with the parent.

Parking

All parking on campus grounds is at the driver's own risk. Parking must be in designated areas only. All sign-posted speed limits and parking restrictions must be strictly adhered to.

Period Times

FORSTER CAMPUS		TUNCURRY CAMPUS	
Roll Call	8:51 – 9:10	Roll Call	8:40 – 9:00
Period 1	9:10 – 10:08	Period 1	9:00 – 10:00
Period 2	10:08 – 11:06	Period 2	10:00 – 11:00
Recess	11:06 – 11:36	Recess	11:00 – 11:30
Period 3	11:36 – 12:34	Period 3	11:30 – 12:30
Period 4	12:34 – 1:32	Period 4	12:30 – 1:30
Lunch 1	1:32 – 2:02	Lunch 1	1:30 – 2:00
Period 5	2:02 – 3:00	Period 5	2:00 – 3:00

- ◆ Period 1 class extension or meeting time for senior students.
- ◆ School hours are from 8.40 to 3pm. Bells operate at Forster Campus only.
- ◆ The school operates on a fortnightly timetable. Each term commences with Week 1.

Personal Property

All personal articles should be marked with the student's name. Every care should be taken to safeguard personal property. School bags should not be left unattended at any time, especially in

the playground during breaks. Lockers are available to senior students, through the Student Representative Council.

Valuables should not be brought to school. Where a large sum of money or valuable equipment has to be brought to school for a legitimate reason, it should be left at the Administration office. The campus will not take responsibility for valuable property lost or damaged at school if these safeguards are not followed.

Prescribed Medications

Any medical requirements for students must be negotiated with the School Administration Manager. In most cases, medication will be available from the School Administration Manager or the First Aid officer at the negotiated times.

Published Names and Photographs

Opportunities arise throughout the school year for the promotion of College activities through local and other media. When this happens, names and/or photographs of students are often involved. To facilitate this, parents are asked to complete a general permission note allowing their children's names/photographs to be published in the media or on the College website. This permission remains current for the student's tenure at the College, but can be withdrawn at any time. Parents who prefer not to give permission in this way, are asked to complete a permission note on each individual occasion that the name or photograph might be published.

School Photographs

School photographs are usually taken during first term by a private company. While the campuses will co-ordinate organisation on the day, they do not handle the orders or purchases.

In order for the photographs to be a true record of each year, all students, whether purchasing photographs or not, are expected to be in them. However, students not correctly attired in school uniform may be prevented from appearing in any whole year or class photographs taken.

Smoking

Smoking is prohibited on all Department of Education premises. This applies to everyone, including students, parents, teachers and visitors. In addition, smoking is inconsiderate and poses a health risk to the smoker and others. It is illegal to provide cigarettes to people under the age of 18.

For students found smoking, in possession of smoking products, or selling and supplying tobacco products on school premises, consequences may include parent notification. Students with addictive habits are advised to seek assistance as a long term health strategy.

Persistent disobedience in this matter may result in suspension from school. Similar consequences apply whether students are smoking on campus or on the way to or from the campus.

Student Leadership Teams

Student Leadership Teams operate in different ways at each of the campuses.

At Forster Campus the team is referred to as the Student Representative Council or SRC. Students can self-nominate for the SRC from Year 7 and regular attendees are rewarded as Badged Members. Badged Members can then qualify for nomination into the Leadership Team (Year 10). Nominees for the Leadership Team are elected by the student body and staff. Positions include Captains, Vice Captains and Prefects.

The Leadership Team attend roll call together and use this time for planning and decision making.

The SRC meet weekly at recess or lunch breaks with the Leadership Team and regular attendance is required for members to be 'badged'.

Decisions made by the SRC must be ratified by the Campus Principal. Staff members are appointed for each campus SRC, and are responsible for working with students to organise meetings, events and leadership opportunities.

At Tuncurry Campus the team is referred to as Students Representative Council or SRC. The members of the SRC are elected by the student body. The Prefects, Vice-Captains and Captains are elected by vote from the students and staff. It has representation of each year group with 6 from Year 8, 6 from Year 9 and 10 from Year 10.

The Captains, Vice-Captains and Prefects are all Year 10 students at both of these campuses. Both leadership teams operate in the same way by providing a forum for discussion of matters relating to the organisation and running of the School. Both teams work cooperatively with the College P&C as well and take on funding support activities for projects beyond the College.

Membership of the SRC at Senior Campus is more open. It arises from students becoming involved school or community activities.

The meeting format varies between the campuses but adopts a more formal approach when a combined College SRC meeting happens.

Suspension

The Department of Education provides specific guidelines for the use of suspension as a strategy in student management.

Suspension may be imposed by the principal where it is deemed appropriate.

It is a policy of Department of Education that suspension will be applied automatically in situations involving weapons, serious violence, illegal drugs or alcohol use or possession, and deliberate damage to school property. The Police will also be involved in these situations because the law may have been broken.

Suspension highlights the seriousness of the breach of school policies and is seen as a consequence to allow for time out; an opportunity to develop fuller management programs by

and for the student, an opportunity to involve outside agencies, and to provide a formal opportunity to resolve the matter in partnership with parents, guardians or care givers.

Textbooks

These are purchased from funds raised by the general school contribution and a NSW government grant paid to schools. Textbooks are issued to students on loan and they remain the property of each campus. All textbooks should be cared for in a responsible manner. In the event of a textbook being lost or unduly damaged, students will be required to pay for a comparable replacement.

Uniform/Dress Code

All students are expected to wear school uniform at school and on school excursions. Parents will be informed of consistent or serious breaches of the dress code. Students may also be asked to return home to change into the required clothing (seniors) or parents asked to bring the required clothing to school (7-10). Parents will be informed about uniform infringements on a regular basis via letter. This information will also be reported on semester reports/monitoring letters.

The wearing of identifiable uniform and colours also represents an important child protection requirement, especially on the Tuncurry site which is shared between two school campuses and TAFE. *The legal obligation to protect all users of the campus site will override any objection to the wearing of uniform.*

Students are expected to maintain a high standard of personal hygiene and neatness. Clothing and accessories should be clean, safe, modest and in reasonable condition. Most items of uniform are available through our preferred suppliers: Mystic Soul Forster; Jungle Surf, Tuncurry and Lowes Manhattan, Stockland Mall. In addition, a clothing pool operates via the administration office. The school community has decided the college uniform/dress code as follows:

Years 7-10

Girls

Skirts Tartan - straight
 Skirts Tartan - pleated
 Shirts Sky Blue Polo
 Shirts Sky Blue Dress shirt
 Shorts Navy mid-thigh dress shorts
 Jumper Blue V Neck
 Jumper Blue Hooded
 Jacket Navy all weather
 Pants Navy Blue or track pants

PDHPE/Sport

Shirt Red Polo
 Shorts Black LWR, COVO

Boys

Shorts Grey
 Shirts Sky Blue Polo
 Jumper Blue V Neck
 Jumper Blue Hooded
 Jacket Navy all-weather
 Pants Long Grey or track pants

PDHPE/Sport

Shirt Red Polo
 Shorts Black LWR, COVO

Seniors

Girls

Skirts Plain Black
 Shorts Mid Length Navy
 Pants Navy Blue
 Shirts White Knit or Dress Shirt
 Jumper Red V-Neck

Boys

Shorts Grey
 Trousers Grey
 Shirt White Knit or Dress Shirt
 Jumper Red V Neck

ALL

Shoes Sturdy, fully enclosed, black shoes or sturdy, black, fully enclosed joggers

Socks Short white

Tie Red & white striped College tie to be worn with dress shirt on special occasions

Blazer Navy

Logo For shirts, jumpers, blazers – GLC logo acceptable

Stocks of school blazers and ties are available for students to borrow for use on formal occasions.

Jeans, open shoes (sandals, thongs, canvas loafers etc.) and shirts without collars are not part of the College dress code.

Jewellery –large earrings/bangles and chains represent WH&S issues for school activities and, as such, the wearing of these items whilst at school is prohibited. Students wearing these items will have them confiscated and they can be collected at the end of the day.

Visitors

All visitors to a campus must report to the Administration office. Each visitor will be allocated a visitor's pass which should be clearly displayed at all times during the visit.

Work Experience

Work experience is available to students from Year 10 or other selected groups of students who may be involved in specific programs.

Students are able to choose up to two job stations throughout the year. Students are encouraged to attend one job station at a time to minimise their absence from school. The second placement is to be arranged at after their formal exams in Term 4. . All formal paperwork must be signed, completed and returned to the careers adviser at least five school days in advance.

Work experience on a flexible basis allows students to organise job stations with employers/businesses at a convenient time, enabling them to gain maximum opportunities and experience.

A flexible approach also allows the student and family to coordinate accommodation and transport for those students leaving the local area. Students are also able to arrange their job station around personal assessment tasks, examinations, specific interest groups relating to sport, music, drama etc. Students and employers are able to postpone the week if problems such as bad weather, sickness or injury arise.

At various times throughout the year, special purpose programs are run with specific groups of students. Work experience is often an important part of those programs.

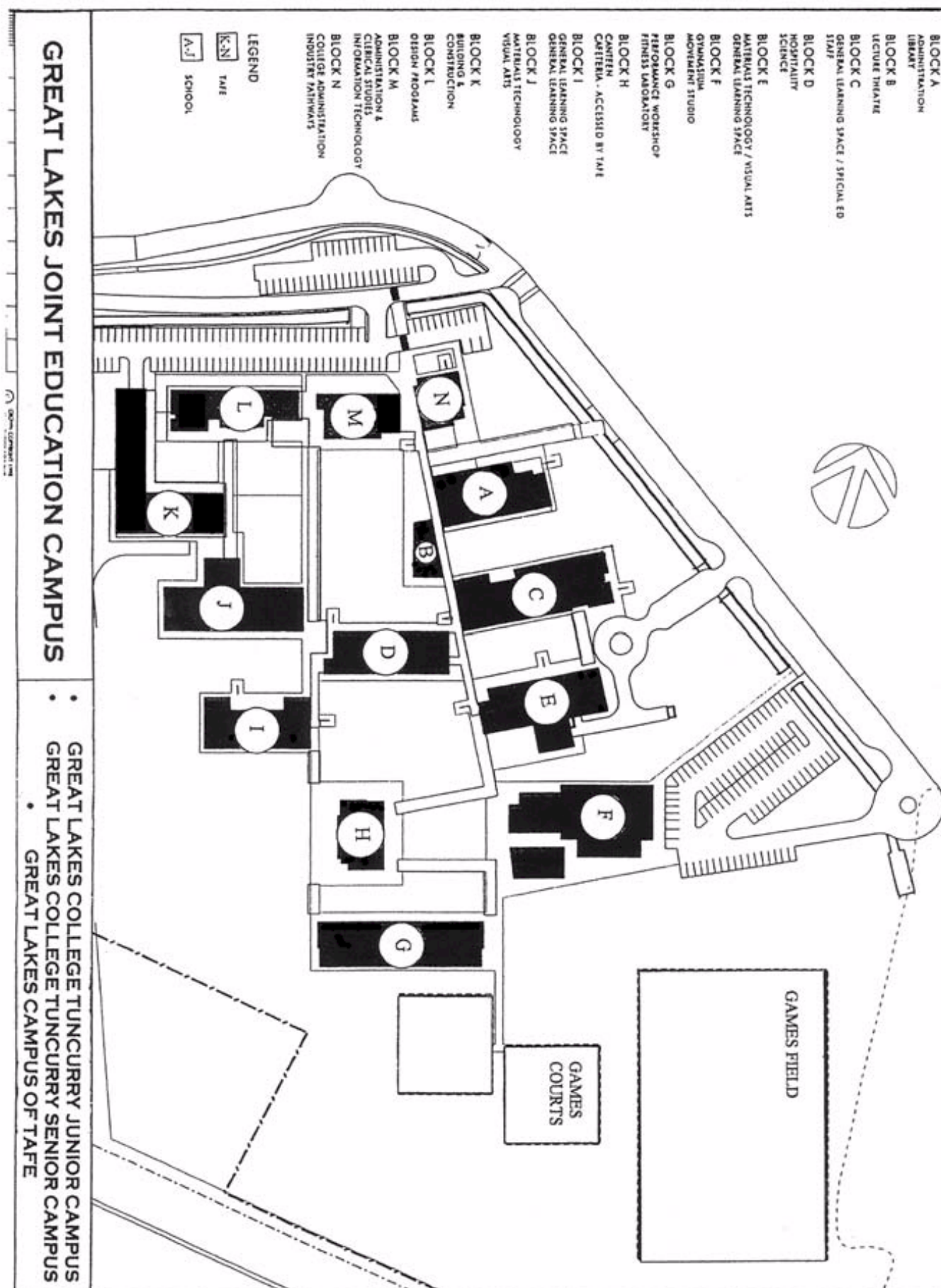
Work Placement is for students undertaking vocational courses where specific skill competencies are actually taught, developed and assessed at the work site. Individual vocational teachers will organise their groups but an overall coordinated approach will be maintained. Specific Vocational Education Training Accreditation Board (VETAB) requirements must be met to ensure the student gains National Credentials.

All programs incorporating Work Experience and Work Placement requirements must be coordinated through the careers advisers. This is to ensure both consistency and maximum employer participation as opposed to employer overuse.

Year Advisers

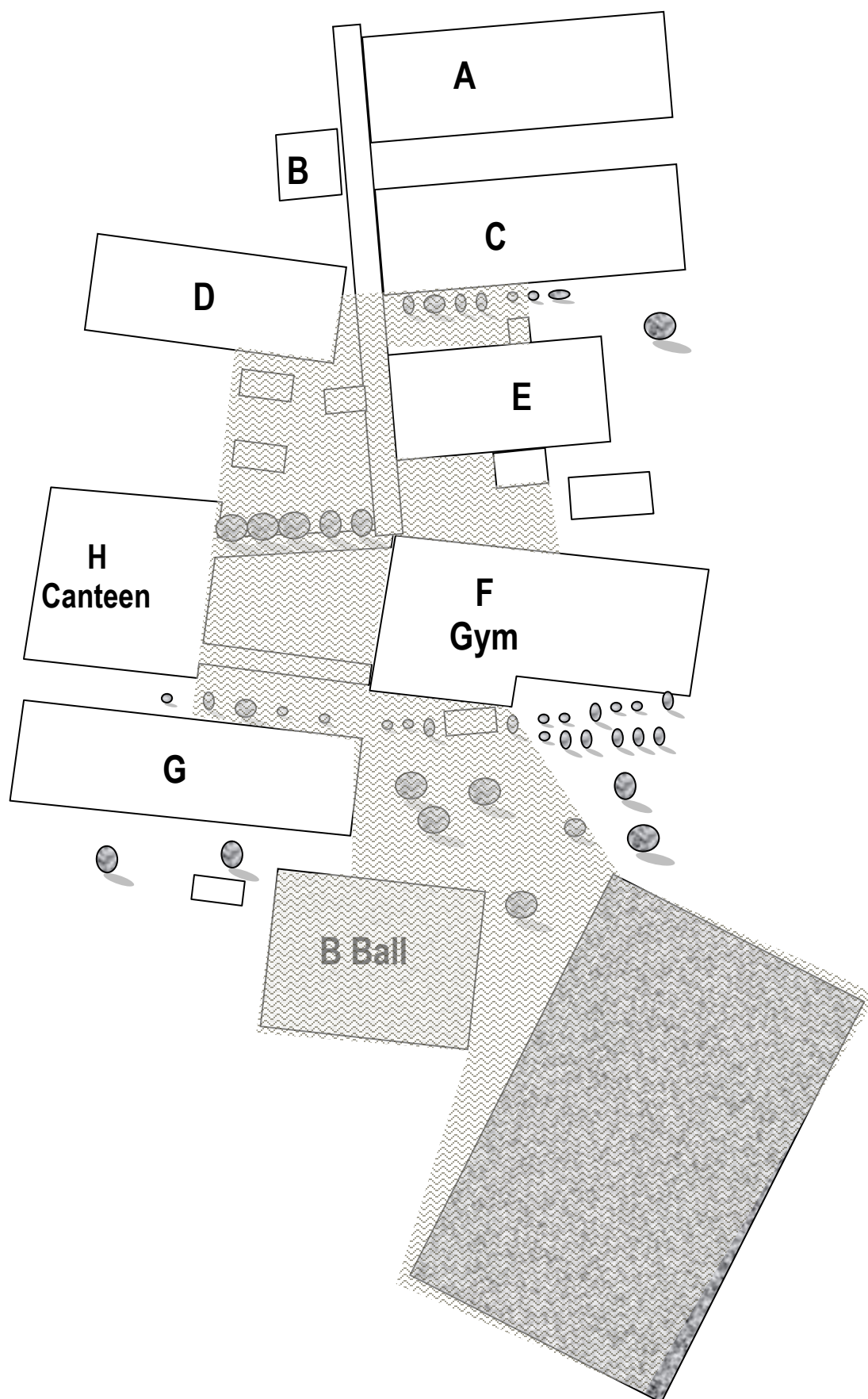
Teachers who volunteer to act as official mentors to a particular student year are referred to as 'Year Advisers'. As much as possible, student advisers remain with their chosen cohort for the entire two years (seniors) or four years (7-10) that those students spend on a campus. Often two teachers work as a team to look after a student year. Year Advisers have a particularly important role in student welfare and they should often be the first point of contact by parents with regard to issues that might arise.

Tuncurry Campus Map (7-10, Senior & TAFE)



Tuncurry Campus Map

All shaded areas are in bounds for students during breaks.



Forster Campus Map

