



Est 1994

# West Moreton Anglican College

Ipswich Queensland

## 2016

# Senior School Parent Handbook



## Letter from the Principal

I commend this Handbook to parents of Senior School students at WestMAC. It attempts to succinctly provide the information that we believe parents need to assist and support their son or daughter in the Senior School. It aims to facilitate us being able to work together to provide the best possible experience of senior schooling for our students.

At WestMAC we recognize that students in the Senior School are emerging adults. They can range in age from 14 to 18 years or over and require a graduated environment that reflects and respects their growing maturity. This Handbook represents the policies, information and procedures that provide a basis for this.

It is our aim to have our Senior School students graduate at the end of Year 12 as well-rounded young men and women who are confident, poised, and fully prepared for the challenges and demands associated with living productive and fulfilled lives as they enter their adult years.

We look forward to working with you on this journey.

**Geoff McLay**  
**PRINCIPAL**



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## General Information

### The Senior School at West Moreton Anglican College

#### Introduction

Welcome to the Senior School at West Moreton Anglican College. West Moreton Anglican College is a dynamic, independent, coeducational school, offering Preparatory to Year 12 for students. A Kindergarten (C & K) is also located on the campus.

West Moreton Anglican College is a College built on the foundations of a much older Anglican School formerly located in Ipswich, St Paul's Day School.

At its foundation, the school was to provide a holistic and integrated philosophy of education based on a Christian way of life and in accordance with the principles and traditions of the Anglican Church of Australia.

The aim of the College, recorded in the first prospectus, was to develop "balanced, fully rounded and motivated individuals who can reach their maximum potential intellectually, socially, culturally, physically and emotionally. West Moreton Anglican College remains true to this aim to the present day. Hence, the College's mission statement "In pursuit of individual excellence".

#### Senior School Philosophy

The Senior School at West Moreton Anglican College upholds the College Mission Statement "In Pursuit of Individual Excellence". This is achieved by providing an environment which promotes an holistic education empowering students with an understanding of themselves, the knowledge to make informed choices about their future and the realisation of their potential.

Our Senior School Philosophy has as its foundation our College motto: *Faith, Knowledge, Service*. Moreover, the philosophy is premised on the 'Desired Attributes of a Graduating WestMAC Student.' With input from students, staff and parents, the desired attributes were determined to be:

- Confidence
- Resilience
- Good work ethic/ team player
- Resourcefulness
- Respect
- Responsibility
- Honesty and Integrity
- Effective communication
- Compassion
- Spiritual Awareness
- Knowledge of healthy living

In addition to the above, the Senior School promotes excellence in a variety of pathways for our students.

Years 10, 11 and 12 represent the final chapter of a student's schooling experience. As a culminating phase of secondary education, we seek to develop increasing levels of independence in our young people. The Senior School encourages students to develop greater skills in being independent learners, having greater self-direction and being able to work co-operatively in different teams.



The College recognises students are considering their future options. The experiences provided through a variety of programs are designed to develop the above key characteristics desired in a WestMAC graduate. The senior years of school represent an exciting time in the lives of our young people in terms of their intellectual growth and their personal development.

The importance of the family for the success of a student in the senior years cannot be overestimated. The Senior School at West Moreton Anglican College desires that teachers and parents should work together to guide the students to achieve success in their chosen pathway.

All members of the WestMAC community are committed to the promotion of an holistic education in all aspects of senior schooling including, but not limited to, our curriculum, student wellbeing, career and vocational education, student leadership, physical learning spaces, outdoor education and extra-curricular activities.

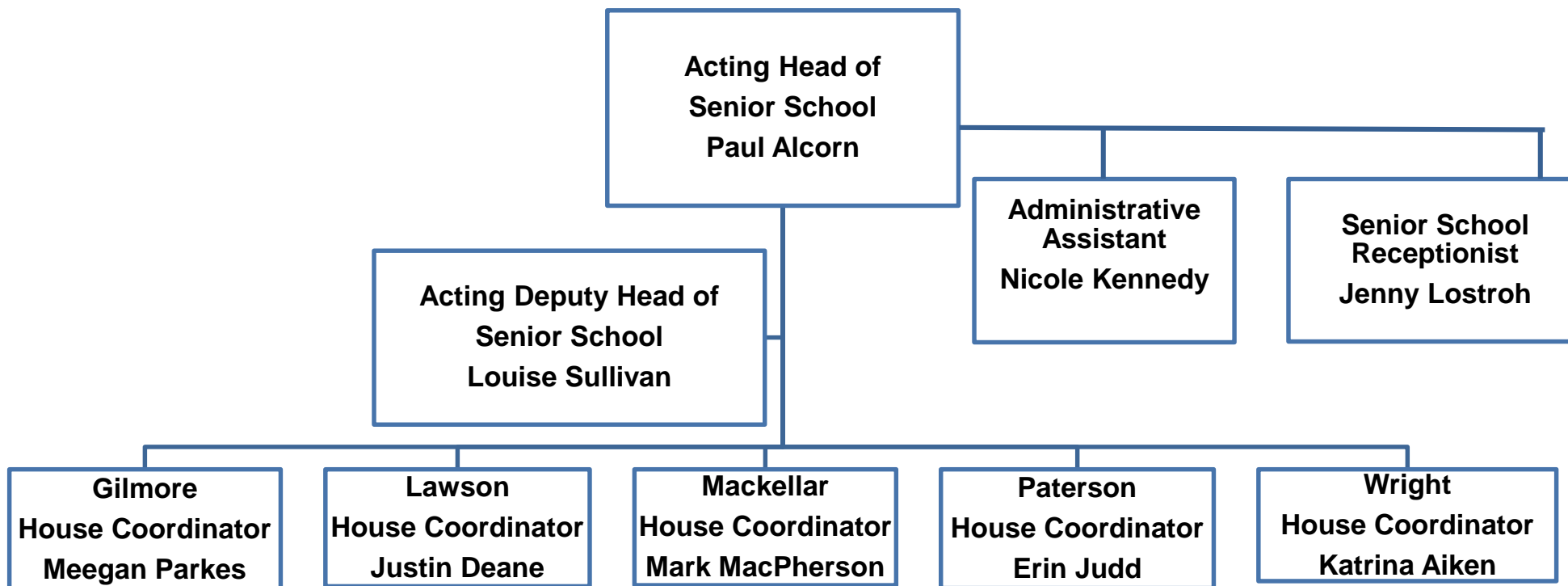
## **Structure and Organisation**

Pastoral Care and academic structures have been established to provide a sound system of support, guidance and supervision of students.

The Senior School encompasses Years 10, 11 and 12. The Head of Senior School supervises all aspects of student progress and works closely with the Director of Curriculum, Deputy Head of Senior School, Heads of Department, Senior School House Coordinators and Teaching staff.

In Years 10 to 12, the academic program is organised into Department Areas and each is under the control of a Head of Department. The Department Areas are overseen by the Director of Curriculum.

Each student in the Senior School is assigned to a House. A House Coordinator oversees all students within a House.





# Pastoral Care System

## Overview

The organisation of the College is based on the belief that to ensure the “total” development of each student, the most effective system is one that focuses on Pastoral Care. All aspects of a student’s development, physical, emotional, spiritual, social and intellectual are all inter-related and inter-dependent.

## The Respect and Responsibility Program

The College’s approach to student management is based upon the right of the individual to be treated with respect. There are three key elements in this approach:

- All participants in the process have rights
- All participants work within negotiated rules
- All participants adopt a set of responsibilities that lead toward self control and personal accountability

Out of these elements the Respect and Responsibility Program (R and R) has been developed. As per the name of the program, there are two main tenets.

The tenet of respect includes:

- Respecting the right of every individual to feel safe
- Respecting the right of every individual to learn
- Students respecting themselves by giving their best in academic, sporting and cultural pursuits
- Respecting the rules that are negotiated within the College environment
- Respecting the physical and natural environment

The second tenet of the program is for students to take responsibility for their actions and to develop an understanding of having a responsibility towards others and the College community. This includes:

- Accepting responsibility for actions which may cause hurt to others and seeking to make amends when necessary
- Taking responsibility for being actively involved in learning activities
- Being responsible and reliable in relation to meeting commitments and being a positive team member
- Being supportive of College activities

There are five “Respect and Responsibility” levels which operate in the Senior School: Gold, Silver, White, Orange and Check level. Gold, Silver and White levels are acceptable levels whilst students displaying inappropriate behaviour are placed on either Orange or Check Level.

Students entering the Senior School from the Middle School remain on their last level of behaviour. In week four of the first term, all Year 10 students are reviewed for their suitability of staying on that level based on the Senior School criteria.

Students who move to Silver and Gold levels are eligible for rewards. For example, there may be extra excursions, BBQ’s or other special events for students on these levels. Students on Silver or Gold Level are also eligible to apply for leadership positions for Year 12.



The Senior School Pastoral Care staff meet twice per term to discuss possible upward movements to Silver or Gold level. This occurs once eligible students have provided their House Coordinator with a completed nomination form and other supporting documentation. The names of students who are proposed for upward movement by the Pastoral Care Team are put forward to the general teaching staff for consideration. Parents are advised of any upward or downward movement of a student's level in writing. Students on Orange or Check Level are closely monitored by classroom teachers and House Coordinators. For both these levels, there is generally a consequence imposed and there is usually, but not always, an associated period of lunchtime detention.

### **Anti-bullying Policy**

Given that the above program is based on the tenets of Respect and Responsibility, the College is opposed to all forms of bullying (including cyber bullying) and is determined to provide each student with a safe, happy and secure environment where each student can take advantage of all of the educational opportunities offered.

There are a number of different forms of bullying and some examples can be located in the College Diary.

The College, in recognising the rights of all individuals, will consider practices of restorative justice for minor and first infringements. However, it should be noted that ongoing or serious cases of bullying will see consequences imposed including detentions, suspensions and, for extreme cases, termination of enrolment.

The College conducts a bullying survey with its students annually.

### **Sexual Harassment Policy**

Similarly, the College has a very clear Sexual Harassment Policy. A summary of this policy, along with examples of behaviour that constitute sexual harassment can be found in the diary. Again, in recognising the rights of all individuals, the College will consider practices of restorative justice for minor and first infringements. However, it should be noted that ongoing or serious cases of sexual harassment will see consequences imposed including detentions, suspensions and, for extreme cases, termination of enrolment.

### **Senior School Service Program**

#### **Faith, Knowledge, Service**

West Moreton Anglican College recognises the importance of serving others as part of the education of our young people. Community service allows our students to consider:

How do we live in relation to others?

How can I contribute to the community?

How can I help others?

To this end, the Senior School at WestMAC has introduced a compulsory minimum service requirement.

Year 10 and 11 students are required to complete a minimum of seven hours of community service each semester. Year 12 students fulfil their service commitments through their involvement in leading the various social justice initiatives within the College.

Please note, that this minimum requirement of service would be needed for maintenance of White, Silver and Gold Levels of the Respect and Responsibility Program in the Senior School.



## The House System

All students at West Moreton Anglican College are placed in one of the five Houses for the duration of their schooling. The Houses provide a structure through which effective pastoral care and administration of students can be achieved throughout the Junior, Middle and Senior School years.

Students also have the opportunity to support their House by participating in a wide range of scheduled Interhouse activities throughout each year of their enrolment. Major competitions are held once per term and are organised by either the Head of Sport or the Head/Deputy Head of School. To encourage house spirit, a House Spirit Trophy is awarded to the House which is deemed to show the most house spirit during major competitions. This is determined by the Head and Deputy Head of School. Minor competitions are also held throughout the year.

Each of the Houses (named after an Australian poet) is administered in Middle and Senior Schools by a House Coordinator. House Coordinators are in turn assisted by House Tutors (Middle and Senior Schools) and class teachers (Junior School).

Students are placed into a House based on siblings or number of students in each House at each year level.

**Gilmore**

*(Purple)*



**Lawson**

*(Blue)*



**Mackellar**

*(Green)*



**Paterson**

*(Yellow)*



**Wright**

*(Red)*



## Pastoral Counselling

Pastoral counselling is available to all members of the school community. The Counsellors aim to support those students within the scope of their expertise and seek to refer on cases where Medical or Specialist involvement is considered most appropriate. The Counsellors may work with an individual student or contribute as part of a support team, which may involve Heads of School, House and relevant teachers. Counsellors are available to provide parents who may have concerns for their child, with support.

Students in the Senior School have access to the Counsellors by several means. **A child is able to self-refer to a Counsellor once they have turned 12 years of age** and may do so either through their Tutor, or by making an appointment directly with the Counsellor. Heads and Deputy Heads, House Coordinators and parents are also able to refer students. If under these circumstances a student does not wish to accept counselling assistance, they will be offered the opportunity to see another Counsellor, or the person referring will be advised that the student did not wish to participate. Again, in some circumstances it may be the recommendation of the School Counsellor that specialist or medical assistance is sought by the parents for the student. The School Counsellors may continue to support the student within the school and may work with their outside agency in a collaborative way to assist the student.

## Chapel and RAVE

The College follows Christian values and beliefs within the Anglican tradition. We affirm the Anglican Ethos which affirms that Anglican Schools are characterised by their Christian faith, tolerance and respect for difference, a high respect for intellectual endeavour, celebrate achievements in the Mother Church, are committed to tradition, dignity and renewal in worship and in school life and have a strong sense of social responsibility.



As an Anglican school, all students are expected to attend a weekly Chapel service. We do have Holy Communion Services each term and whilst students are not expected to receive Holy Communion, they are required to attend and participate in these Services. Students are required to respect the traditions of Anglicanism observed within the services.

In addition to this, each student is required to attend a weekly lesson of Religious and Values Education (RAVE). This program examines the Christian faith and spirituality, its stories, core beliefs and values, as well as engaging in some study of other faith traditions and belief systems with a purpose of providing students with a grounding in decision making for life.

## International Students Program

West Moreton Anglican College appreciates that we live in a global community. For this reason we value the inclusion of an International Students Program as part of our offering.

This program provides students with exposures to different cultures and hence, ways of thinking; an enhanced language program; the opportunity to visit sister-schools overseas and the development of global relationships.

International students may study courses of:

- ELICOS (English Language Training) – a preparation program for entry into mainstream subjects
- Mainstream subjects
- An Integrated Program including elements of the two dot points above

West Moreton Anglican College also provides students with the opportunity, to participate in exchange visits with sister-schools in Japan, Hong Kong and China. Study Tour groups from West Moreton Anglican College students are also available to Hong Kong, Japan and China.

West Moreton Anglican College accepts students on exchange and also study tours from abroad and short term programs.

International students enrolled at the College live with Homestay families in the local community.

## Student Leadership in the Senior School

### General

As part of the leadership opportunities at the College, students in Years 5, 8 and 11 **who are of a Silver or Gold level** can apply for a leadership position. Gold level must be obtained in order to apply for the College Captain position. Each position has its own specific responsibilities, however, they share the general responsibilities outlined below.

#### A Captain will:

- Lead by example in such matters as dress, behaviour, courtesy, manners and industry, and encourage all other students to observe the standards indicated by the College as being acceptable.
- Actively encourage and support students in their Sub-School to assume responsibility for organising and overseeing relevant Sub-School activities.
- Attend all College and House functions, as nominated by the Principal, Deputy Principal or Head of School.
- Meet regularly with the Head of School or Deputy Head of School or House Coordinator to discuss matters relating to student leadership, special events and routines.
- In conjunction with other Captains, lead the student body.



- Liaise, when necessary, between various groups in the College community in order to enhance communication and community spirit.
- Present and accept, on behalf of the College, any gifts arising out of formal occasions for their area of responsibility.
- Assist in the preparation of a report to be published in the College magazine.
- Liaise with College staff on matters relating to activities for which the Captain is responsible.
- Endeavour, in all that he/she does, to enhance the reputation of West Moreton Anglican College.

## Tenure

All leadership positions are held for a period of twelve months. Students who undertake a leadership position within the College must at all times uphold all College expectations. Failure to do so may result in the student losing their Leader's badge and position permanently. In such situations the Head of School will liaise with the Principal.

## Variety of Positions

Specific job descriptions and nomination forms are available for a wide variety of positions in the Senior School. These include:

- College Captain
- College Chapel Captain
- House Captain
- College Sports Captain
- College Music Captain
- Senior School Academic Captain
- Senior School Cultural Attachés
- Senior School Attaché to the Junior School

## Specialist Area Captains

In 2012, the College introduced another group of leadership positions – Specialist Area Captains. Students are required to be on Silver or Gold Level of the Respect and Responsibility Program to hold one of these positions. For 2016, the positions available include:

- Swimming TAS Captain
- Cross Country TAS Captain
- Athletics TAS Captain
- Captains for individual TAS Sports
- Dance Captain
- Debating/ Public Speaking Captain
- Student Wellbeing Captain
- Environmental Captain

Please note the tenure of these leadership positions holds for the period of time the activity runs.

## Role of Year 12 Students

All Year 12 students hold very special responsibilities in terms of being the student leaders for all students in the College. Year 12 students are expected to assist teaching staff in maintaining College Policies and Procedures.

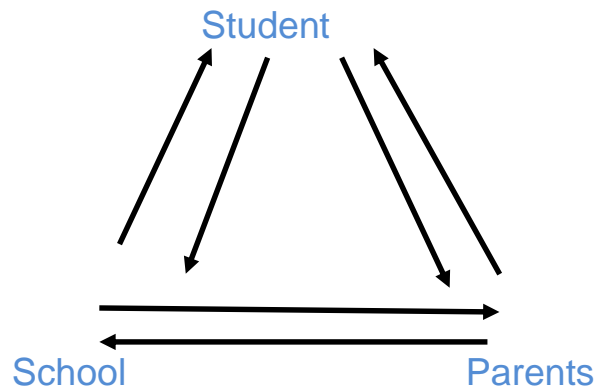
Year 12 students are required, through personal example, to act as positive role models for younger members of their school, and to use their influence as leaders to guide and counsel students where necessary.



## Students and the Senior School

### School/Home Relationships

At West Moreton Anglican College we recognise the necessity of close cooperation between the home and school to ensure the best possible educational opportunities are achieved by students. This relationship is best described as a “Triangle of Success” where input from each stakeholder is vital.



Hence, whilst communication between all three parties is important, values espoused by the College and home school should also be in harmony, and that parents are seen to support the school in maintaining the reasonable standards of behaviour and performance expected.

### Child Protection Policy

Every child has the right to protection from harm. Staff who become aware of, or suspect, severe and serious harm to children are required to report this to the Principal. Such serious harm includes incidents of:

- Sexual abuse and/or exploitation
- Physical abuse
- Emotional abuse
- Neglect

The Principal has an obligation to thoroughly and sensitively investigate such reports, monitor the progress of any investigation and, if necessary, make reports to the Department of Child Safety or Police.

West Moreton Anglican College students are expected to show respect to our staff and volunteers and to comply with safe practices.

Students are able to report “harm” to any member of the College Staff. However, the Senior School has two staff who are designated to have the specific role of Student Safety Officers.

**Mr Paul Alcorn** (Acting Head of Senior School) **07 3813 4560**

**Mrs Louise Sullivan** (Acting Deputy Head of Senior School) **07 3813 4535**

Please note the College has a comprehensive Child Protection Policy which adheres to all legislative requirements. This is available on the College Website.

### Uniform

The College requires all students to travel to and from school in full school uniform. The only exception to this is in the case of before and after school practices. In these instances, students must arrive at and leave the College in a full sport or school uniform. The full formal College uniform is required at all public functions, unless otherwise stated by the Principal, Deputy Principal or Head of School.



Blazers are compulsory for students in the Senior School during Term Two and Three and may be required at College services/assemblies or public engagements as directed by the Head of School, Deputy Principal or Principal. Boys are to wear ties during Term Two and Three and when blazers are worn on other special occasions. Top buttons are to be done up when the tie is worn. Shoes must be polished and boys socks must be worn up at all times; girl's ankle socks must be folded down.

An appropriate College hat is to be worn at all times by students when in the sun, in transit from one section of the school to the other and on other occasions as directed.

## Jewellery

Jewellery is restricted for boys and girls to the following:

- A watch
- Religious neck chain worn inside the collar (not visible)
- One pair of plain spherical gold or silver studs no larger than 4mm in diameter (there must only be one earring in each ear lobe)

The piercing of body parts that may be seen (e.g. tongue, nose, eyebrows) is unacceptable. A piercing covered by tape or with clear posts is also unacceptable.

## Make-up

Only clear protective nail polish is permitted.

The wearing of make-up (including mascara and tinted lashes) is not permitted.

## Hair

The College has a conservative hair policy and families must feel comfortable with this prior to enrolment. A student's hair must not draw undue attention to the wearer. The Head of School will determine what draws "undue attention".

- Hairstyles for boys and girls must be conservative – punk styles, undercuts, spikes, wedges or any other unusual lines or shapes cut into the hair are unacceptable.
- Fringes should clear the eyebrows and hair must be worn above the collar.
- Boys' haircuts should be short, without being excessively so (i.e. less than a three blade), and graded evenly from the collar.
- Boys must also be clean shaven.
- Girls with hair that touches the collar must wear their hair fully tied back or up, and tidy around the face.
- Head bands, ribbons, hair ties, elastic bands and plain hair clips are to be a single school colour – rust or navy blue.

Additional points that may help clarify the College's expectations:

- Hair products will most likely draw undue attention
- Hair that has an unwashed appearance will draw undue attention
- Unnatural colour will in most cases draw undue attention. Experiments in hair colour that go wrong are the family's responsibility to fix.

The Head of Senior School has the authority to externally suspend a student, if their hair draws undue attention, until the matter is resolved.

## Uniform Shop

The College operates a Uniform Shop for the sale of new and second-hand items. The Uniform Shop is open Monday, Wednesday and Friday during term time.



## Communication

College staff value communication with parents. Communication can occur via a number of mechanisms.

- Notes in the College Diary
- Email
- Phone
- Letters
- Pre-arranged Meetings

### Key Senior School Staff can be contacted by:

<b>Acting Head of Senior School</b>	<b>Mr Paul Alcorn</b> <a href="mailto:palcorn@wmac.com.au">palcorn@wmac.com.au</a>	<b>38134560</b>
<b>Acting Deputy Head of Senior School</b>	<b>Mrs Louise Sullivan</b> <a href="mailto:lsullivan@wmac.com.au">lsullivan@wmac.com.au</a>	<b>3813 4535</b>
<b>Director of Curriculum</b>	<b>Ms Sue Stewart</b> <a href="mailto:ssewart@wmac.com.au">sstewart@wmac.com.au</a>	<b>3813 4542</b>
<b>House Coordinator (Gilmore)</b>	<b>Ms Meegan Parkes</b> <a href="mailto:mparkes@wmac.com.au">mparkes@wmac.com.au</a>	<b>3813 4621</b>
<b>House Coordinator (Lawson)</b>	<b>Mr Justin Deane</b> <a href="mailto:jdeane@wmac.com.au">jdeane@wmac.com.au</a>	<b>3813 4563</b>
<b>House Coordinator (Mackellar)</b>	<b>Mr Mark Macpherson</b> <a href="mailto:mmacpherson@wmac.com.au">mmacpherson@wmac.com.au</a>	<b>3813 4563</b>
<b>House Coordinator (Paterson)</b>	<b>Ms Erin Judd</b> <a href="mailto:ejudd@wmac.com.au">ejudd@wmac.com.au</a>	<b>3813 4675</b>
<b>House Coordinator (Wright)</b>	<b>Mrs Katrina Aiken</b> <a href="mailto:kaiken@wmac.com.au">kaiken@wmac.com.au</a>	<b>3813 4595</b>
<b>Head of Activities &amp; Outdoor Education</b>	<b>Mr Andrew Doyle</b> <a href="mailto:adoyle@wmac.com.au">adoyle@wmac.com.au</a>	<b>3813 4609</b>
<b>Head of Sport</b>	<b>Mr Matthew Ellis</b> <a href="mailto:mellis@wmac.com.au">mellis@wmac.com.au</a>	<b>3813 4546</b>
<b>Chaplain</b>	<b>Rev Lizzie Gaitskell</b> <a href="mailto:lgaitskell@wmac.com.au">lgaitskell@wmac.com.au</a>	<b>3813 4630</b>
<b>Senior School Receptionist</b>	<b>Mrs Jenny Lostroh</b> <a href="mailto:jlostroh@wmac.com.au">jlostroh@wmac.com.au</a>	<b>3813 4512</b>
<b>Senior School Administration Assistant</b>	<b>Mrs Nicole Kennedy</b> <a href="mailto:nkennedy@wmac.com.au">nkennedy@wmac.com.au</a>	<b>3813 4634</b>

For information concerning specific subjects, Heads of Department should be contacted and their details can be found in the College diary.

Another very useful tool for communication is the College newsletter. The newsletter is available through the website.



## School Routine

### Attendance and Punctuality

As a schooling institution, West Moreton Anglican College takes its responsibility to educate students and bring out the best in each student very seriously. Hence, it is a College expectation that each student be **in attendance at the College every day** unless the student is suffering from a medical condition. Effective teaching involves human interaction and cannot be substituted with handouts, chapter pages or website links.

Moreover, students in Years 11 and 12 will be required to complete mandatory assessment as per Queensland Curriculum and Assessment Authority (QCAA) requirements. These mandatory assessments cannot be rescheduled unless in the case of illness where a medical certificate will be required. It is an expectation that students in Years 11 and 12 not miss assessment due to family holidays etc.

Students who are unwell are expected to stay at home to prevent spreading of their condition. As per above, should a student in Years 11 or 12 miss a mandatory piece of assessment then a **medical certificate** will be required. Students in other year levels will be allowed to complete assessment upon their return to school once a written note is received from the parent.

Another circumstance where a piece of assessment may need to be rescheduled for a Year 11 or 12 student is where there is a clash with TAFE/traineeship requirements. Students are to make every attempt to negotiate with TAFE or an employer a change in their attendance at these events so as to complete assessment. However, the College recognises that sometimes this situation is unavoidable. In such cases, the student should provide written notification from the parent to the Head of Senior School.

Should a student in Years 11 or 12 miss a mandatory piece of assessment and not present a medical certificate or notification from TAFE/employer, the College will not reschedule an assessment task.

It should also be noted that for students in Years 10, 11 and 12 there are designated dates, from the QCAA, that each student is expected to be in attendance for. These dates are adhered to each year by the College in its planning and students and parents should note that prescribed dates for holidays in order to meet QCAA regulations.

### Absences

To assist parents in reporting their son or daughter's absence, the College has a specific phone line to take all College Absentees. Please contact **3813 4580** to alert staff of a student absence.

The College operates a SMS Alert Service to parents who do not report a student's absence.

### Holidays

Holiday dates are published six months prior to the start of each school year. Parents are notified in the College Newsletter and also through the website. Hence, if extraordinary circumstances necessitate that holidays are taken outside scheduled times, the matter must be discussed and permission sought from the Head of Senior School.

Students who attend West Moreton Anglican College on a student visa are required to be in attendance on every school day unless a medical certificate or other supporting documentation is forthcoming. Requests for leave at the beginning or end of term to facilitate travel overseas cannot be granted and students who make such arrangements may find themselves in breach of their visa conditions and the terms and conditions of enrolment.

### Appointments in School Time

The College recognises that on occasions appointments (such as medical, dental) may need to be made during school time. In these circumstances, the student must bring a note from home explaining the request for lateness to school or to leave school. The note must be shown to the teacher whose class the student will be leaving from. The student must also sign out at Senior School Reception showing said note and receiving a pass in their diary. If the student then returns, they must sign back in at Senior School Reception.



It should be noted that permission for appointments during school time for driving lessons or test will not be granted.

## **Punctuality**

Students are expected to be at school and ready for the start of the school day at 8.25 am. If a student arrives late, past the time of 8.25 am, they are required to sign in at Senior School Reception.

It is an expectation that students are punctual to lessons throughout the school day.

## **Camps**

Outdoor education is a key component of the overall education for each student. Hence, students are expected to attend camp each year a camp is offered.

Should a student not attend camp the matter should be discussed with the Head of Senior School and permission sought.

## **Code of Behaviour**

West Moreton Anglican College is a place where a complete education can be undertaken in a helpful, safe and cooperative environment. To develop such an environment it is necessary to have an atmosphere which will foster the development of the mind, body and character. It is most important that all associated with the College regard themselves and other persons with dignity and respect, and learn the importance of cooperating in a community with many diverse interests, as well as a common concern for the well-being of all its members. To this end the Pastoral Care Program at the College is designed to clearly articulate to students the behavioural expectations and to provide opportunities for explicitly teaching appropriate behaviour/social skills to students.

The College's Respect and Responsibility Program outlines these expectations and can be found in section 2.2 of this handbook. In addition, all must recognise that there are certain legal responsibilities associated with attendance at school. In particular, a student must not leave the College grounds for any purpose during the school day without having their leave approved and "signing out" at Senior School Reception. With respect to absences, parents are to notify the College via the absentee line. Students arriving at the College before 8 am and remaining on the College grounds after 3.30 pm (and not involved in a supervised activity) must be enrolled and in attendance in the Outside School Hours Program.

The Code of Behaviour is signed by the student and parent/s at the enrolment interview.

## **Lockers**

Lockers are available for students wishing to have one. Students should see Mrs Lostroh (Senior School Receptionist) to arrange a locker. Students are to maintain their locker in good condition and ensure that the College supplied lock is returned in good condition at the end of the year. Students are encouraged not to bring valuables and/or money to school, but if they should need to these items are to be handed in to the Cashier for safe keeping.

## **Student Driving**

West Moreton Anglican College has an obligation to ensure that the campus is as safe as possible for all members. However, we also recognise that some students in Years 11 and 12 are licensed to drive.

Once a student has gained their license, and prior to actually driving on campus, a student must complete an application form and submit a photocopy of their driving license.

Should any breaches of the requirements on the application form occur then the student will not be permitted to drive/park on campus.

It should be noted that the speed limit on campus is 10km per hour for both adult and student drivers.



## Use of Diary

The College provides each student with a diary. The diary is a key organisational and communication tool and is to be maintained by the student in good condition. It is to be kept free of graffiti.

The diary contains a number of important pieces of information regarding expectations of students. It also allows students to have a readily accessible lesson timetable and study timetable. Students are expected to utilise their diary to record homework and assessment dates.

Should a student's diary not be of an acceptable standard, the student may be required to clean it or purchase a new one.

## Use of Technology

Students at West Moreton Anglican College have access to many technological resources. Students are expected to use these resources in a responsible manner. A summary of the expectations is given below but the complete policy on acceptable Use of Technology is available on our website.

### The Network

Students in the Senior School are given access to the network with an individual account. Students also have a College-administered individual electronic mail and restricted Internet access. i.e. inappropriate sites are blocked via an internet web filter.

The use of such facilities must be regarded as privileges that may be withdrawn for misuse of resources. Computing facilities are provided primarily for educational benefit of students and the professional development of staff. Any behaviour that interferes with these primary objectives will be considered an infringement of Acceptable Use.

The following points are to be noted:

Students are not to:

- Use abusive or obscene language in any communications
- Steal, or deliberately or callously cause damage to equipment
- Interfere with or change any software or hardware setup
- Attempt to circumvent or reduce network security
- Access, store, run or retrieve data located in any other person's home directory
- Store unauthorised types of files in their own home directories.
- Waste resources
- Send "spam" (bulk and/or unsolicited email)
- Reveal personal information in any communication
- Deliberately enter, or remain in, web sites containing objectionable or inappropriate material
- Knowingly infringe copyright
- Network accounts are to be used only by the authorised owner of the account. Students are not to log in using a password that is not their own. Nor are they to reveal their password to another student.

### In terms of Hardware

Students must not:

- Do anything likely to cause damage to any equipment, whether deliberately or carelessly
- Steal equipment
- Vandalise equipment (e.g. graffiti)
- Mark or deface any equipment
- Interfere with networking equipment
- Eat or drink near any College owned computer resources



Students must not, without permission:

- Attempt to repair equipment
- Unplug cables or equipment
- Move equipment to another place
- Remove any covers or panels
- Disassemble any equipment
- Disable the operation of any equipment

Students must also report other people breaking these rules.

Regardless of the real or supposed levels of understanding, students are NOT authorised to attempt the repair or adjustment of any College hardware or software unless under the direct supervision of teaching staff. Any such attempt will be regarded as a violation of network security. Any problem with equipment or software must be referred to an authorised person.

## Software and operating systems

Students must not:

- Change any computer settings (including screen savers, wallpapers, desktops, menus standard document settings etc) without permission
- Bring into the College or download any programs, including games.
- Online Internet games are banned unless under the direct supervision of a staff member.
- Delete, add or alter any configuration files
- Copy any copyrighted software to or from any computer, or duplicate such.
- Deliberately introduce any virus or program that reduces system security or effectiveness

## Printing

Students must minimise printing at all times.

## Internet Usage

Students are not to use the internet in any unauthorised manner. Students must not attempt to circumvent the filtering system by the use of “proxy servers”.

## Email

Whilst at school, students are to only use their school email account. They are **not** to use any other email account. E.g. Hotmail.

Students are to demonstrate communication etiquette at all times when emailing other students and staff. This is applicable even when emailing from home.

## Chat Lines and Social Networking Sites

Chat programs are not to be accessed unless a teacher gives this specific instruction. Social networking sites are banned at the College.

## Cybersafety

Students must be aware of cybersafety at all times. The College recognises the need to educate students about cybersafety and this is regularly addressed in such forums as Life Skills and Assemblies.



## Outside the Campus

The College recognises that communication between enrolled students can occur at anytime including times when the students are not on campus.

Any communication of a negative nature which may be brought on to campus can be acted on by College staff. This may include such things like: MSN, Social Networking Sites, Email and mobile phone communication.

### Mobile Phones and iPods

College staff recognise that items such as mobile phones and MP3's/iPods are part of contemporary life, and hence students are permitted to bring such items to school. However, the College accepts no responsibility for lost or stolen items.

### Mobile Phones

Under no circumstance is a student permitted to use (phone or text) a mobile phone in class. Students may use their mobile phones during break times.

Phone cameras are to be used only with the express permission of the class teacher. Phone cameras are not to be used in any environment where a normal camera is considered inappropriate.

Students are not to photograph or film any other individual (student or staff member) without their express permission. Students are not allowed to send harassing or threatening messages – this is to be reported should such a message be received.

“Blue-tooth” cannot be used to send photos or videos.

Students are to note that under no circumstance can a mobile phone be brought into an examination room.

Students are required to hand in their phone at the start of each lesson.

### Mobile Music Devices

Students may use Mobile Music Devices such as MP3's and iPods.

However, for safety reasons students may not use these devices when walking around the grounds. Students may use Mobile Music Devices in classes, but this is at the complete discretion of the individual class teacher.

Students are not to share earphones.

### College Functions

The most important event on the College calendar is Presentation Night. Presentation Night is compulsory for all Senior School students. It is hoped that as many parents as possible can accompany their children.

There are a number of other functions throughout the year such as Information Evenings and Subject Selection Nights. These events are designed to provide as much information as possible to parents and students regarding the education on offer at the College and, hence, it is in a student's best interest to attend such events along with their parents.

### Social Functions

Students in the Senior School may also attend more formal social functions. A Dinner Dance is held for Year 11 students, and a Formal is held in Year 12. These are school events and behavioural expectations are expected to be adhered to. Regarding such functions, the College does not condone Pre-or Post functions.



The most important social event for the Senior School is the Valedictory function which marks the end of each student's secondary school life. This is a formal function for graduating students and their parents.

## Parent Teacher Student Interviews

The College values communication with parents regarding a student's progress. To this end, the College conducts Parent/Student/Teacher interviews.

Bookings can be made with teachers for such interviews through Parent-Teacher Online. Information regarding this will be sent out via the newsletter.

For students in the Senior School, it is an expectation that they attend the interview.

## Reporting

Further to the section above, the College provides written reports for all students in the Senior School twice per year, at the end of each semester.

It should be noted that for Year 12 students the End of Semester Two report is replaced with an Exit Statement.

It should also be noted that the parents of Visa students, due to their inability to attend Parent-Teacher Interviews in most cases, receive written reports at the end of both Term One and Term Three.

## Travel to and from College and Outside School Hours Care

Students are expected to travel directly to and from school appropriately attired. Students should not go the shopping centres in school uniform unless they are in the company of a parent/guardian.

The College has a duty of care to ensure students are safe on campus grounds. For this reason, a student arriving on campus before 8.00 am and who is not under the direct supervision of a member of College Staff are required to attend Outside School Hours Care. Similarly, a student still on campus at 3.30 pm must report to Outside School Hours Care.

Students travelling on public transport are expected to demonstrate appropriate behaviour and uphold the good name of the College within the community.

## Health Policies

### Illness or accidents at school

If a student becomes ill during the day he or she is to get a note in their diary from their class teacher and report to the Health Centre. Should the College Nurse deem the illness to be serious, parents will be contacted. Under no circumstances will students be allowed home unless parents or close relatives can be reached.

**PARACETAMOL OR OTHER MEDICATION IS NOT ADMINISTERED WITHOUT PARENTAL PERMISSION. WHERE STUDENTS ARE REQUIRED TO BRING MEDICATION TO SCHOOL; THE COLLEGE NURSE MUST BE ADVISED.**

In the case of an accident, the student will be treated at the Health Centre, or if the accident is serious, taken by QAS to the Ipswich Hospital. Parents will be contacted and the student accompanied to the hospital with a member of staff.

### Health Centre

The Health Centre is staffed by a full time Registered Nurse between the hours of 8am to 4 pm.



## Student Medical Information

To ensure the best possible health provisions for each student, up to date information is imperative. A Health Information form is completed at the time of enrolment. Parents will have access to a family portal where all student information, including health information, can be perused and updated as the need arises. Alternatively the College Nurse can be contacted in the Health Centre.

### Medications

All medications are to be kept in the Health Centre. Students are not permitted to carry any medication (prescription or over the counter) on their person or in their locker/bag. The exception to this is a blue reliever puffer e.g. Ventolin or Asmol, EpiPens or insulin after this is cleared with the Health Centre.

### Prescription Medication

Should a student require prescription medication during the school day it must be supplied in the original packet or container, with the pharmacy label attached, showing the student's name and directions of use. Note – should a student require prescription medication during camp, the same requirements apply.

### Asthma Management

All students with Asthma should have an Asthma Management Plan completed by their Medical Practitioner and forwarded to the College Nurse. Students in the Senior School should carry their puffers with them at all times. Puffers are not be used by any other student.

If there is no Asthma Management Plan provided by parents, standard Asthma first aid will be applied.

### Anaphylaxis Management

All students with Anaphylaxis **must** have an Action Plan signed by a Medical Practitioner and a copy of this should be forward to the College Nurse. Senior School Students should keep their EpiPens on their person at all times.

Parents are requested to replace EpiPens before the expiry date, and notify the College Nurse should there be a change of contact phone numbers.

### Infectious Diseases – exclusion from School

Children with infectious diseases must be excluded from school for the specified time, as recommended by the Australian Government Department of Health and Aging. In cases of minor ailment, parents are asked to use discretion about whether a child is fit to attend school. Usually if you are in doubt, then he/she is not well enough to attend.

### Minimum exclusion times

As recommended by National Health and Medical Research Council

CONDITION	CASES
Chickenpox and Shingles	Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised children and less in immunised children
Conjunctivitis	Exclude until discharge from eyes has stopped unless the doctor has diagnosed a non-infectious conjunctivitis
Cytomegalovirus Infection	Exclusion not necessary

**CONDITION****CASES**

Diarrhoea (campylobacter, giardia, shigella, cryptosporidium, rotavirus, salmonella, intestinal worms)	Exclude until there has not been a loose bowel motion for 24 hours
Glandular Fever	Exclusion not necessary
Hand, Foot & Mouth Disease	Exclude until blisters have dried
Haemophilus influenza type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days
Headlice	Exclusion is not necessary if effective treatment is commenced prior to the next attendance day
Hepatitis B	Exclusion not necessary
Hepatitis C	Exclusion not necessary
Herpes (cold sores, fever blisters)	Exclude if child cannot comply with good hygiene practices while sores are weeping. If the person is unable to comply with these practises they should be excluded until the sores are dry. Sores should be covered with a dressing where possible.
Human immune deficiency virus infection (HIV/AIDS virus)	Exclusion not necessary. If the person is severely immunocompromised, they will be vulnerable to other peoples illnesses.
Impetigo ("school sores")	Exclude until appropriate antibiotic treatment has started. (Sores on exposed skin should be covered with a watertight dressing)
Influenza and influenza-like illnesses	Exclude until well
Measles	Exclude for at least four days after rash has started
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics
Meningitis (viral)	Exclude until well
Meningococcal infection	Exclude until carrier eradication antibiotic course is completed
Molluscum contagiosum	Exclusion not necessary
Mumps	Exclude for nine days after onset of swelling
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours
Parvovirus (erythema infectiosum or "Fifth Disease")	Exclusion not necessary
Ringworm/tinea	Exclude until the day after appropriate antifungal treatment has commenced
Roseola	Exclusion not necessary
Ross River Virus	Exclusion not necessary



CONDITION	CASES
Rubella (German measles)	Exclude until fully recovered or for at least four days after the rash started
Salmonella infection	Exclude until there has not been a loose bowel motion for 24 hours
Scabies	Exclude until appropriate treatment has started
Streptococcal infection (including scarlet fever)	Exclude until child has received antibiotic treatment for at least 24 hours and feels well
Tuberculosis	Exclude until medical certificate is produced from appropriate medical authority
Viral Gastroenteritis (viral diarrhoea)	Exclude until there has not been a loose bowel motion or vomiting for 24 hours
Whooping Cough (pertussis)	Exclude until 5 days after starting appropriate antibiotic treatment or for 21 days after the onset of coughing

### Immunisation Policy

West Moreton Anglican College supports the recommendations of the National Health and Medical Research Council in Australia, that all children should be immunised, unless there is a clear medical reason as to why this should not occur. Queensland Health provides the following Vaccinations 'as a School Based program through the Ipswich City Council.

Hepatitis B	Year 8
Varicella (Chicken Pox)	Year 8
HPV (Cervical Cancer)	Year 8
Boostrix (diphtheria, tetanus & whooping cough)	Year 10

All students vaccinated will be provided with a record of immunisation. Parents are encouraged to provide this information to the General Practitioner so that family records can be kept up to date.

Further information about immunisation can be obtained from the College Nurse. Parents are asked to update their children's records when changes occur.



## Immunisation Program

It is expected that all students at West Moreton Anglican College will be vaccinated according to the following schedule:

### *National Immunisation Program (NIP) Schedule*

AGE	VACCINE
Birth	Hepatitis B (hepB)
2 months	Hepatitis B (hep B) Diphtheria, tetanus and whooping cough (acellular pertussis)(DTPa) Haemophilus influenza type b (Hib) Polio (inactivated poliomyelitis IPV) Pneumococcal conjugate (7Vpcv) Rotavirus
6 months	Hepatitis B (hepB) Diphtheria, tetanus and whooping cough (acellular pertussis) (DTPa) Haemophilus influenza type b (Hib) Polio (inactivated poliomyelitis) (IPV) Pneumococcal conjugate (7vPCV) Rotavirus
12 months	Hepatitis B (hepB) Haemophilus influenza type b (Hib) Measles, mumps and German measles (rubella)MMR Meningococcal C (MenCCV)
18 months	Chickenpox (varicella) (VZV) 18-24 months Pneumococcal polysaccharide (23vPPV) (aboriginal and Torres Strait Islander children in high risk areas)
4 years	Diphtheria, tetanus and whooping cough (acellular pertussis)(DTPa) Measles, mumps and German measles (rubella)MMR Polio (inactivated poliomyelitis)(IPV)
10-13 years	Hepatitis B Chickenpox (varicella) (VZV)



AGE	VACCINE
12-18 years (School based program)	Human Papillomavirus (HPV)
15-17 years	Diphtheria, tetanus and whooping cough (acellular pertussis)dTPa)

Further information about immunisation and vaccination can be obtained from the School Nurse. Parents are asked to update their children's records annually.

## Curriculum

West Moreton Anglican College has a wide range of curriculum offering for students.

## Academic Assistance

Students are encouraged to ask their individual teachers should they require extra assistance. In addition, some subject areas offer tutorials before and after school. Students and parents should seek details on such tutorials from the Head of Department.

Students with recognised learning difficulties may also seek assistance from Learning Support staff.

## Defence Transition Mentor and Indigenous Support Aide

The College recognises that children of Defence Families can have disrupted educations due to family transfer and the chance of family members being posted overseas. For this reason, the College has gained government funding to provide a Defence Transition Mentor who can provide an ear to listen to concerns of children of Defence Families and assist with academic concerns.

The College also has an Indigenous Support Aide. Indigenous students struggling with assessment tasks can contact the Indigenous Support Aide for support.

## Assessment

Assessment Tasks are designed to gain information on what students know and can do. Students gain information about assessment due dates from the Assessment Calendar which are published for each assessment. These are also available on the website.

In Grades 11 and 12, assessment is set according to Queensland Curriculum and Assessment Authority syllabus guidelines. For students in Years 11 and 12, there are formal periods of assessment, Exam Block.

## Formative and Summative Assessment

In Years 11 and 12, assessment tasks may be viewed as either being formative or summative. Formative tasks are used for diagnostic purposes, whilst summative tasks are those required for the determination of an exit level from a subject.

On occasion, should a student not be able to complete a summative item **for medical reasons**, a formative instrument of the same kind may be used for summative purposes.

## Missed Assessment

A student in Year 10 who is absent for a test or due date of an assignment is required to bring a note from home. **Immediately** upon their return to school, the student is to negotiate with the teacher a suitable time for completion of the test, or submit the outstanding assessment. Students in Years 11 and 12 who miss assessment must present a medical certificate covering the period of their absence to the Head of Senior School before being allowed to sit missed examinations, or submit an assignment.



## Exam Block

Students in Years 11 and 12 have formal periods of assessment, referred to as Exam Block.

Exam Block information is distributed to students a week in advance of Exam Block starting. Students should note when their exams are and in what rooms.

Students are not required to be on campus when they do not have assessment. Students **must** provide information regarding the times they will not be on campus a minimum of two school days prior to the beginning of the exam block starting.

## Technology and Assignments

Students are to note that emailed versions of final copies of assignments are not acceptable; hard copies of all assignments must be handed in. A failure of technology **cannot** be considered a valid excuse for failure to submit an assignment. Students must allow sufficient time to print their assignments prior to the due date.

## Cheating and Plagiarism

If a student is found cheating, their test result or assignment will be reviewed to take into account the degree of cheating. The student's parents will be informed and any further action deemed appropriate by the College Management will be undertaken.

Students are asked to note that no communication is permitted with any other student in an examination room.

Plagiarism refers to the practice of using other writers' ideas or comments and presenting them as your own. Plagiarism constitutes a form of cheating and will not be tolerated at the College. Information on suitable acknowledgement of information is available in the student diary.

## Monitoring of Academic Progress

West Moreton Anglican College has a clear commitment for each student to excel in their chosen subjects.

All teaching staff are expected to maintain records of student performance. A student's academic progress can be discussed at any time, but Parent-Teacher Interviews are scheduled twice per year for this purpose.

In the Senior School, House Coordinators monitor student report card information and discuss any concerns with the student. Students are encouraged to put plans in place to rectify any concerns. A wide variety of subjects are on offer to senior students.

## Year 10

At Year 10, the following subjects are studied by all students.

- English
- Mathematics
- Science
- Social Science
- Health and Physical Education
- Religious and Values Education



***The following electives are also available:***

- Agricultural Practices
- Agricultural Science
- Art
- Business Education
- Chinese
- Dance
- Design and Technology
- Drama
- Football Excellence
- Graphics
- Home Economics
- Information Communication and Technology
- Japanese
- Music
- Recreation Studies

## **Year 11 and 12**

Subjects in Years 11 and 12 are deemed to fall into two main categories; Authority (contributes to an Overall Position) and Authority-Registered (do not contribute towards an Overall Position but continue towards a ranking). All students are expected to study an English subject (English or English Communication) and a Mathematics subject (Mathematics A, Mathematics B, or Prevocational Mathematics). There are 32 other subjects on offer in Years 11 and 12 a full description of these can be found in the Senior School Academic Handbook.

## **Career Education and Counselling**

As part of the ongoing commitment of the College for students to excel as individuals, the College offers a progressive career education course from Preparatory onwards.

The College has two Careers Counsellors to assist students in choosing relevant and appropriate careers and courses.

## **SET Planning**

As part of the Career Education progress, all Year 10 students are involved in the process of developing a Student Education and Training (SET) plan.

This is a coordinated and supportive process where students structure their learning in the Senior Phase of schooling to suit their individual needs.

This process involves the student, parents and the College SET Plan Coordinator.

## **Vocational Education**

The College recognises that its student body has a wide variety of ambitions based on each individual's interest and abilities. Hence, the College values the importance that Vocational Education plays in the lives of many of our students.

For this reason, the College offers a number of subjects at the Year 11 and 12 levels that lead to Australian Quality Training Framework qualifications.



## Vocational Education Coordinator and Traineeships

Mr Rob Noble is the Vocational Education Co-ordinator. The Vocational Education Coordinator works with Heads of Departments and teachers to ensure that VET subjects are offered at the highest level.

The Vocational Education Coordinator also works with interested students to consider TAFE options for students whilst they are still at school.

School-based Traineeships and Apprenticeships are another valuable pathway for students to follow. Student's interested in pursuing a Traineeship or Apprenticeship should liaise with the Vocational Education Coordinator.

### Work Experience

Year 10 students can participate in Work Experience. Whilst the Vocational Education Coordinator oversees this program, it is an expectation that Year 10 students are proactive in obtaining and completing a work experience placement.

### Homework

The purpose of homework is:

- To ensure that the work taught in class is understood, learnt and practised;
- To give practice in creative thinking;
- To provide time for revision of knowledge already gained;
- To provide the opportunity for students to learn to work alone, to help themselves, to struggle alone with academic problems given to them and to learn self-discipline, and
- To reveal to students the weaknesses in their knowledge and understanding so that they may ask their teachers how to overcome such problems

Approximate times for the amount of homework that should be completed at each year level are provided in the diary.