



**Great Lakes  
College**

ONE COLLEGE • THREE CAMPUSES • UNLIMITED OPPORTUNITIES

# Student Handbook 2021

## **FORSTER CAMPUS**

**A Proud Member of the Great Lakes Learning Community**

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

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## Campus Principals' Message

Welcome to Great Lakes College.

We hope that the time you will spend with us will be mutually rewarding and enjoyable.

The middle years of schooling is a critical transition time from the dependent and more teacher-directed environment of the 7-10 campuses to the independent and more self-directed focus of the Senior Campus in an educational environment that reflects the adult nature of university or TAFE. As such, our College strives to provide a rich, diverse and safe environment so that all who enter are happy and experience success. To achieve this, it is important to get involved and actively participate in the many opportunities and activities on offer. Research shows that success comes to those who get involved, look towards (and make) solutions, and who are focused on looking positively at the many challenges that they face.

At Great Lakes College we concentrate on achieving excellence through supporting each other. The underlying college core expectations of Respect, Personal Best and Responsibility that is required in working together as a community of learners.

The staff look forward to working and learning with you in these exciting times.

**Ms Jennifer Miggins**  
Forster Campus

**Ms Davina Bowen**  
Senior Campus

**Ms Sally Chad**  
Tuncurry Campus

## Handbook Organisation

This handbook details general information about the college. It is supplemented by a General Handbook and handbooks for Senior Students and Staff. The handbooks do 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.

## Assessment

Each student's progress in each subject is assessed throughout the entire year. The assessment is based on classwork (assignments both theory and practical, research units, class tests etc) and Across-the-Year Common Tests. Reports are forwarded to parents or guardians each semester (six months).

## Attendance

Students are required by law to be in attendance on each day that the school is open for instruction. Regular attendance is essential to gain maximum benefit from schooling and parents should ensure that no days are missed unnecessarily.

In the event of an unforeseen absence an explanatory note should accompany the student on his/ her return. The note should be given to the Roll Call teacher. Parents can also inform a campus of an absence via email, parent portal and SMS. The note should contain the student's name and year. It should include the date/s of absence, the reason for the absence and the signature of the Parent/ Caregiver.

### Arrival at School in the Mornings

On arrival at school in the mornings all students should come into the school grounds immediately. Students are not to go to the shops, loiter around the front of the school or in the car park waiting for friends.

### Lateness to School

Latecomers must report to the Administration Office with a note from parents/ caregivers explaining lateness.

### Request to Leave Early or to Leave School Grounds

Students with a legitimate reason for leaving the school early, or leaving the school premises for an interval of time, must present a note to the administration office before school. The note, to be written, dated and signed by parent/caregiver, must show the reason for the request, the time of departure and return time, if necessary. The student's name and year must be printed on the letter.

Parents/Caregivers are requested to collect and drop off their children at the Administration Office, and not to instruct their children to wait for them outside the school grounds.

### Truancy

Fractional truancy is an unauthorised absence from class and school activities, or late arrival at class or school without permission. If a student is not in a specific location as designated by their timetable, a teacher's instruction or the in-bounds rules of the school, the student is considered a truant. The fact that it is a recess or lunchtime is irrelevant. Truancy is solely dependent on the location of a student at a specific time and may also include before/after school if waiting for a bus. It is essential that, while students are in their charge, teachers must be able to adequately supervise the students. The school staff are responsible, legally and morally, for the welfare of school children during school activities.

Truancy is considered a serious breach of the school rules. Parents should realise that on many occasions when a child truants, the consequences of this act are often compounded by the child entering into illegal or anti-social activities which result in police action.

If a child truants, parents will be notified by phone or in writing. All truantries are filed with the child's records. Students are issued with playground clean-ups/detentions as restitution and are expected to catch up on any missed work.

## Book Packs

Book packs for Year 7 can be purchased from Forster NewsXpress, Stockland Shopping Centre and Tulls News Wharf Street Forster.

These packs contain all required subject workbooks and stationary needs.

## Classroom Rules

1. Come to class prepared to work.
2. Show respect for others and their property.
3. Act in a cooperative and sensible manner.
4. Allow your teacher and other pupils to work without interruption.
5. Do the right thing - keep your classroom a safe and healthy place.

## Expectations of Students

1. Be prepared for all classes – books, writing equipment, PDHPE Sport uniform
2. Take pride in your work
3. Be on time to class
4. Enter the room quietly when invited to do so. Caps off in class rooms.
5. Listen to instructions. All necessary equipment, including diaries, should be on your desk.
6. Raise your hand if you have a question. Do not interrupt the teacher or other students. Remain seated unless given permission to relocate.
7. Eating and drinking in class is not permitted.
8. A group task may lead to lively discussion. When a teacher asks for quiet, stop immediately and listen.
9. Wait for the teacher to dismiss you. Place your chair under the table and all rubbish in the bin.
10. Complete set homework at home and review the day's work.

## Leaving School or Transferring to another School

Students should present a note to the Deputy Principal, signed by their parent or guardian, stating the relevant particulars. They will have to take a leaver's card to be signed by their classroom teacher and Head Teacher to indicate that they have returned all property and equipment of the school and that they have paid all fees.

## Sport

Year 7 and Year 8 sport is integrated into PDHPE lessons. The students are taught skills and rules covering a wide variety of sports. Year 9 and Year 10 sport is held on Wednesday from the end of recess to the beginning of lunch. During the year, students are able to select a new sport each term and choose from a range of team, traditional and fitness games. Information is provided for each new selection period. There are costs attached to some school sports to cover transport and venue fees. Students are required to pay in advance for these sports. A selection of other sports not requiring fees is also available.

### Uniform

All students must bring their PDHPE/sport uniform with them to school. For reasons of safety, protection of school uniform and personal hygiene, students must change into their uniform at the beginning of the lesson and change at the end of the lesson. Students are permitted to travel home in PDHPE/sport uniform if sport or PE occurs at the end of the day. Students in Years 9 and 10 may wear sport uniform to school on Wednesdays.

## Carnivals

Swimming, cross country and athletics carnivals are held each year. Dates are notified in the calendar and the school newsletter. Successful competitors from these carnivals are invited to participate in the zone carnivals and talented students may gain selection for Area and State carnivals.

## Travel

Students travelling to sport by bus must return the same way. They cannot walk home or be left at the sport venue without parental permission/principal approval. They cannot travel in a vehicle driven by another student.

## Student Representative Council (SRC)

Each campus has a leadership team and is referred to as the Student Representative Council or SRC. Please refer to each Campus handbook in regards to the process of becoming a member of the leadership team

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'.

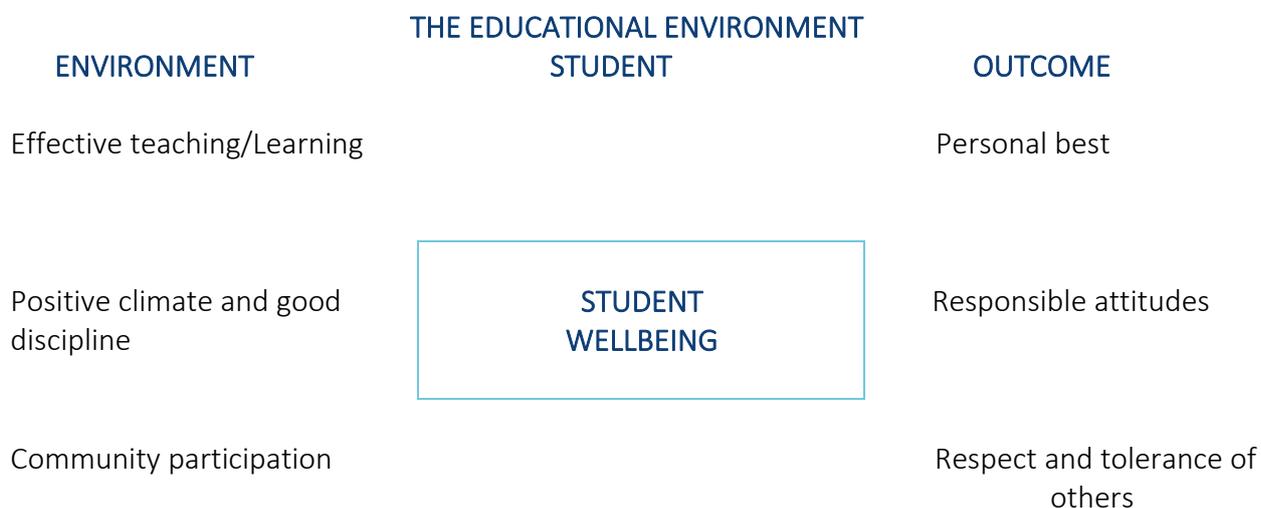
Decisions made by the SRC must be ratified by the Campus Principal. Staff members are appointed for each campus SRC, and are responsible for working with students to organise meetings, events and leadership opportunities.

## Health, Safety and Wellbeing Policy

Great Lakes College is a learning community striving for responsible attitudes, respect for and tolerance of others, and the achievement of personal bests. In order to achieve this, the welfare of all members of this community must be considered and we believe that the school community should aspire to create a happy, safe and caring environment where resolution and management rather than control is emphasised. All welfare and discipline policies are designed to enhance students' self-concept and encourage creativity, innovation, responsibility and tolerance. Students must be motivated to have high expectations. Thus teaching methods cater for all learning styles, outcomes driven, and the curriculum encourages achievement of personal bests.

The objectives of this policy are to ensure that students' particular needs as perceived by the school community (staff, parents and the broader community) are met. These fall into three major areas:

- Effective Teaching and Learning
- Positive Climate and Good Discipline
- Community Participation



## Behaviour Mentoring Program

Students exhibiting inappropriate behaviour beyond more than one faculty may be placed on a behaviour mentoring program which will include day-to-day monitoring of behaviour across lessons of the day and mentoring with a staff member.

## Communication

Communication between school and home takes place on many levels and includes

- CENTRAL Parent Portal app
- Facebook
- notes and notices sent home
- College newsletter
- Emails
- SMS
- parent/teacher evenings, parent information sessions
- College noticeboards
- newspaper notices
- telephone calls
- letters
- personal appointments
- report cards
- College diaries
- College and campus websites.

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.

## Detentions

Head Teachers consult with their staff to determine suitable detentions for students within their faculty area.

## Student Management

We each have rights and responsibilities, which protect and assist us and others in our school community. Consequences flow from our actions. A college discipline code is enforced in order to preclude as much as possible those actions by students that have deliberate negative results.

## Drugs, Weapons and Alcohol

The College must follow Departmental policy in the case of students who bring and/or use weapons, drugs or alcohol on school property. This policy involves parental and police notification as per the guidelines for suspension and expulsion of school students.

## Learning and Working/Teaching

You have the right to learn and the responsibility to allow others to learn in a safe and happy community. You have the right to a good education and the responsibility to cooperate with school routine by attending class prepared to work and abiding by the school's homework policy. Staff have the right to teach/work in a happy and healthy environment, students have the responsibility to make decisions which result in the achievement of their personal best.

## Respect and Tolerance

You have the right to feel safe and to be treated fairly, and with respect and tolerance and the responsibility to allow others to feel safe also, in a happy and healthy environment.

## Mobile Phones

Mobile Phones are not needed at school and are not to be used during designated class times. If a student needs to contact home, this needs to be done through the front office. Students who break this rule will have their phones confiscated.

## Computer Use

Computer use for students is for school related learning/work. A set of protocols of acceptable use have been developed and these need to be followed at all times. Students are required to sign an agreement in relation to acceptable computer use at the start of the year – and any student breaking this agreement will have their privileges withdrawn and further disciplinary action taken.

## Seasons for Growth

Seasons for Growth is a program set up to give hope and purpose to students who have suffered loss. It is designed to run for ten weeks and is facilitated by trained voluntary workers. Students are structured in small group interactions and engaged in psycho-therapy processes. The program has successfully assisted many students to cope with daily life and positive decision making.

## Sense of Community

You have the right to belong to the school community and the responsibility to abide by a dress code and always promote your school in a positive way.

You have the right to use school community resources and property and the responsibility to respect and maintain other individuals and the school community's property.

## Smoking

*Smoking is prohibited on Department of Education and Communities premises.* Students found smoking, in possession of smoking products, or selling and supplying tobacco products on school premises will receive a Formal Caution to Suspend for Continued Disobedience.

## Suspension and Expulsion

All students and teachers have the right to be treated fairly and with dignity, in an environment free from disruption, intimidation, harassment and discrimination. There will be cases of unacceptable behaviour where it will be in the best interests of the school community and/or the student involved, for the student to be removed from the school for a period of time or completely. Suspension and expulsion are options available to the principal in such circumstances. Suspensions may be short (up to and including four school days) or long (up to and including 20 school days).

## Vandalism/Damage to Property

Great Lakes College expects students to respect the physical resources available for student use. Students who damage school property, intentionally or otherwise, limit the resources for use by other students and can create unsafe conditions for teachers and students. Students found damaging school property will be required to make restitution. The police may be asked to take action in persistent or serious cases.