



**Great Lakes  
College**

**ONE COLLEGE • THREE CAMPUSES • UNLIMITED OPPORTUNITIES**

# 2024 Information Book

## **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

### **FORSTER CAMPUS**

Cape Hawke Drive • PO Box 688 • Forster NSW 2428

T 02 6554 6062 • F 02 6555 6904 • E [glcforster-h.school@det.nsw.edu.au](mailto:glcforster-h.school@det.nsw.edu.au)

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## College Principal's Message

**G**reat Lakes College comprises of three campuses.

These are: Forster Campus, a Year 7-10 Campus catering for around 500 students, Tuncurry Campus, a Year 7-10 Campus catering for around 500 students, and Senior Campus, which caters for approximately 400 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 administration and support staffing. The partnership of the three campuses makes up the College, one of only twelve multi-campus collegiates 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**

## Campus Principals' Message

**W**elcome 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 are required in working together as a community of learners.

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

Mr Scott Brown  
**Relieving Principal**

## Administration

The Administration Office is open between the hours of 8:00 am – 3:45 pm. 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 or via our Campus website.

## Assemblies

*Formal Assemblies* are held every term, acknowledging positive student achievements. Guest speakers are presented, and special occasions celebrated.

## 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 their return. The note should be given to the Roll Call teacher. Parents can also inform the campus of an absence via email, parent portal or 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.

### 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 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 a 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 included on the letter. Parents/Caregivers are required to collect and drop off their children at the Administration Office.



## 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 location as designated by their timetable, a teacher's instruction or the in-bounds rules of the school, the student is considered a truant. 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.

If a child truant, parents will be notified by phone or in writing. All trancies are filed with the child's records. Students are expected to catch up on any missed work.

## 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.

## Book Packs

Book packs 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.

## 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.

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 a period of up to ten weeks, or indefinitely.

## Who can apply?

To be eligible for free school travel, students may need to live a minimum distance from their school:

### Years K-2 (Infants)

There is no minimum distance.

### Years 3-6 (Primary)

More than 1.6km straight line distance or at least 2.3km walking.

### Years 7-12 (Secondary)

More than 2.0km straight line distance or at least 2.9km walking.

## Who needs to apply

You only need to apply if the student has never been approved for free school travel before. Students in a shared parental responsibility situation (e.g. joint custody) should submit a separate application for both addresses.

## How to update your details

You need to update student details online if the student is changing their name, address, school or campus, or their Transport operator. You can update them at [apps.transport.nsw.gov.au/ssts/updatedetails#/updateDetails](https://apps.transport.nsw.gov.au/ssts/updatedetails#/updateDetails)

## Frequently asked questions

### Does the approved free travel include travel outside school hours?

Approved free school travel is only for travel to and from school. So for travel after hours, on weekends or during school holidays, students will need to buy a ticket.

### What if there's no public transport in my area?

In areas where there is no public transport, you may be able to get a subsidy for driving the student to school. For details, visit [transportnsw.info/school-students](https://transportnsw.info/school-students)

### How do I apply if the student needs to travel from two addresses because the parents live separately?

Each parent (or the student if aged 16 or over) needs to apply separately for each address. The same minimum distances apply.

## How to apply for free travel for the first time

You can apply for free school travel for next year from the start of Term 4 this year.

### Step 1

Once you have enrolled your child at the new school, apply online by giving your home address and telling us which bus company the student needs to travel with between home and school. You can apply online at [apps.transport.nsw.gov.au/ssts/home#/howToApply](https://apps.transport.nsw.gov.au/ssts/home#/howToApply)

### Step 2

The school then confirms to us that your details are correct.

### Step 3

We will then work on your application. You will get an email confirming if the student is approved for free travel. If so, we will tell your local bus company who may send a school travel pass (if needed) to your school or, in some cases, the bus company will contact you directly about travel arrangements.

A parent or guardian must apply for students aged 15 years and under. Students who are 16 years and over must apply for themselves.

## What my card will look like



## Want to know more?

For more information, visit [transportnsw.info/school-students](https://transportnsw.info/school-students)

For help in your language, call the Translating and Interpreting Service (TIS) on **131 450**.

### Privacy

For information on how we handle personal information please refer to the Opal Privacy Policy at [transportnsw.info/tickets-opal/opal/opal-privacy-policy](https://transportnsw.info/tickets-opal/opal/opal-privacy-policy) and the School Pass Terms [apps.transport.nsw.gov.au/ssts/#/termsAndConditions](https://apps.transport.nsw.gov.au/ssts/#/termsAndConditions)



## Calendar

A calendar of forthcoming events is available on the Forster Campus website. Events are also published regularly in the College newsletter, 'The Dolphin' or through the Sentral Parent Portal.







## Change to Student Record Details

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

## Classroom Rules

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

## Communication

Our main form of communication between school and home is by way of email. For this reason, it is vitally **important that family details are kept up to date. This includes changes to email and residential addresses.**

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

- Sentral Parent Portal app
- Facebook
- Notes and notices sent home
- College newsletter
- Emails
- SMS
- Telephone calls
- Letters
- Personal appointments
- College and campus websites
- Parent/teacher evenings
- Parent information sessions

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 are available for student use and are made available for the purpose of schoolwork 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.


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. Upon enrolment, students are required to sign an agreement in relation to acceptable computer use. Any student breaking this agreement will have their privileges withdrawn and further disciplinary action taken.

## Core Expectations and Supporting Statements

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

- Improving learning
- Building quality relationships
- Growing staff and student wellbeing

The following three expectations and their supporting statements were developed as a result of an extensive collaborative process. These have been workshopped and will continue to be revised 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.
- 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.
- Set achievable goals for your learning.
- Recognise and celebrate achievement.
- Hold high expectations for achievement.

## Detentions

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

## Drugs, Weapons, Alcohol & Illegal Substances

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.

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.

## Emergency Exit Procedure

The Principal or their representative will indicate a state of emergency by the designated signal and 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. All students and staff will move to the designated evacuation area (Command Centre) in roll groups. The Deputy Principals, in consultation with the Principal, will liaise with the media and ensure that parents are informed of the situation.

A separate signal will be used to indicate a “lock down” where all staff and students are to remain where they are.

## Enrolment

Enrolment applications are to be completed online on our campus website <https://glcforster-h.schools.nsw.gov.au>

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. Permission notes will 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 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 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 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
- 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
- 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

## Expectations of Students

- Be prepared for all classes – books, writing equipment, PDHPE Sport uniform
- Take pride in your work
- Be on time to class
- Enter the room quietly when invited to do so. Caps off in classrooms.
- Listen to instructions. All necessary equipment, including diaries, should be on your desk.
- Raise your hand if you have a question. Do not interrupt the teacher or other students. Remain seated unless given permission to relocate.

- Eating and drinking in class is not permitted.
- A group task may lead to lively discussion. When a teacher asks for quiet, stop immediately and listen.
- Wait for the teacher to dismiss you. Place your chair under the table and all rubbish in the bin.
- Complete set homework at home and review the day's work.

## Fees and Payment Policy

**Great Lakes College Forster Campus** strongly supports the principles of Public Education. Financial hardship should not affect a student's educational outcomes.

Elective courses, Sport, excursions, and other extra-curricular activities, however, require financial contributions to run.

GLC Forster Campus will make every effort to ensure that low or no cost options are available to students and facilitate a variety of payment options to reduce financial pressure on families.

**Voluntary General Contribution fee** is set in consultation with the P&C. Parents are encouraged to pay the voluntary contribution each year. The voluntary contribution is used for technology resources for all students. We encourage all parents/carers to pay this fee.

**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. Parents who are unable to pay for elective subjects because of financial hardship, may be eligible for assistance from the school.

**Sport Fees** are used to meet the cost of transport and venue and/or specialist coach hire. The Sport Co-ordinator will ensure there are low, and no fee Sport options available.

**Replacement costs for lost or damaged borrowed resources:** Students are responsible for the replacement cost of texts and equipment they have borrowed which are damaged or not returned.

**Excursions** are designed to enrich a student's educational experience. Costs can be expensive although every effort is made to keep costs to a minimum. Payments must be met by the stated deadline if the excursion is to proceed.

**How to pay:** You can make an electronic payment for fees from our website. Just click on the "\$ MAKE A PAYMENT" button on the navigation bar and follow the instructions. Parents can access the school website at: <http://www.glcforster-h.schools.nsw.edu.au/news/electronic-payment-for-fees>.

Eftpos and Cash payments are accepted at the cashier's office between 8am and 3pm school days.

**Payment Options** available to assist families meet their educational costs include:

- **Payment Plans:** are encouraged to assist families meet fee obligations. Regular contributions will be seen as evidence in determining whether a student is eligible to attend an excursion or event, or whether they are eligible to select a course. **A regular payment of \$10 per week** over the year will usually meet all elective and Sport fees and contribute toward excursion costs.
- **Abstudy and Youth Allowance** payments can be used for school fees.
- **Student Assistance** may be sought for Mandatory Subject fees, Sport fees, and elective course fees. Assistance may also be sought for excursions.
- Application forms in cases of financial hardship, are available from the Cashier.
- The Principal shall assess student assistance applications and may grant all or some of the claim.

## FEE STRUCTURE 2023

Listed below are the current fees. Fees for 2024 will be finalised during term 4.

GENERAL CONTRIBUTION \$70.00					
COURSE FEES				ADDITIONAL COSTS	
SUBJECT		COST			
<b>YEAR 7</b>				Apron	\$ 8.00
	Mandatory Technology	\$ 60.00		Beret	\$ 5.00
	Sport	\$ 50.00	Per term	Calculators	\$ 35.00
<b>YEAR 8</b>				Maths On Line - Year	\$ 20.00
	Café at Home	\$ 55.00		Locker	\$ 20.00
	Drawing and Design	\$ 20.00			
	Computer Aided Design	\$ 40.00			
	Hand Built Pottery	\$ 30.00			
	Mandatory Technology	\$ 60.00			
	Rugby League	\$ 0			
	Film	\$ 0			
	Show me the Money	Excursion Cost to be advised			
	Sport	\$ 50.00	Per term		
	Survivor	\$ 20.00	+ Camp cost		
	Team Games	Transport Costs to be advised			
	Visual Arts	\$ 45.00	Includes Diary		
	Drama	\$ 0			
	Volley Ball	\$ 0			
	Wood Design	\$ 35.00			
<b>YEAR 9</b>					
	Agriculture	\$ 45.00			
	Child Studies	\$ 50.00			
	Food Technology	\$100.00			
	Industrial Tech Timber	\$ 90.00			
	Marine & Aquaculture Tech	\$200.00			
	Music	\$ 50.00			
	Physical Activity & Sports Studies	\$ 50.00	Plus Travel		
	Photographic & Digital Media	\$ 90.00			
	Sport	Cost determined on chosen sport activity			
	STEM	\$ 80.00			
	Textiles	\$ 50.00			
	Visual Arts	\$ 60.00			
	Visual Design	\$ 30.00			
<b>YEAR 10</b>					
	Agriculture	\$ 45.00			
	Child Studies	\$ 50.00			
	Drama	\$ 15.00			
	Food Technology	\$ 100.00			
	Industrial Tech Timber	\$ 100.00			
	Marine & Aquaculture Tech	\$200.00			
	Music	\$ 50.00			
	Photographic & Digital Media	\$ 90.00			
	Physical Activity & Sports Studies	\$ 50.00			
	Sport	Cost determined on chosen sport activity			
	STEM	\$ 90.00			
	Textiles	\$ 50.00			
	Visual Arts	\$ 60.00			

**PLEASE NOTE: Attendance at excursions and extracurricular activities requires fees to be paid or a payment plan in**

## 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:

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

Each request is considered in the strictest confidence by the 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 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 attend lessons.

Students without appropriate footwear will not be permitted in 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 Learning Community Respect Charter

Delivering Excellence, Opportunity and Success

Great Lakes Learning Community



Bungwahl Primary Forster Primary Great Lakes College Hallidays Point Primary Nabiac Primary Pacific Palms Primary Tuncurry Primary

## 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 require 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
- ✚ QR Code 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 *Enclosed 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.



## 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

### The Educational Environment



## 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 serious nature, parents or guardians will be notified.

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.

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 a 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.

## Learning and Working/Teaching

Students have the right to learn and the responsibility to allow others to learn in a safe and happy community. Students 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.

## 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 teachers and Head Teacher to indicate that they have returned all property and equipment of the school and that they have paid all fees.

## Library

The library is 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 provision of inter-campus loans, students have access to all available material at both sites.

## Lost Property

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

## Mobile Digital Device Procedure

### Our College Approach

Great Lakes College utilises a phone pouch system. All students enrolled at the college will be allocated a pouch free of charge. If this is damaged or lost a replacement cost of \$15 will be billed to parents/carers. Students enrolling throughout the year will be allocated a pouch as part of their enrolment.

### Student Expectations

Once allocated a pouch, students will be expected to have their mobile phone secured in their pouch for the duration of the school day, except where exemptions apply as set out below. Students are not permitted to have headphones, airpods or earbuds that connect their device via Bluetooth. If sighted, these devices will be managed by staff in the same way as an unpouched device. Once students enter school grounds they are expected to:

- Place their mobile phone in the pouch
- Lock their pouch for the duration of the day
- Unlock their pouch at one of the unlocking stations at the end of the day as they leave.

## Exemptions

No un-pouched device is permitted on school grounds during school hours unless part of a specific learning experience or an individual learning plan. Exceptions to the procedure may be applied during school hours if certain conditions are met, specifically, *health and wellbeing-related exceptions* and where *mobile phones are required as per a teaching program*. Parents and carers can request an exemption, and these will be considered on a case-by-case basis at the relevant campus principal's discretion.

### Learning related exceptions

Specific exception	Documentation
<ul style="list-style-type: none"><li>Students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty.</li><li>As part of a subject's specific teaching and learning, as per the program for that subject.</li></ul>	<ul style="list-style-type: none"><li>Individual Learning Plans that support the need for students to access their device for specific activities adjustments.</li><li>Evidence of use as a teaching tool to be recorded in the teacher's program registration.</li></ul>

### Health and wellbeing related exceptions

Specific exception	Documentation
<ul style="list-style-type: none"><li>Students with a health condition that require access to their device throughout the day.</li></ul>	<ul style="list-style-type: none"><li>Student Diabetes Management Plans and Health Support Plans.</li></ul>

### Damaged or Lost Pouches

Students who have lost or damaged their pouch are not to bring their phone to school until they have organised a replacement pouch. Students are required to pay a fee of \$15 for the replacement of the damaged or lost pouch.

Students who need their phone before or after school but have damaged or lost pouches can hand the phone to the front office each morning where it will be stored in the campus safe.

### Contact Between Students and Parents/Carers During the School Day

During school hours, parents and carers are expected to contact their children via the school office. If parents/carers need to collect their student, the front office staff will send for them so they can be picked up from the front office.

### Students Who Sign Out During the Day

As part of the sign out process through the front office, administrative staff members will open a student's pouch using the front office unlocking station.

## Responsibilities

### *Students*

- Ensure their mobile phones are locked in their pouch from the time they enter the school grounds to when they leave.

### *Parents and Carers*

- Support implementation of the school procedure, including its approach to resolving issues.

### *Executive*

- Respond to and report any breaches and incidents of inappropriate use of digital devices as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes following the college flowchart when responding to any incident of inappropriate student behaviour relating to the use of digital devices.
- Complete random spot checks, during roll call, to ensure the student expectations outlined in these procedures are being followed.

### *All Teaching Staff*

- Respond to and report any breaches and incidents of inappropriate use of digital devices as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes following the college flowchart when responding to any incident of inappropriate student behaviour relating to the use of digital devices.

### *Evaluation and Review*

- As required, but no later than 2026 as per Department guidelines.

## Newsletter

The College newsletter is known as 'The Dolphin'. It is published regularly throughout the year on the school website and the Parent Portal. It contains important dates, news, and reminders of interest to parents.

## 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 appreciated additional revenue for the College.

The P&C meets the first Wednesday of each month, at 6:00pm. The venue alternates between the Forster and Tuncurry libraries. All parents are very welcome to attend.

## Parent Portal

The 'Sentral for Parents' app allows parents to monitor their child's school journey, simply and efficiently. With many smart features that help streamline your day by keeping communication lines between parents and teachers open, timely and ongoing. **Download the app now, to start the journey:** <https://www.sentral.com.au/app-getting-started> Some of the many features of the Parent Portal are:

- Receive instant notifications from the school
- Send and receive messages to teachers
- Report absences
- Book Parent/Teacher interviews
- View your child's timetable and attendance records
- View and download your child's academic reports

# Experience the new Sentral for Parents App

**We've listened, and reinvented.**

Our new school engagement app has been developed to help you stay connected and informed about your child's education.

**Discover the possibilities and download the app today.**

To get started visit:

[www.sentral.com.au/our-products/parents](http://www.sentral.com.au/our-products/parents)



## 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 students.

The meetings are held after school from approximately 3.30 p.m. to 6.30 p.m. in the Library. Parents can book an interview online through the Parent Portal. If no time slots are available, or the time allocated is insufficient, parents are welcome to contact either the school or directly to teachers through the parent portal 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

Roll Call	8:51 – 9:10	▪ The school operates on a fortnightly timetable
Period 1	9:10 – 10:08	
Period 2	10:08 – 11:06	
Recess	11:06 – 11:36	
Period 3	11:36 – 12:34	
Period 4	12:34 – 1:32	
Lunch 1	1:32 – 2:02	
Period 5	2:02 – 3.00	

## 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.

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.

## Respect and Tolerance

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



## 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.

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.

## Sense of Community

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

Students 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/Vaping

Smoking/vaping 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/vaping, or in possession of smoking products, or selling and supplying tobacco products on school premises, the Department of Education's *Suspension and Expulsion of School Students Procedures* will be followed. Students with addictive habits are advised to seek assistance as a long-term health strategy.

Similar consequences apply whether students are smoking on campus or on the way to or from the campus.

## 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 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.

## Student Representative Council (SRC)

The Student Representative Council (SRC) is a group of students working together to provide a student voice within Great Lakes College Forster Campus. Students can self-nominate to become a member of the SRC. To be eligible, students must sign and abide by the Great Lakes College Code of Conduct.

Nominees for the Leadership Team are elected by the student body and staff. Positions include Captains, Vice Captains, and Prefects. The Student Representative Council and Leadership Team attend roll call together and use this time for planning and decision making.

Decisions made by the SRC must be ratified by the Campus Principal. Two staff members are appointed as SRC Coordinators and are responsible for working with the students to organise meetings, events, and leadership opportunities.

## 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 the Department of Education that suspension will be applied automatically in situations involving weapons, serious violence, or illegal substance use or possession and criminal behaviour related to the school. 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, 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.

## 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.

## Textbooks

These are purchased from funds raised by the general school contribution. 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.

The wearing of identifiable uniform and colours also represents an important child protection requirement, *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.

## Daylight Schoolwear Uniform Shop

(located near the MPH at Forster Campus)

or

Order online at:

[www.daylightsportswear.com/greatlakes](http://www.daylightsportswear.com/greatlakes)

Uniform shop hours: 8.30-12.30 Tuesdays  
8.30-11.30 Thursdays

## PRICE LIST

Yr 7-10 Everyday Polo (Blue)	\$38.00
Yr 11-12 Everyday Polo (White)	\$38.00
Yr 11-12 Blouse (White)	\$38.00
Yr 11-12 Shirt (White)	\$38.00
A-Line Skirt	\$55.00
Summer Shorts	\$30.00
Elastic Waist Shorts	\$38.00
Yr 7-10 Hoodie (Blue)	\$50.00
Yr 11-12 Sloppy Joe Round Neck (Red)	\$48.00
Puffer Alpine Jacket	\$80.00
Sports Jacket	\$70.00
Yr 7-10 Sports Polo (Red)	\$38.00
Jazz Pants	\$55.00
Trackpants	\$48.00





**Great Lakes  
College**

ONE COLLEGE • THREE CAMPUSES • UNLIMITED OPPORTUNITIES

# Our Uniform



  
**DAYLIGHT  
SCHOOLWEAR**

COMPLETE  
UNIFORM  
SOLUTIONS

## **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.

## **Visitors**

All visitors to the campus must report to the Administration office and QR code in. 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 9 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. A second placement will be arranged at another time of the year. 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 Career 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, Year Advisers remain with their chosen cohort for the entire four years at Forster Campus. 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.





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