



Djerriwarrh
Community College

STUDENT/PARENT HANDBOOK

235 Station Road

Melton 3337

PH: 8746 1000

www.djerriwarrh.org.au

email: info@djerriwarrh.org

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1. Djerriwarrh Community College

Welcome to Djerriwarrh Community College and thank you for choosing our school.

Djerriwarrh Community College (the College) is an independent specialist senior secondary school based in Melton. The College delivers the Victorian Certificate of Applied Learning (VCAL) at Foundation, Intermediate and Senior levels for students aged 15-19 years. It provides a safe and inclusive learning environment for young people who may have been disengaged or are at risk of disengaging from education. The College is committed to supporting students to reach their personal, social and educational potential by providing the tools and skills to reflect, set goals and plan.

The Victorian Certificate of Applied Learning (VCAL) provides important skills for students through vocational education, work placement and working in the community.

Our College enables students to create and begin a successful pathway to further education and/or employment. We encourage and support students in achieving their individual best to ensure a positive impact on their education, their community and themselves.

We look forward to working with you as you pursue success and all of its rewards.

1.1 School philosophy

Vision

To provide a community college that encourages and inspires students to reach their individual personal, social and educational potential.

Values



Our enactment

Djerriwarrh Community College enacts its philosophy by:

- Offering a specialist school with small class sizes and a friendly safe environment.
- Identifying students' personal and educational barriers to learning to inform:
 - individual support plans; and
 - individual learning plans.
- Providing wrap around support services including referrals to housing, mental health and AOD services.
- Having student centred learning at the forefront of teaching practice.
- Following the Positive Education model, to assist students to:
 - strengthen their relationships
 - build positive emotions
 - enhance resilience
 - promote mindfulness
- Using restorative practice methods to:
 - build a sense of community within and around school
 - repair harm and hold parties responsible and
 - improve the emotional literacy of staff, students and the school community
- Working closely with parents/guardians, family and other stakeholders (for the individual student)
- Engaging with the local community
- Minimising student fees and associated costs for parents/guardians and students.

1.2 Commitment to Australian Democratic Principles

Australian society is defined, among other aspects, by a belief in elected Government; by a commitment to the rule of law, to equal rights for all before the law; and by a belief in freedom of religion, freedom of speech and freedom of association. Our society is also tolerant of a range of religious, political, social and cultural beliefs and values in the context of the fundamental principle of our democracy.

The *Education and Reform Act 2006* requires all education providers to operate in a manner consistent with this set of Australian democratic principles.

In accordance with the Act, Djerriwarrh Community College delivers curriculum programs, learning and teaching in a manner that supports and promotes the principles and practice of Australian democracy. This includes a commitment to:

- elected government;
- the rule of law;
- equal rights for all before the law;
- freedom of religion;
- freedom of speech and association; and
- the values of openness and tolerance.

Djerriwarrh Community College demonstrates this commitment through the enactment of our Vision and Values. We provide a learning environment that is inclusive and respectful of all members of our College community. Our student centred curriculum is designed to develop the skills and knowledge of our Students to enable them to become active and informed global citizens and to contribute positively to a fair and just society.

1.3 Keeping children and young people safe

Djerriwarrh Community College is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Djerriwarrh Community College has zero tolerance for child abuse.

Djerriwarrh Community College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Djerriwarrh Community College has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In its planning, decision-making and operations Djerriwarrh Community College will:

- Take a preventative, proactive and participatory approach to child safety;

- Value and empower children and young people to participate in decisions which affect their lives;
- Foster a culture of openness that supports all persons to safely disclose risks of harm to children and young people;
- Respect diversity in cultures and child rearing practices while keeping child safety paramount;
- Provide written guidance on appropriate conduct and behaviour towards children and young people;
- Engage only the most suitable people to work with our young people and have high quality staff and volunteer supervision and professional development;
- Ensure children and young people know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
- Share information appropriately and lawfully with other organisations where the safety and wellbeing of children and young people is at risk; and
- Value the input of and communicate regularly with families and carers.

2. Victorian Certificate of Applied Learning (VCAL)

The Victorian Certificate of Applied Learning is a hands-on option, which provides practical work-related experience, as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work. It is an applied learning approach to senior studies. It offers a pathway into further education, employment, traineeships or apprenticeships.

Djerriwarrh Community College delivers a community-based program targeted to young people aged 15 to 19 years of age. Our curriculum is flexible, applied, student centered and assists our students to develop community partnerships.

2.1 Applied learning

Applied learning is education put into practical use, learning which is hands-on, relevant to real situations and personalised to meet each student's needs.

Applied learning has a focus on real life application and takes into account different learning preferences.

Applied Learning in the VCAL curriculum includes:

- Learning in classroom contexts;
- Learning in community contexts;
- Adult learning in vocational learning contexts;
- Work based learning in workplace settings;
- Project based learning involving 'real world' issues.

2.2 Delivery principles

The Principal and Teachers will:

- negotiate where possible the content of the curriculum to build on your interests, abilities and strengths
- focus on practical 'hands-on' opportunities for learning
- look for opportunities to encourage your personal development and growth
- recognise your achievement and contributions both formally and informally
- encourage and support you to learn

- help you to understand your preferred learning styles
- assess your work fairly and give you constructive feedback
- value your contribution
- create a safe working environment for all students
- use restorative practices

2.3 VCAL award Levels

The VCAL has three award levels:

- Victorian Certificate of Applied Learning (Foundation)
- Victorian Certificate of Applied Learning (Intermediate)
- Victorian Certificate of Applied Learning (Senior)

The three qualification levels cater for a range of students with different abilities and interests. They also provide a progression in the development of skills, knowledge and attributes. The level that you start on will be the one that best matches your needs and abilities.

2.4 Entry requirements

There are no formal entry requirements for VCAL studies. The VCAL has been designed to accommodate flexible entry and exit. Students can enter at the appropriate level of VCAL to suit their learning needs, abilities and interests.

2.5 Structure of the VCAL

The VCAL program consists of four compulsory curriculum strands:

- Literacy and Numeracy Skills
- Industry Specific Skills
- Work Related Skills
- Personal Development Skills
- Skills for Further Study

To be awarded a VCAL qualification, students must successfully complete a program that contains a minimum of 10 credits. A credit is gained for successful completion of a unit of study. A unit of study can be:

- one VCAL unit;
- one VCE unit; or
- 90 hours of completed VET modules or units of competence.

At Djerriwarrh Community College, VCAL Programs have been developed for each level (Foundation, Intermediate and Senior):

	Foundation	Intermediate	Senior
VCAL Literacy and Numeracy Skills	Literacy Skills Reading and Writing Literacy Skills Oral Communication Numeracy Skills	Literacy Skills Reading and Writing Literacy Skills Oral Communication Numeracy Skills Unit 1 Numeracy Skills Unit 2	Literacy Skills Reading and Writing Literacy Skills Oral Communication Numeracy Skills Unit 1 Numeracy Skills Unit 2
VCAL Personal Development Skills	Personal Development Skills Unit 1 Personal Development Skills Unit 2	Personal Development Skills Unit 1 Personal Development Skills Unit 2	Personal Development Skills Unit 1 Personal Development Skills Unit 2
VCAL Work Related Skills	Work Related Skills Unit 1 Work Related Skills Unit 1	Work Related Skills Unit 1 Work Related Skills Unit 1	Work Related Skills Unit 1 Work Related Skills Unit 1
Skills for Further Study			Skills for Further Study
Industry specific skills	VET units	VET units	VET units

The Principal and your Teacher will work with you to develop a program that is appropriate for your interests, abilities and strengths.

Additional subjects offered to support the curriculum and students areas of interest include:

- Art and Art Therapy
- Computing
- Physical Education

Literacy and numeracy skills

Study in this strand is designed to:

- develop knowledge, skills and attributes relevant to reading, writing and oral communication and their practical application in the contexts of everyday life, family, employment, further learning and community
- develop knowledge, skills and attributes relevant to the practical application of numeracy in the contexts of everyday life, further learning, work and community
- provide pathways to further study and work.

Industry specific skills

The purpose of the VCAL Industry Specific Skills Strand is to develop student skills, knowledge and attributes related to one or more vocational contexts in preparation for progression to further learning or employment. The learning program used to meet this strand should focus on vocational contexts, in order for learners to explore available pathway options through the Victorian Certificate of Education (VCE), Vocational Education and Training (VET), Further Education (FE) and employment.

Work related skills

The curriculum for the Work Related Skills units is designed to develop employability skills, knowledge and attributes valued within community and work environments as a preparation for employment. The development of employability skills provides learners with a capacity to consider and choose from the range of pathways. The development of occupational health and safety knowledge prepares learners for the workplace.

Personal development skills

The purpose of the VCAL Personal Development Skills Strand is to develop student knowledge, skills and attributes that lead to self-development and community engagement through:

- family, social, community and environmental responsibilities
- resilience, self-esteem and efficacy
- health and wellbeing
- valuing participation in a democratic society

Skills for further study

The curriculum for the Skills for Further Study - Senior unit is designed to enable students to develop knowledge and skills for further study. This knowledge and skills will enable them to pursue diverse and higher level education and training pathways in a range of settings.

The Skills for Further Study – Senior unit aims to develop knowledge and skills in the following areas:

- strategies for learning
- time management
- research skills
- pathway planning
- preparation of a portfolio and/or application for further education and training
- oral presentations
- digital literacy.

Vocational Education and Training (VET) Programs

Recognition of Vocational Education and Training (VET) within the Victorian Certificate of Applied Learning (VCAL) ensures that students who complete all or part of a nationally recognised VET qualification may receive credit towards satisfactory completion of the VCAL. Students would typically undertake training at Certificate II or III level.

VET subjects/qualifications

Students at all three levels of VCAL are required to complete a minimum of 90 hours (1 credit) of vocational subjects.

Students may select from the following options:

1. Undertake a VET Qualification with a TAFE or Registered Training Organisation or through the Western Edge Cluster
2. Undertake SIT20316 Certificate II in Hospitality with Djerriwarrh Community & Education Services, a partnership organisation
3. Undertake a School Based Apprenticeship/Traineeship

VET courses are designed to provide you with practical and theoretical experience for future employment. Prior to selecting your VET course, you should carefully consider fields of employment that interest you in order that your VET studies are relevant to your employment goals.

It is your responsibility (in consultation with your parents/guardians and your Teacher) to research your VET options, identify a course that suits your needs and interests, ensure you satisfy course requirements and enrol.

2.6 Credit and Recognition of Prior Learning

A credit is a successfully completed part of a course of study. If you have already completed units/modules from a Further Education, VET or VCE course these can count towards your VCAL certificate.

The Principal will help you to work out any credits from previous study that can be counted and make sure they are documented and reported as part of your VCAL.

In addition to credits, there is the Recognition of Prior Learning (RPL) assessment process. RPL is a process to assess successful completion of VCAL learning outcomes through skills, knowledge and experience gained in other settings besides traditional school programs, for example through part-time work or voluntary involvement in a community organisation.

RPL can only be applied to the VCAL Work Related Skills (all levels), VCAL Personal Development Skills (all levels) and VCAL Skills for Further Study (Senior).

If you are interested in applying for RPL please make an appointment with the Principal to determine your eligibility and for a detailed explanation of the RPL process.

2.7 Pathway options

When you complete the VCAL program, you will have practical work-related experience and a qualification or units of competency that are recognised by TAFE institutes and employers. This helps you move from school into work, an apprenticeship or traineeship and/or further training at TAFE.

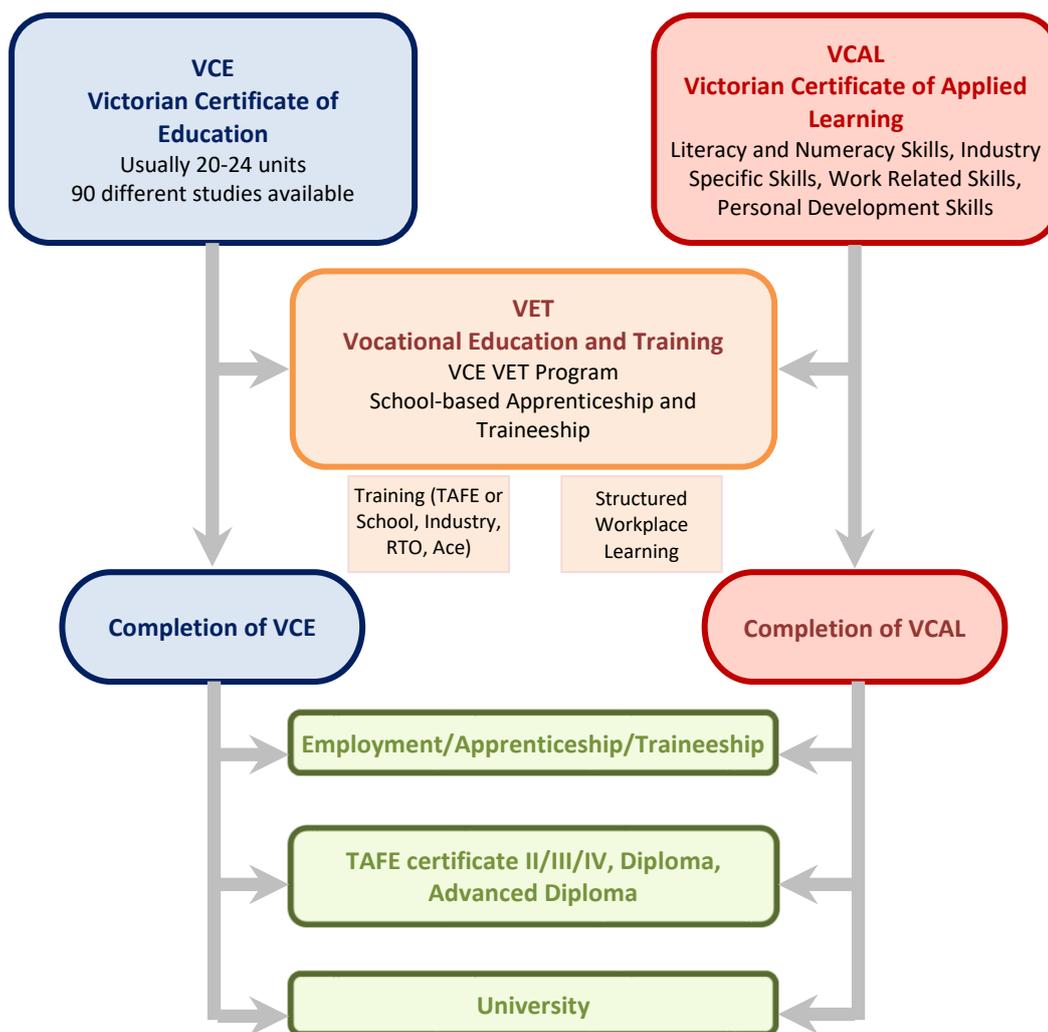
If you start studying for your VCAL at foundation level and successfully complete it, you may consider going on to complete either the intermediate or senior level of the VCAL.

You may also choose to complete a pre-apprenticeship or apprenticeship to gain skills and knowledge while working in your chosen industry.

You can also reconsider your options and decide university is the right choice for you and transfer to the VCE.

Entry straight from school is not the only pathway into university. Some people study a vocational education and training course at TAFE while working, leading to a Diploma and then progress to a degree at University. This also is an option for VCAL students.

Learning Pathways



3. Administration and Enrolment

3.1 Contact details

Office Hours: 8:30am to 4:30pm Monday to Friday

Address: 239 Station Road, Melton Vic 3337

Phone: (03) 8746 1000

Email: info@djerriwarrh.org

Website: www.djerriwarrh.org.au

3.2 College staff

Principal Amy Farrell

Teachers Tanya Osborne, Billy McRae, Amandeep Kaur

Administration Officer Sween Sharma

Youth Worker(s) Amy Abdullah

3.3 Term dates

Term 1 Monday 1st February – Thursday 1st April 2021

Term 2 Monday 19th April – Friday 25th 2021

Term 3 Monday 12th July – Friday 17th September 2021

Term 4 Monday 4th October – Friday 11th November 2021

*Please note: these are subject to change

3.4 Timetable

The VCAL Program at Djerriwarrh Community College is a full time course (five days per week):

Monday	Classroom	9:15am-2:45pm
Tuesday	Classroom	9:15am-2:45pm
Wednesday	VET	
Thursday	Classroom	9:15am-2:45pm
Friday	Classroom	9:15am-2:45pm

3.5 Session times

Period 1	9:15am – 10:00am
Period 2	10:00am – 10:45 am
Recess	10:45am – 11:00am
Period 3	11:00am – 11:45am
Period 4	11:45am – 12:30am
Lunchtime	12:30pm – 1:15 pm
Period 5	1:15pm – 2:00pm
Period 6	2:00pm – 2:45pm

3.6 Application and enrolment

The College will ensure an equitable and fair process for student selection and enrolment by following documented processes.

The College will only consider applications from young people between the 15-19 years of age.

At the discretion of the College, applications preference will be given to young people:

- who have disengaged from education,
- who are at risk of disengaging from education,
- who experience mental health issues such as anxiety or trauma,
- who have experienced disrupted learning.

Application process

Students interested in enrolling at Djerriwarrh Community College should attend an information session and/or complete an expression of interest form. Applicants and their Parents/Guardians will be required to attend an application interview. Prospective students are required to undertake a literacy and numeracy assessment to ensure that they are enrolled at the correct level.

Enrolment

Students are required to fill in the enrolment documents before they commence class. If the student is under the age of 18, the parent/guardian is required to complete and sign the documents.

Students still enrolled in another school must exit before they can enrol at Djerriwarrh Community College.

All students and/or their parent/guardian are required to complete a medical information form to ensure that all staff are aware of any pre-existing medical condition.

Students who are anaphylactic must provide an Individual Anaphylaxis Management Plan as soon as practicable after enrolment and prior to their first day of class.

3.7 Fees and charges

Fees and charges are provided in the Statement of Fees available from reception. Fees are payable before Term 1 commences or via a payment plan. Please read the Fees and Refunds Policy before signing your enrolment form.

Fees will be refunded according to the Fees and Refunds Policy.

3.8 Method of payment

The College accepts the following methods of payment:

- Cheque or money order
- Cash
- EFTPOS (whether over the phone or in person)
- Credit card and debit card payments (fees and charges may apply)

3.9 Student records

Compass

Djerriwarrh Community College uses a web-based school management system called Compass. This management system allows students to view their timetable electronically, keep track of their work and learning outcomes and communicate with Teachers. Upon enrolment, students are given their personal login details and will have access to online learning resources.

Parents/Guardians are also given a login, this will allow you to communicate with Teachers, keep track of your child's attendance and approve excursions. Compass allows you to stay connected via SMS updates, emails and push notifications. The College Policies, Procedures and forms are also available to Parents/Guardians via Compass.

Student's and parent's/guardian's information will also be entered into Compass.

Students and parents/guardians are required to:

- ensure that all the information provided to the College is accurate;
- notify the College of any contact changes (email, phone, address etc.);
- advise the College of any difficulties or problems they may experience that may affect their study;
- monitor their child's attendance;
- check Compass for school updates; and
- approve incursions/excursions.

3.10 Privacy

Djerriwarrh Community College strives to maintain a balance between the need to collect and use your personal information to deliver effective services and the need to protect the privacy of your information. Please read our Privacy Policy or visit our website for more details.

Access to your information

As a student you may access your study records on request. These records include copies of assessments you have completed, including RPL applications and assessments, and duplicate copies of statements of attainment and qualifications. Please contact the Administration Officer via the email: info@djerriwarrh.org.

Your personal information will only be disclosed to state or commonwealth government departments, including those departments that provide funding for the programs we deliver. Please refer to our Privacy Policy for more information on how we will protect your privacy.

You may access or update your personal information by calling 03 8746 1000 or by speaking directly to the College's Administration Officer

If you are unhappy with how we have treated your personal information, you may make a complaint following the Complaint policy and procedure.

3.11 Complaints and appeals

If you have an issue with our service, you may lodge a complaint. If you do not agree with the outcome of an assessment you may lodge an appeal. Discuss your complaint or appeal with your Teacher and/or the Principal first.

If you decide to lodge a formal complaint or appeal, you will be asked to fill out a complaint or appeal form. Your request will be handled according to the Colleges policies and procedures.

At any time students and/or parents/guardians may contact the Victorian Registrations & Qualifications Authority (VRQA):

Phone: 9637 2806

Online form: <https://www.vrqa.vic.gov.au/complaints/pages/complaints.aspx>

Letter to manager complaints unit, VRQA, GPO box 2317, Melbourne, Vic, 3001

Refer to the Djerriwarrh Community College Complaints and Appeals Policy for further information.

4. Assessing and Reporting

4.1 VCAL assessment

Assessment is on-going throughout the year and different assessment methods are applied to different units. Students are assessed through practical application, teacher observation, participation, formal and informal methods, attendance and written assessment. Students will need to demonstrate their skills in order to complete each outcome.

There are two result codes that are used to report student achievement in VCAL. These are 'S' and 'N'. The result code 'S' (Satisfied) means satisfactory completion of a unit and the result code 'N' (Not Yet Satisfied) means non-satisfactory completion of a unit.

Students VET component is included in the VCAL course hours. Students must be assessed as competent in their VET units in order to be eligible for their VCAL certificate.

Teachers will work with students who are assessed as 'N' (Not Yet Satisfied) and provide opportunities to satisfactorily complete VCAL units and VET units of competency to achieve a 'S' (Satisfied) result wherever possible. Students must commit to make up work missed and complete all outcomes in order to successfully achieve the VCAL certificate.

4.2 Reasonable adjustments

Reasonable adjustments in assessment can be made to meet the needs of individual students. This includes factors such as learning styles, physical or intellectual ability, language, literacy and numeracy levels, cultural background or socio-economic factors. Students and parents/guardians should discuss any concerns they may have with the Principal and Teacher upon enrolment.

4.3 Assessment extensions

All assessments and set tasks have deadlines. Students must apply for an extension if they cannot hand in their projects by the due date.

4.4 Assessment appeals

If you receive a 'N' (Not Yet Satisfied) 'result and you do not agree with this outcome, you may appeal the assessment decision. Students can request internal moderation or refer to the Colleges Appeals Policy.

4.5 Issuing of certificates and/or Statements of Attainment

Like the Victorian Certificate of Education (VCE), VCAL is an accredited secondary certificate.

Upon successful completion of the learning program and required hours, students will receive the following:

- VCAL Certificate (Foundation, Intermediate or Senior level, depending on the VCAL level you are enrolled in)
- Statement of Results listing all VCAL units (and any VCE units) that have been successfully completed as part of your VCAL course

4.6 Reporting progress

Student progress will be reported to Parents/Guardians via Compass. Parents/Guardians will receive a written report twice a year outlining student performance and have the opportunity to discuss student performance with their Teacher and/or Principal.

5. Studying at Djerriwarrh Community College

Djerriwarrh Community College aims to meet the needs of its student cohort by offering a flexible learning environment that is personalised and engaging. We do this by:

- Offering curriculum that is flexible, applied and student
- Modifying the curriculum when required
- Differentiating classroom activities
- Offering small class sizes between 12-15 students
- Creating Individualised Learning Plans
- Creating support plans to students with diverse needs
- Working closely with community organisations
- Engaging in project-based work
- Access to an onsite Youth worker
- Access to Education Support Workers

5.1 Attendance

Students who attend Djerriwarrh Community College make a commitment to keep the school regulations of which punctual and consistent attendance is one. Parents or guardians are expected to support the school in this matter.

You are expected to attend all classes with a minimum of 80% attendance. If your attendance falls below 80%, you and your parent/guardian will be required to attend a meeting with the Principal.

Class attendance is marked at the beginning of each session. Late arrivals and absences are recorded and followed up with necessary contact to parents/ guardians.

If you are experiencing problems that may be stopping you from coming to classes, please speak with the Principal, your Teacher or the Youth Worker.

Students and Parent/Guardians should read the Djerriwarrh Community College Attendance Policy and Procedure.

5.2 Attendance guidelines and procedures

- Students must be in school from 9:15am to 2:45pm.
- Students are to attend all timetabled periods. In addition to VCAL classes, this includes all external activities, excursions and scheduled subject activities.
- Students are expected to attend VET and work placement.
- Students are to be punctual to school and to class. Appointments are expected to take place out of school hours. If this is not possible, advance notice is required by a parent/guardian.
- No student may leave the school grounds without the prior approval of the Teacher/Principal. In cases of illness, students must let Teacher/ Principal know and they will give permission to leave the school if appropriate.

Absences

- Parents/guardians/students should contact reception on 8746 1000 or via email at info@djerriwarrh.org if a student will be absent from school.
- A medical certificate should be provided for any single absence if possible. For an absence of more than two days, a medical certificate is required.
- Parents/guardians of students aged under18 will be notified of any unexplained absences or lateness.
- If you are absent, it is your responsibility to find out what has been missed. Teachers will keep extra copies of all handouts and work will be uploaded to compass where possible.

Student lateness and early leaving

- Students should ring 8746 1000 if they are going to be late. A message can be left if out of hours or if no-one answers the phone.
- On arrival at school, students must attend the Principal's office to obtain a late pass.
- Students leaving early from a timetabled class will need a valid reason to do so
- Written consent is required from parent/guardian for all request to leave early.
- Before leaving, students must obtain an Early Leave Pass from the Principal.

5.3 Student supervision

School hours for students are 9:15am-2:45pm. Staff supervision is provided from 10 minutes prior to first period and 10 minutes after the last period.

Students will be supervised at lunchtime and on morning and afternoon breaks at all times. Students with permission to leave the premises during breaks may do so but are reminded to return promptly at the end of each break.

5.4 Excursions

Supervised excursions are part of the educational curriculum and will be related to your course of study. You are expected to attend all excursions and participate in any activities associated with the excursion. Excursion forms are handed out to students in regards to guidelines and purpose of the trip including educational objectives. These forms must be signed and returned before departure of each excursion.

5.5 Community partnerships

Djerriwarrh Community College works closely with community organisations in delivering services and programs that focus on improving the opportunities and resources available to students. These partnerships provide an opportunity for students to access services and for the College to better meet student's needs.

Djerriwarrh Community College works closely with:

- Melton Library and Learning Hub
- Melton Youth Facility
- Reclink Australia
- Cohealth
- Youth Support and Advocacy Service (YSAS)
- Reconnect Program
- Navigator Program

5.6 Resources

Pencil case with all general stationery.

Folders, books and resources will be supplied by Djerriwarrh Community College

5.7 Policies and procedures

The College has policies and procedures to support all students. These guidelines are put in place to ensure that all students have a successful year.

There are a number of guidelines that you will need to be familiar with and agree to follow to become a student of The College. Your Teacher will take you through these policies and the procedures at commencement of the course.

Important documents for you to become familiar with include:

- Student Code of Conduct Policy
- Student Wellbeing and Engagement Policy
- Duty of Care Policy
- Attendance Policy
- Information Communication Technology Policy
- Curriculum and Assessment Policy
- Bullying, Harassment and Cyber Bullying Prevention Policy
- Smoke Free Environment Policy
- SunSmart Policy

College policies are available on the school's website, via Compass or on request from reception.

6. Student Conduct

Djerriwarrh Community College acknowledges that staff and student conduct plays an important part in maintaining a friendly and supportive learning environment for all students. Please read our Student Code of Conduct and visit our website to ensure that you understand the behaviour expected of you at the College.

6.1 Student Code of Conduct

All students are required to sign a Student Code of Conduct contract on commencement of the course. Parents/Guardians are also asked to sign and agree to these standards of behaviour.

6.2 Behaviour management

Djerriwarrh Community College will use a range of strategies to promote engagement, positive behaviour and respectful relationships for all students in our school.

Behavioural expectations of students, staff and parents/guardians are based on the College Statement of Values, Student Code of Conduct and Parent Code of Conduct.

When a student acts in breach of the behaviour standards of our school, Djerriwarrh Community College will respond as per the College's Student Behaviour Management Procedure, informing parents/guardians about the inappropriate student behaviour and the disciplinary action taken by teachers and other College staff.

6.3 Prohibited items and behaviour

Smoking

Djerriwarrh Community College is a smoke free environment. The entire premises, including car parks and outdoor areas where applicable, are smoke free. This policy applies to all staff, students, contractors and visitors while on College premises.

Alcohol and drugs

The College is an alcohol and drug free environment. Use of alcohol or drugs will not be tolerated. Consumption of alcohol is not permitted at Djerriwarrh Community College or at a College event.

Consequences for the use of alcohol or drugs at the College or attending the College under the influence of alcohol or drugs will be determined by the Principal and may lead to a student being suspended or expelled from the College.

Students that attend the College with the appearance of recently consuming alcohol or drugs will have their parent/guardian called to collect them and be sent home.

Firearms or weapons

Under NO CIRCUMSTANCES are firearms or weapons permitted to be brought on to College grounds. If any student is found to be in the possession of either, the student will be subject to disciplinary action, which may result in the immediate termination of enrolment. Cases could also require the matter to be referred to the local authorities.

6.4 Harassment and bullying

The College follows a zero tolerance for harassment and bullying, including cyberbullying, at school and students engaging in this behaviour may be exited from the program.

If a student is experiencing any bullying or harassment issues, they should contact their teacher, youth worker, or the principal. Refer to the Djerriwarrh Community College Bullying, Harassment and Cyber Bullying Prevention Policy.

6.5 Use of computers, mobile phones and other electronic equipment

Use of computers

Computers are to be used for educational, job seeking and training purposes only. The schools network is not to be used for personal use such as entertainment. Use of the network is a privilege, not a right.

Mobile phones and electronic devices

Mobile phones and other electronic devices may only be used during class time with permission from their Teacher.

The widespread ownership of mobile phones, iPod/MP3 players, laptops and iPads (and other electronic devices such as cameras and video cameras) among young people requires that teachers, students and parents take steps to ensure that electronic equipment is used responsibly.

This is to ensure that potential issues involving mobile phones, iPod/MP3 players, laptops and iPads can be clearly identified, ensuring the benefits that such equipment provides (such as increased safety) can continue to be enjoyed by our students.

The College accepts no responsibility for replacing lost, stolen or damaged mobile phones and other electronic devices.

Parents are reminded that in cases of emergency, the reception office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

Guidelines for the use of mobile phones and electronic devices

- Any student with a mobile phone is to leave it switched off or on silent for the duration of each period and it is not to be used unless the student has been given permission to do so.
- Taking photos or filming of students without consent is strictly forbidden. This is viewed as a serious breach of an individual's privacy. Students who have taken photos and videos at school without permission and then transmitted the photo or video to other electronic media such as the internet will have placed their enrolment at the College in jeopardy..
- It is a criminal offence to use a mobile phone or other electronic device to menace, harass or offend another person (e.g. cyber bullying).
- It is strictly forbidden to record visual images or audio in the classroom without teacher consent.
- Students are at all times responsible for their portable technologies and should keep them safe.

Acceptable Use of the Internet Agreement

All students are required to sign an Acceptable Use of the Internet Agreement on commencement of the course. This user agreement outlines standards of behaviour when using various form of technology, this includes:

- Internet
- Wireless networks
- Mobile phones
- Computers
- Other communication mediums

7. Student Health, Safety and Wellbeing

7.1 Wellbeing support services

The College uses a wide variety of resources to help make school more engaging and create an environment where students feel comfortable and included. Each student is regarded as an individual as well as part of the group and we welcome each student's contribution to creating a learning environment where every student is able to learn at their full potential.

The Wellbeing Team take a holistic approach and ensure that students feel supported not only in the classroom but outside as well. The College provides a wellbeing hub where students can meet with Youth Workers for individual sessions and find sensory tools to help remain calm, informative posters and referral information and an art therapy space.

The Wellbeing team also works closely with local organisations to ensure students receive wrap around support.

The College integrates Positive Psychology framework into curriculum and has a strong focus on building character strengths, promoting gratitude, building resilience and allowing students to flourish in all aspects of their lives

7.2 Health and safety

At enrolment, you will be asked to provide us with emergency contact details and any medical conditions or special needs you may have. This is done for your personal safety only. The information you provide will be treated with the strictest confidence and only your Teacher, the College Administration and the Principal will have access to the information. Your medical information will be held for the duration of your enrolment and then destroyed.

7.3 Medical action plans

For students diagnosed with asthma, anaphylaxis or other medical condition, a medical action plan completed by a medical/health practitioner must be provided to relevant staff on or immediately after enrolment and annually thereafter. Parents/Guardians of students accessing Djerriwarrh Community College are responsible for ensuring that the student has an adequate supply of the appropriate medication with them at all times.

Please refer to the College's policies relating to Anaphylaxis, First Aid and Medical for more information.

7.4 Arrangements for ill students

The College has a First Aid Officer on site at all times. In the event of an emergency 000 will be contacted and the First Aid officer notified.

Parents/Guardians of ill students will be contacted to take them home or to seek further medical attention.

7.5 Medication

The College does not administer non-prescribed medicines such as paracetamol or analgesics to students and does not keep them on the premises.

If a student requires prescribed medication during school hours, a medical form must be completed and the medication must be provided in the original bottle or packaging and must be clearly labelled with the name of the student, time and dosage to be administered.

Refer to the College's First Aid and Medical Conditions Policy and discuss any medication requirements with the Principal.

7.6 Student support services

Djerriwarrh Community College provides a range of support services for students. Please speak to the Principal or the Youth Worker to discuss how we may support or assist your learning and social and emotional wellbeing.

7.7 Learning differences and special assistance

The College aims to comply with relevant legislation and promote access and equity in all its services we encourage the inclusion and participation of members of the local communities regardless of race, culture, disability, religion, language, age, gender, or social or economic barriers.

We will make modifications or reasonable adjustments to provide a balanced learning environment for students and meet individual needs so that students have the opportunity to be successful.

If you require special assistance or support, please provide further information on your enrolment form, and make an appointment to discuss your situation in confidence with the Principal.

Special assistance to learners at the College may include:

- Education support worker;
- Language, literacy and numeracy support services;
- Creation of individual learning plans;
- Classroom adjustments and modification;
- Disability support;
- Youth services;

7.8 Transition support

Successful transition into further education and training or employment will be facilitated through the delivery of career education, development of a Career Action Plan and ongoing support.

The College's Principal and staff are available to discuss and support students transitioning from the College following completion of their VCAL Program. This includes assisting students to apply for further education courses through direct entry or through the Victorian Tertiary Admissions Centre (VTAC).

8. Important Information for Students and Parents

8.1 Parent communication

Parents/guardians are requested to ring College reception on 8746 1000 during school hours if they need to contact their child. Please do not call students on mobiles during school time.

Parents/Guardians are encouraged to contact the Principal if they have any queries about the program or concern about their student.

8.2 Visitors

All visitors must report to the College reception. Students should not invite friends/relatives to visit them on College premises without the permission of the Principal or a Teacher.

8.3 Students facilities

Your teacher will show you the location of the kitchen that you may use during your program. Please ensure you clean up after you have finished using this facility. This includes washing, drying and returning the dishes to the cupboard. Kitchen facilities include free tea and coffee making facilities, microwave and refrigerator.

Students will also have access to:

- Recreation spaces
- Wellbeing hub
- Sports equipment
- College garden and vegetable beds

8.4 Damages and breakages

If a student damages school equipment or facilities, the student is required to pay for any repairs.

8.5 Food and drink

Break times are for food and drink. Food is not to be brought into classroom sessions. A bottle of water is welcome to sit on the student's desk, but must be away from technology.

8.6 Personal property

Students are responsible for taking care of any personal property they bring to school. The school cannot guarantee the safety of any personal property that is left at the school. Valuable items should be left at home.

8.7 Photograph/media consent

At the time of enrolment, parents/guardians are able to approve the use of their child's photo for use by the school, for promotion of school programs. Parents/Guardians should contact the Administration Officer if they have any concerns or questions or wish to change their approval.

8.8 Uniform

While the College has no formalised uniform, we encourage all students to dress in a neat and tidy fashion. Flat, comfortable shoes – please do not wear high heels, ugg boots or thongs as these are neither safe nor permitted.

We appreciate your right to wear the clothing that you feel comfortable in and that you identify with but your safety and the comfort of all staff and students is essential.

8.9 Feedback

A Student Survey will be conducted twice yearly. These results will be used to better meet the needs of our students and to improve your education experience.

Your responses will be kept strictly confidential and will provide you with an opportunity to let us know your opinion of the College.

The College also has a Student Representative Council that meets with school leadership on a monthly basis. This council is encourage to raise any concerns on behalf of the student cohort and promote student-led change.

Issuance and approval

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