2014 ENROLMENT Handbook

MSC empowers young adults to advance in their careers and lives by creating a learning environment built on high standards, trust, respect and support.

MANEA SENIOR COLLEGE
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College Ethos and Vision

Vision
Manea Senior College provides the foundation for students to find their place in the global community, developing values and social capabilities to become active and responsible members of society.

Manea Senior College is the senior college of choice, producing graduates who are independent learners, highly regarded by community, industry, employers, our precinct partners, health and medical organisations and other educational institutions.

Mission Statement
Manea Senior College empowers young adults to advance in their careers and lives by creating a learning environment built on high standards, trust, respect and support, flexibility, treating students as individuals.

The College fosters and promotes amongst its students a sense of being valued and belonging to the College community. Manea Senior College is committed to working collaboratively with its community to create an inclusive, innovative and flexible environment that motivates and engages students to maximise their outcomes. Manea Senior College utilises its unique location and adult ethos to maximise the opportunities for collaboration and partnerships with SWIT and ECU to achieve the shared outcomes that the education precinct is aiming to achieve.

Choice, Respect, Responsibility and Success
The culture at Manea Senior College is based on that of a workplace, where positive and productive behaviours are acknowledged, valued and celebrated. The Manea Community is embodied by the four key elements of Choice, Respect, Responsibility and Success.

Manea students are coached, supported and encouraged to make adult, pro-active choices, take ownership of their decision making and how it affects their future. At Manea, it is expected that students conduct themselves with maturity and self-discipline and that the choices made by students reflect these qualities.

Respect for self, others and the environment is a valued attribute of students, allowing the Manea Community to operate in a highly focussed, cooperative manner. Producing global citizens that value the opinions and experiences of others, as well as caring for their environment is the core business of Manea Senior College.

The Manea Community values personal conduct characterised by high levels of responsibility. Students are expected to be organised, self-motivated learners and conduct themselves according to this philosophy.
Principal’s Welcome

‘The smart school finds it’s foundation in a rich and evolving set of principles about human thinking and learning.’ David Perkins.

Welcome to Manea Senior College.
Located in Bunbury, Manea Senior College (MSC) opened its spectacular facilities in February, 2009. For independent minded, motivated and respectful Year 11 and 12 students who enjoy being treated as young adults, Manea Senior College has become the most popular choice for senior schooling in the South West and now has the largest number of Year 11 and 12 students in the entire region. As the only senior college in the South West Region, we specialise in educating Year 11 and Year 12 students and our entire focus, all resourcing and the way we operate is dedicated only to Year 11 and 12 students. Our students travel from areas throughout the South West, including some who travel for 3 hours per day to attend. Manea attracts students from over 30 schools, including significant numbers from catholic and independent schools.

In addition to a huge range of courses on offer, Manea has become the first secondary school in Australia to offer a Health and Medical Specialist Program. This program gives our students interested in exploring careers in the health and medical fields a head start in their skills and knowledge.

Located between Edith Cowan University and South West Institute of Technology, our students have the opportunity to combine their school programs with nationally recognised training qualifications or university studies. At Manea we have developed a unique timetable model that allows students to design their own combination of courses and qualifications. We are highly flexible and focus on the individual needs of our students. Manea's facilities perfectly match our young adult environment. Our students believe that the design and 'feel' at Manea is more like a university campus or a professional work place than a school. Our subject specialist teachers and disruption free environment adds to the university tone.

In its short history, Manea has achieved a number of firsts. Manea was the first regional secondary school to become an independent public school. In addition, our outstanding facilities were acknowledged in becoming the first regional school to win the Best Public Building Architects award. Manea is also the only school in the region that pays up to $1000 per student to cover the cost of training qualifications.

The College has already had students achieve an Australian Tertiary Admission Ranking (ATAR) of 99+ and has had students complete Year 12 with a Certificate IV qualification. Students at Manea have also graduated with an ATAR score plus a Certificate III or higher qualification.

Students at Manea Senior College experience challenging, invigorating and inspiring learning opportunities and teaching practices from carefully selected, subject specialist, expert teachers. Staff at Manea Senior College are selected on merit and bring professionalism and expertise to the College. They share the same moral purpose of committing to make a significant difference to the lives of our students through treating them as young adults and providing them with an outstanding set of learning and social opportunities.

The learning environment at Manea Senior College is based on the College's core values of Choice, Respect, Responsibility and Success. This is reinforced through our strong relationships, high expectations, support, expectations of individual accountability and self discipline. Our teachers continually reflect on two key questions:
1) What is it about my relationships with students that makes them want to see me each day?
2) What is it about my classes that makes students want to attend each day?

Manea Senior College staff value feedback from the College community and recognise that education is a partnership that requires input from parents, students and the wider community, in addition to the efforts of teachers and school staff.

Our Students
All students at Manea Senior College are regarded as and interact with staff as young adults. Manea Senior College students have my trust and commitment and that of our staff. In return, I expect MSC students to recognise that they are required to:
• Be active learners, with high levels of motivation, self discipline and acceptance of responsibility;
• Demonstrate respect for self, all staff, the College and the broader community.

Manea Senior College offers parents and students a proven choice in specialist senior school education. The Manea philosophy, staff, teaching and learning programs, facilities and pathways create an outstanding environment that has produced excellent results for our students.

Our students and ex students continually tell us how pleased they are to have made the move to Manea and what a significant difference the College has made to their lives. I invite you to come and see first hand why so many young adults have chosen Manea Senior College.

I look forward to meeting with you soon.

Regards

Paul Mathews
WA Secondary Principal of the Year 2012
ENROLMENT and COURSES

Manea SC is a young adult work environment with professional workplace standards. Our aim is for students to enrol in a course that best suits their interests, abilities and future pathways. Student past academic performance will be used in determining appropriate course selections which requires the following information to be provided prior to the finalisation of courses:

- Year 9 NAPLAN test results (Numeracy and literacy test results)
- Most recent school report (If enrolling in Year 11 this is the most recent Year 10 Report)

Although Manea Senior College will make every effort to accommodate each student’s course choices, insufficient students selecting a course may result in students having to re-select, or using alternative delivery methods. (eg. Online learning).

Note: In accordance with the State Government Attainment Goal of students achieving an ATAR score and or Certificate II or above by the end of Year 12, Manea SC offers a university pathway and specific Vocational Training pathways. We do not offer a general studies course and students enrolling need to be certain of their career path.

University Entry Pathway
Students undertaking a university entry pathway study 6 courses in Year 11 of which at least 4 must be WACE examinable courses in Year 12 (5 is the recommended number of WACE examinable courses). External examinations are held for Stage 2 and Stage 3 course units.

To remain in their selected pathway students must have attained a minimum score of 50% across a minimum of 4 WACE courses at the end of Year 11. If this is not achieved a student may choose one of the following:

- Repeat Year 11
- Change to a more appropriate course or Vocational Pathway (where available)

Manea/Vocational Training pathway
Students choosing a SWIT or other vocational training pathway will generally spend 2 days studying at their training organisation and the other 3 days at Manea SC studying four courses. This pathway will involve students participating in work placement usually as part of their training, however exceptional circumstances may require students to complete work placements on weekends, during holidays and after school hours.

Manea Senior College has direct vocational training course links with SWIT in a number of areas.

We also have vocational training links with external training organisations including Dental Nursing Australia, where students can embark on a Dental Nursing training pathway.

Points to note:
- Pathways are competitive and places limited.
- There are set entry requirements for courses and as such Manea Senior College students will need to meet the required standards.
- A selection process is required for some qualifications and students may need to sit relevant tests.
- Courses require specific student numbers to be viable.
- Courses are generally studied 2 days per week (variations do exist).
- Workplace Learning is linked to all Vocational Pathways and may occur during school holidays.
- Courses operate for a year minimum. Students who do not complete their chosen course will seriously jeopardise their chance of graduation and continued enrolment in the courses selected.

Pre-Apprenticeship in Schools Program (PAIS) – 2 days per week
This program is a fantastic opportunity for students in Years 11 and 12 and enrolled in the Western Australian Certificate of Education (WACE), to be one step ahead of other young people who want to undertake an apprenticeship. It is a school-based training program and is intended as a transition from school to an apprenticeship.

VET in Schools (VETiS) – 1 day per week
A Vocational Education and Training (VET) Pathway offers students the chance of achieving full secondary graduation and completing a certificate training qualification. It should be noted that costs exist for certain vocational training courses/qualifications.

Part time Students
Manea Senior College has adopted a flexible approach to meet the individual needs of its students. Part time students are welcome to make enquiries.

Mature Age Students
Manea Senior College also provide opportunities for mature age students to participate in classes with school aged Year 11 and 12 students. Relevant background and police checks are required. Mature age students are welcome to make enquiries.
CODE OF CONDUCT

The following information relating to the Code of Conduct is provided for the Manea Senior College Community.

All staff and students at Manea Senior College are part of the Manea Team.

The Manea Senior College environment is based upon the key principles of Choice, Respect Responsibility and Success. These principles inform all of our interactions and the choices we make.

Manea Senior College is a workplace and therefore the Code of Conduct reflects the expectations, rights, responsibilities, consequences and requirements to be self directed members of the team.

Student Induction

In line with standard workplace practice, the College implements a comprehensive induction process for all newly enrolled students. The induction allows for students to familiarise themselves with key expectations and the finer operational details of their College experience. It is compulsory for all students to complete an Induction, upon commencement of their enrolment.

Rights and Responsibilities

We all have the right to:
• Be trusted
• Be treated with care and respect
• Learn and work in a professional, safe and clean environment
• Be engaged, challenged and supported in pursuing our chosen pathways

We all have the responsibility to demonstrate:
• Care and Respect for self
• Care and Respect for others
• Care and Respect for the College
• Care and Respect for the community

Students who choose to join Manea Senior College have been selected on the basis of their future pathways and willingness to commit to all aspects of the College.

In developing the Manea Senior College Code of Conduct, we have worked collaboratively and aligned our approaches with those from the South West Institute of Technology and Edith Cowan University. All policies and approaches are underpinned by the Department of Education policies.

CODE OF CONDUCT - GENERAL INFORMATION

Our students have the privilege of studying in a young adult learning environment. This means that students have the trust of the staff, more freedom, and in return, high expectations and responsibility for their own actions.

While the College has a young adult ethos and approach to education, there are Department of Education policies that all schools are required to follow and implement.

Appointments/Leaving College Grounds

If a student needs to be absent from classes during the day for reasons such as medical appointments, a note is required and permission sought by the student from the College Administration. Students who are out of College grounds without authorisation will be considered to be in breach of the College Code of Conduct and can expect appropriate consequences.

Attendance

It is a legal requirement that any absence needs to be explained and for those students under the age of 18 this needs to be provided by a parent/guardian. The explanation should include the full name of the student, the exact date(s) of absence, a valid reason for the absence and the parent or caregiver's authority. A valid reason for absence means illness or other unavoidable circumstance. Any written explanations should be handed in on the day of return to College or at the latest, within three days of return.

A phone call to the College from the parent/caregiver is acceptable as an explanation of absence. Details to verify the caller will be requested at this time.

Students are expected to meet a 93% attendance rate at Manea Senior College.

SMS Notification

Manea Senior College implements a system that uses mobile phone Short Message Service (sms) to send text messages to parents/care givers to notify them of unexplained absences.

Attendance at ECU

Should students have classes at ECU and not be able to attend, Manea Senior College is to be advised and an explanation provided as per normal College attendance procedures.

Attendance at SWIT

The South West Institute of Technology aims to prepare students for the workplace. Accordingly, if you cannot attend classes, students are expected to notify their SWIT lecturer. This is not only considered good manners, but also promotes good relations and protects your interests. Attendance is recorded in every class and details forwarded to Manea Senior College. If students are aged under 18 years and are absent from a scheduled class, parents/guardians will be notified within 3 working days of the absence.

Lateness

Students are expected to arrive on time for all appointments and classes. Students arriving late on college days are required to provide an explanation and sign in at the front office. They will then be issued a late note to be admitted to class.
Students arriving late without an appropriate explanation and valid reason will have the absence recorded as unexplained on their attendance record.

**Bullying, Harassment, Violence and Assault**
All work places, including Manea Senior College require that the working environment for students and staff should be safe and free from bullying, harassment and violence.

All forms of bullying and harassment, verbal, physical, racial or sexual and the inappropriate use of technology is unacceptable and consequences will be imposed. This may include suspension and police involvement. Refer to the College Bullying, Harassment and Violence Policy for further information.

**Dangerous or Illegal Implements**
Students may not bring dangerous, potentially hazardous or illegal implements to the College. Staff are authorised to ask any student with these implements to hand such items over to them and are required to immediately refer the student to the College Administration or delegate. Police contact will be made in situations involving prohibited or controlled weapons.

**Smoking, Alcohol, Drugs**
The College has obligations to implement safe systems of work to prevent persons from being exposed to hazards.

Similar to any workplace students are not permitted to be under the influence of alcohol or other substances while on the College grounds or attending any College activity.

Students are not permitted to bring cigarettes, alcohol or drugs or any associated implements onto College premises or to any College activity. Such action will result in consequences being imposed. This may include suspension and police involvement. Refer to the College Substance Misuse Policy for further information.

Please note that our students are governed by Department policy in relation to smoking. This includes students at SWIT or on work placement.

**Theft and Vandalism**
Theft and vandalism of College or private property is unacceptable. Offending students will be required to pay restitution and may face further consequences.

**Extra-Curricular Activities**
Students are expected to maintain a 93% attendance rate, plus uphold the College Code of Conduct at all times, in order to be invited to events such as the College Ball, Country Week, Excursions and Graduation Activities. Students will not be invited where there is evidence of attendance, dress code or conduct issues. All appeals must be made through the Student Services Manager or Associate Principal.

**Other Information**
Students are welcome to bring mobile phones to the College. The use of mobile phones is governed by Department policy, which essentially states that “Mobile phones are not to be turned on during class times”. Any use of mobile phones that breaches the Code of Conduct will be treated seriously. Please note that the College cannot accept responsibility for the loss or theft of mobile phones.

**The use of iPods and other electronic devices should be negotiated with individual staff.**

Manea Senior College strongly recommends that valuable personal items are not brought to the College, as the College cannot accept responsibility for lost or stolen items.

**Students ‘On Notice’**
Students who regularly breach the College Code of Conduct will be placed ‘On Notice’ and their parents/care givers notified. Such situations will result in individual plans being established and very close monitoring of students by staff, with a view to improving overall performance at the College.

**Eligibility to Attend College Functions (College Ball, Country Week etc)**
Participation in all College Functions is invitation-based, using information from a range of sources which includes: Attendance (must be maintained at 93%); Achievement (all course work complete and deadlines adhered to); General Conduct (uniform, compliance with College expectations).

**DRESS CODE**

**PURPOSE**
A dress code allows all students to be equal; there is no demand on any student to keep up with the fashions or to show membership of a particular group.

We aim to prepare our students for the next step in their lives, that of work and further education. In doing so, our dress code has been developed to reflect and promote a corporate image, one designed around workplace requirements. The smart, corporate image also seeks to enhance the College reputation and standing in the community.

As members of this community, it is necessary to have a sense of belonging and identity. The way in which we support our dress code tells others in the wider community how we feel about ourselves and the College we belong to. It also allows staff to ensure security of students in their care through an effective means of identification both within and external to the College.
PROCESS
The Dress Code has been developed by the College Administration through consultation with students and parents and has been ratified by the College Board. The College Board approves the dress code and any changes in the future. Parents will be notified in writing of any changes.

Lastly, a senior college is like any workplace environment. A workplace is likely to have high standards of its personnel in regards to dress and expectations. The same applies here at Manea Senior College, we expect once a student has agreed to meet the College requirements when enrolled, that they have the maturity and responsibility to meet these obligations. Our dress code adheres to the Department of Education policy and legislation pertaining to student dress and is found on their website for further reference.

THE COLLEGE DRESS CODE
The dress code requires students to comply with the following:

Colours: White College shirt, black bottoms and black footwear
College Logo: Bottle green, gold, ice blue & red
Tops: White, collared button up shirt with logo. College jacket, jumper, cardigan.
Bottoms: Black dress pants, ¾ pants, shorts or skirt (knee length).
ALL tops and bottoms are provided by Totally Workwear.
Footwear: Enclosed BLACK shoes/joggers MUST be worn.
Physical Education: (Note: students must change for Physical Education) Black shorts, College PE shirt with logo, College track suit, Joggers.
NB: The College logo is the only dominant marking allowed.

Make-up and Jewellery
Make-up and jewellery must be appropriate to a workplace.

CAMPS/EXCURSIONS
Students attending camps and/or excursions are expected to wear College dress, where appropriate.

OCCUPATIONAL HEALTH AND SAFETY
At all times in all areas of the College and its boundaries, Occupational Health and Safety rules apply. Some areas have specific requirements, including Physical Education, Science and all SWIT courses.

Requirements in these areas include:

Hair: must be tied back or covered appropriately for the area as indicated by staff.
Hats: recommended for all outdoor activities.
Jewellery: no rings, bracelets, necklaces or dangling earrings that can become caught in machinery. Body jewellery must be removed during PE classes.
Shoes: must be completely enclosed.
Protective Equipment, Safety Glasses and masks: SWIT students will be required to supply their own. For students undertaking Manea SC courses these will be supplied by the College.
Students not adhering to these requirements will be prevented from attending classes in these areas.

SWIT CLASSES
Students are required to dress according to specific SWIT requirements. Where specific requirements are not indicated, students are to wear normal College dress.

CHANGES TO THE DRESS CODE
Any suggestions to change the Dress Code must be submitted in writing to the College Board.

NON COMPLIANCE WITH THE DRESS CODE
If a student does not comply with the Dress Code and has not been granted exemption, then the Principal can:
• Prevent the student from attending any activity in respect of which the student would have been representing the College; or
• Prevent the student from attending or participating in any College activity which, in the opinion of the Principal, is not part of the essential educational program of the College.

In exceptional circumstances where a student has been unable to adhere to the dress code, they must report to the College Administration and a suitable change of clothing may be provided.

Uniform Suppliers
Manea’s sole supplier for student uniform is:
Totally Workwear
103 Forrest Avenue, Bunbury WA 6230
Phone 9721 1061

STUDENT INTERNET AND COMPUTER USE
At Manea Senior College, computing resources are used to educate, inform, assist and communicate.

All workplaces are governed by Telecommunication Laws relating to internet and computer usage. The Manea Senior College Student Internet and Computer Use Policy, establishes technology use guidelines and secures a commitment for best use practices.

The College has invested a considerable financial commitment into student access to computers and
technology to give Manea students a significant advantage in their studies. Students use computing resources to participate in learning activities and to obtain material to meet their educational information needs.

The use of computing resources is a privilege, not a right, and inappropriate use may result in a cancellation of these privileges. It is important that users are aware of their responsibilities to other users and providers of services. Accordingly, they must use the resources in a responsible manner, and must respect the integrity of computer systems, networks, and data to which they have access, and the rules and regulations governing their use as detailed below.

The Internet is an excellent resource for research and communication. However, there is material on the Internet that is not appropriate or fitting for use within an educational institution. For this reason, this policy contains rules and guidelines so that all Manea team members use the Internet in an acceptable manner.

Responsible use of ICT (including the internet and devices such as mobile phones) is expected from all students for the duration of their enrolment at Manea Senior College. This includes non-contact hours at the College. Any student who engages in the harassment, intimidation or bullying of a member of the College Community through any means including the use internet or mobile phones, will be dealt with according to the College Code of Conduct, regardless of the time of the offence.

The Department of Education requires parental permission for students under the age of 18 to use the College Network and the Internet. Students 18 and over may sign their own form. Students also need to treat the computers with care.

Students are responsible for appropriate conduct when on College computers, just as they are in the classroom. The Internet is provided to students for the duration of their enrolment at Manea Senior College. This includes non-contact hours at the College. Any student who engages in the harassment, intimidation or bullying of a member of the College Community through any means including the use internet or mobile phones, will be dealt with according to the College Code of Conduct, regardless of the time of the offence.

Students who bring their own portable/mobile device to the College are required to abide by this policy in respect to the use of their own devices whilst attending the College. For instance it is inappropriate to use your own laptop/internet connection to access inappropriate materials during college hours.

Year 12 students currently participate in a College program which supplies a netbook computer for the time of their enrolment. Whilst the netbook remains the property of Manea SC, students are entitled to use it as a personal device which they keep in their possession. A separate policy and agreement for netbook usage exists.

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**ASSESSMENT POLICY**

**Overview**

Manea Senior College is responsible for implementing and managing procedures to allow you a fair and equitable opportunity to complete
their chosen subjects. This assessment policy is provided for you to have a sound understanding of what you will learn in each course and the methods by which your progress will be evaluated. You need to be fully aware of the information provided and ensure that you carefully apply this in every subject.

Note that non-submission of assessments is not accepted at Manea (refer to 6.2). Therefore you are expected to meet these requirements at a level that demonstrates young-adult responsibility.

1.0 Documents
You must obtain from your course teacher a Course Outline and clear Assessment Structure. These documents will outline the type of assessments you will have and their weightings.

2.0 Student responsibilities
There are certain responsibilities expected from you at Manea Senior College that adheres to the ethos of being a young adult:
- complete all subject/course requirements by the due date
- maintain a folio of evidence for each subject/course studied and to make it available whenever required
- maintain a good record of attendance, conduct and progress
- initiate contact with your teachers concerning absence from class, missed assessments, extension requests and other issues pertaining to assessment
- complete assessment tasks to the highest ability.

3.0 Changing Subject
Course transfer will only occur in exceptional and justifiable circumstances as permitted by the Principal. Generally, it is not possible to change after the first month, as to do so would place you at risk of not completing requirements. The College will only consider changes in exceptional circumstances; and must have parental/guardian approval and be negotiated through one of the Level 3 Managers.
If you wish to change a course you will need to go to Student Services and obtain a Course Change Request Form. Have your parent/guardian complete and sign this form. Return the completed form to Student Services for consideration. Changes may be made if feasible and a new timetable issued. You will need to present this new timetable to the teacher of the course you are changing into.

4.0 Due Date
In your Course Outline and Assessment Structure there will be a Due Date for each assessment; includes in-class assessments such as tests. The purpose is to clarify, set a standard of expectation and accountability, when assessment tasks are to be completed.
Your teachers have the discretion as to what a Due Date means in context of the task being set. This will be written on your assessment task. The Academic Review Committee will use the default time of 3.30pm as the end time for a submission of an assessment task on a given day. This means unless stated on your assessment task you must submit the task to your class teacher by 3.30pm on that day.

5.0 Absent from scheduled assessment tasks
If you are absent from College when an assessment OR a test is due you must explain your absence to your course teacher by one of the following ways:
- medical certificate
- telephone call or letter from parent or guardiant
Satisfactory explanation of the absence may enable you to complete that assessment task, or a similar task, and gain credit. If there is no satisfactory explanation for your absence for a test a zero will be allocated for that assessment at this point. Your teacher has the discretion to determine the next course of action. Wherever possible, advance notification of absence will be of benefit to you.
If your absence occurs when an assessment is due such as an assignment/oral presentation; again an explanation is needed. If no explanation is given then your teacher will follow Section 6.1 – General.

6.0 Late Work
6.1 General
If you fail to submit an assessment on the ‘Due Date’ the subject teacher will:
   i. Notify your parent/guardian by phone/email of the situation
   ii. develop a strategy for you to complete the assessment within three school days of the Due Date
   iii. apply a 10% deduction per day for up to three school days (eg. If a task is worth a total of 50 marks then 5 marks/day will be subtracted off the allocated mark)
   iv. award a zero for that assessment task if you choose not to submit the task after three school days

6.2 Re-submission
If you failed to submit an assessment on the Due Date and have been awarded a zero you will be required to attend College either:
- during the examination period at the end of Semester 1
AND/OR
- until 31st October (Semester 2 - Year 12)
AND/OR
- until 12th December (Semester 2 - Year 11)

During this time you will be required to re-submit the assessments of which the maximum numerical achievement level that may be attained is 30%. This is a non-negotiable requirement.

6.3 Extensions
You may apply to the class teacher for an extension for an assessment 24 hours prior to the due date. You must submit a written application, collected from Student Services, with supporting evidence for an extension.

Extensions may be given at the discretion of the subject teacher. This action is based on your participation during the period of a task and is able to provide evidence of achievement by the due date. If this is not evident, there is no justification to give you an extension.

If you have been given an extension you must submit the assessment by the revised due date regardless of the level of completion.

If you choose not to apply for, or receive an extension, then the same consequences will apply as those that apply for missed work when there is no satisfactory explanation of an absence.

Note: Problems associated with computers, software or printers will not be accepted as an exceptional circumstance.

7.0 Cheating, Collusion and Plagiarism
Cheating is regarded as an action which provides you with an unfair advantage in the completion of an assessment. Actions regarded as cheating include, but are not limited to:
- Gaining a copy of an assessment prior to its release for completion.
- Talking during a silent assessment (tests and examinations).
- Using mobile phones or other telecommunications and/or information technology not approved for use during an assessment.

If you are shown to have cheated in any assessed work you may receive zero for that assessment and will have breached the College Code of Conduct.

Collusion is when you submit work copied from another student. A zero will be awarded for that piece of work.

Plagiarism is using someone else’s words or ideas without acknowledging that they have done so (a work is essentially copied). Any assigned or other work that is not yours, but is presented as such will not be accepted. You may have an opportunity to re-submit that work piece; if so this will occur within

a week of notification. A zero will be awarded for that piece of work if you do not re-submit.

8.0 Examinations
You will be issued with an Examination Handbook closer to the examination period. This handbook will outline the procedure for the examination.

9.0 Students with Special Needs
Special needs involve some form of a disability that hinders a student’s capacity to complete work within set times (ie. Tests) or produce work to meet satisfactory levels of achievement (ie. Partial blindness, interruption to fine motor-skills).

If you fit into this category you must see the Manager of Academic Performance in Student Services. You will be case managed by the Youth Worker and subject teachers to determine the appropriate course of action and appropriate strategies that will allow you the best opportunity for success.

10.0 Suspension
External suspension will not be considered an excuse by Manea Senior College for you to not submit nor complete a timetabled assessment. The process is:

β If an external assessment is due to be submitted on a day you are suspended, you must submit that assessment regardless. If not then Section 6.1 – General is applied.

β If an internal assessment has been timetabled during the period of suspension (ie. Test, oral presentation etc) you will complete that particular assessment immediately upon return to the College without any penalty.

11.0 Right of Appeal
You have the right to appeal against the College assessments. Manea Senior College will provide you with a copy of the allocated grade for each subject that you have enrolled in. If you have a concern for an appeal against the given grade/mark you must have your parent/guardian contact Andrew. A letter outlining the reason for the appeal will also need to be submitted. Assessment reviews and appeals will be assessed on whether:
- the subject assessment outline conforms with syllabus requirements
- the subject assessment outline conforms with SCSA guidelines
- the subject assessment procedures conforms with this assessment policy
- there are any procedural or computational errors in the determination of the subject mark and/or grade.
A submission will be reviewed on its merits by the Academic Review Committee. A teacher’s judgement about your achievement (i.e. the mark) on an individual assessment task is not subject to review and as a result the College is not required to re-mark your work. Your parent/guardian will be notified by phone and confirmed via letter.

Appeals against the College assessment process must be made in writing. Due dates for any appeals will be communicated to students/parents at the start of the school year.

If the decision by the Academic Review Committee is not accepted by your parent/guardian they have the right to appeal to the SCSA. The College will assist your parent/guardian in their pursuant of appeal. The process for Year 12 students will follow the guidelines outlined in the Year 12 Information Handbook distributed in Term 2.

MENTOR PROGRAM

Manea Senior College recognises that strong, positive relationships are the key to the establishment of a learning environment which in turn reflects the growing independence of young adults in Years 11 and 12. Staff are entrusted with the responsibility of mentoring a group of students throughout their time at the College. The mentors are dedicated to developing a relationship with every student in their group, based on mutual trust and care, with the aim to positively assisting each student’s path through Years 11, 12 and beyond.

The mentor teacher is the main communication point for parents/care givers with the College – a partnership that will be developed and strengthened by strong relationships between parents/care givers and mentor teachers. Parents/care givers should take the opportunity to get to know and interact with their son/daughters mentor.

Students meet once a week with their Mentor Teacher to discuss and monitor the following areas:

- Social and Emotional Issues
- Attendance and Conduct/ behaviour
- Academic Performance
- Encouragement and recognition of achievement

As part of the Mentor Program students have a Mentor Portfolio to complete each semester. This includes information that will help students improve their study skills, time management, goal setting abilities and career pathways. Students also take responsibility for tracking their attendance rates and ongoing academic performance.

This program is officially endorsed, and as such, successful completion will give students credit towards WACE achievement (graduation).

COLLEGE CHARGES

All Western Australian senior secondary schools and Colleges charge for course costs, the provision of additional texts and resources, the provision of technology and consumables such as photocopying. An individual invoice, detailing the course charges, will be issued to each student after 1st December. To support students and parents, payment plans can be negotiated through the College Business Manager. EFTPOS facilities are available. Parents and students will be advised of the date the College will be open for payments of charges.

Government assistance may be available to parents and guardians holding one of the following:

- Pensioner concession card.
- Family Health Care card.
- Department of Veteran Affairs Pensioner Concession Card (Blue card only).

COLLEGE HOURS

The strategic location of Manea Senior College provides students with the opportunity to combine their College program with certificate or university studies by accessing pathways provided by SWIT and ECU.

To enable such programs to operate, Manea Senior College has a flexible timetable with students generally expected to be on site at 8:40am and finishing around 3:20pm. However, depending on the course students have selected, the hours of the day will vary and in some cases, may include evening classes. Information regarding specific courses, their hours and days can be obtained by making contact with the College. It is important that students and parents investigate transport arrangements thoroughly prior to enrolling with the College.

The flexible timetable at Manea Senior College also means that many students will spend some of their time at the College not in classes. During such times, students may choose to work in areas throughout the College such as the library or computer rooms, or may meet and talk with other students in the College grounds.

There is no formal supervision or surveillance of students who are not in classrooms. However, staff constantly move around the College in the normal course of their duties and exercise their duty of care. They are available to students if needed.

Further security for students on the College site is provided by students wearing uniform and College identification.
TRANSPORT

School Bus Services provide transport for students to Manea from a wide range of locations. Students are advised to check local timetables to determine which bus service best suits their needs.

Students who require Transport Assistance can do so by visiting www.schoolbuses.wa.gov.au

Contact Numbers:
School Bus Services  9326 2607
Veolia Transport  9722 7800

VISITORS TO THE COLLEGE

While visitors and invited guests are welcome, they must report to Administration, sign in and wait to be met by the relevant person. Generally, students are not permitted to have visitors at the College. Visitors are required to wear identity badges.

INFORMATION PRIVACY AND SECURITY

Permission to use student photographs, video footage, digital images and names.

At Manea Senior College we intend to promote the great work and achievement of our students and staff. This may involve the publication of students names, pictures and work samples in the College newsletter, Yearbook, Website, Local and State newspapers, as well as on CDs/Videos produced by the College. In addition video footage/images of students in classes may be used for the purpose of posting online lessons for students to access.

The College will request your permission to use any images and work of your son/daughter at the time of enrolment. You are of course at liberty to withdraw your consent at any time by contacting the College in writing.

LOCAL EDUCATION and TRAINING PROGRAMS

Manea Senior College students have the opportunity to combine their school programs with certificate or university studies through accessing the pathways provided by the South West Institute of Technology and Edith Cowan University (ECU), thereby enabling students to access a range of educational programs across this unique three site education and training precinct.

The range of courses available for students to select from will continue to expand as Manea Senior College grows. There is a wide selection of programs on offer that provide students with access to university entry, mentoring or the university preparation course. For vocational students, there are a range of higher level SWIT certificate courses that students integrate into their studies.

College students will undertake numerous local education and training programs, most of which are within walking distance (SWIT and ECU) or require a short bus trip (local recreation and arts facilities).

These excursions include:
Walking to attend classes and use facilities at the South West Institute of Technology and Edith Cowan University (Bunbury Campus).

Transport by bus to the local facilities at Hay Park, South West Sports Centre, Bunbury Indoor Cricket Centre, Indoor Beach Volleyball, Bunbury Hockey Stadium and Bunbury Tennis Club (for Physical Education Studies students only), the Lyric Theatre, Walker Hall and Bunbury Regional Entertainment Centre (for Visual Arts, Dance and Drama students).

Use of TAFE and ECU facilities
As part of the transition process from school to TAFE or university, Manea Senior College students are permitted to make use of TAFE and/or ECU facilities at the point of need, without direct supervision from a College staff member. This may include the use of facilities such as libraries, cafeterias, the TAFE ATM and so forth. Students are required to sign out and in of the College when using such facilities.

This privilege is extended to students based on the premise that the code of conduct will be upheld across the precinct and continued used of SWIT and ECU facilities remains at the discretion of both partners.

VOCATIONAL PATHWAYS – South West Institute of Technology (SWIT)

1. Purpose of SWIT and the TAFE environment
SWIT is a vocationally oriented adult learning environment. It prepares students for employment in their career of choice. SWIT must of necessity provide a mature age learning environment to responsibly prepare students for the workforce. At the same time, students range in age from mid teens to retirees and so for some students, the SWIT experience provides a transition from a school environment to an adult employment-focused environment. The College must therefore operate as an adult environment and so all students are expected to act in a mature manner.
2. Induction, Attendance and Absences
Manea Senior College students will receive a course induction at which a program outline and timetable outlining their scheduled classes/activities will be issued. We strongly advise that you discuss the timetable with your child to ensure such things as transport to and from College and activities between class instruction are constructively utilised.

Attendance is recorded in every class. If a student is absent from class, Manea Senior College will be advised and parents/care givers will then be notified via the SMS system mentioned previously. If you change your address and/or telephone contact details please ensure you contact Manea Senior College.

3. Classroom and College Environment
SWIT is an adult learning environment with a focus on developing skills to the standard required in the workplace, so this means that:

- Students are responsible for their own learning and are expected to manage their workload, seeking assistance from lecturers when needed.
- In some courses Manea Senior College students aged under 18 years of age may be in classes with adult students (those aged 18 and over). This may require Manea Senior College students to work on projects with adult students and this may involve working and communicating with such students outside of normal class or study hours. Parents and students will be advised of such arrangements.
- Learning activities at SWIT are not limited to lessons in a classroom environment and may include lectures, tutorials, flexible delivery, online learning, group work, assessments, workshops, seminars, research and project work.

- Work experience/industry placement/field work/on the job training
- Course hours include a wide range of delivery and assessment activities and may not always be used for classroom teaching.
- Classes/activities are scheduled for a specific time frame, however, if a student is able to demonstrate competency prior to the final class, they may not need to attend the remaining scheduled classes/activities.
- Manea Senior College students share College facilities such as the library, canteen, gym and computer labs with adult students.
- Most courses involve a work placement. In such instances, parents/guardians are responsible for student travel arrangements.
- If a class scheduled to finish after 5.30 pm, finishes prior to the scheduled time, the students will remain under the supervision of the lecturer until the scheduled class finish time. If a student indicates that they have their own transportation, or have arranged transportation with friends in the class, a discussion will be held between the student and the lecturer to confirm this and they will be released from class at the earlier time. Please notify Manea Senior College if this arrangement does not suit you.
- Students may be required to complete assessment tasks/assignments outside of their scheduled timetable. Some of these assessment tasks/assignments are undertaken in the community.

4. Supervision
SWIT does not provide direct supervision of students outside of classroom lectures.

5. Excursions
SWIT will provide parents/guardians with information on excursions prior to the event and written parental consent will be sought for students under 18 to participate in any excursions away from College premises. If parental consent is not given, your son/daughter will not be able to attend the excursion and the College will not provide an alternative supervised activity.

6. Health & Safety
SWIT strives to provide an environment that supports the health and wellbeing of all of our students. The College will:

- Follow the relevant OSH policy, guidelines and practices.
- Provide first-aid assistance to students.
- Provide assistance and if necessary arrange for qualified medical personnel in case of an emergency.
- Promote a friendly and inclusive environment where bullying and any form of harassment are not accepted. Any student experiencing bullying or harassment of any kind should inform a SWIT staff member immediately.
- All relevant staff will have a Working with Children Check subject to the Working with Children (Criminal Record Checking) Act 2004.
- Implement the Emergency Response Plan in case of an emergency.
- Contact you if your son/daughter is seriously injured.

Drugs and alcohol are not to be consumed during a class day, any student suspected of being under the influence of drugs or alcohol will be excluded from class activities and further sanctions applied. Students are warned that they may undergo drug testing as part of the work placement program, as this is the policy of some participating employers.

7. Insurance
Students are not covered for Personal Accident whilst on campus.

SWIT does hold cover with the Insurance Commission of WA (Risk Cover) that provides Personal Accident cover for students who are undertaking unpaid work experience that is allocated or arranged by SWIT.
Personal Accident cover is also extended to those students attending any official College camp, excursion, trip or other similar activity (excluding sports days other than interstate sporting events, carnivals or national championships) which is approved and organised by SWIT. The onus is placed on the parents in relation to whether they arrange their own Personal Accident insurance or private health cover for their child if they believe the current coverage is not adequate.

8. General
SWIT staff and students are expected to:
• Be aware of relevant College policies, procedures and instructions.
• Comply with these policies, procedures and instructions.
• Take reasonable care of themselves and others in the College.
• Read and take note of the Student Code of Conduct.

Parental Consent
As part of the SWIT commitment to providing a safe and responsible environment, parents/care givers are asked to sign and return a “Consent and Medical Information” form, confirming that you have read and understood the information contained and that you consent to your son/daughter being a student at SWIT.

SWIT Contact Details: 9780 7000

Thank you for considering Manea Senior College. We hope that this overview of the College policies gives you some information about our procedures, practices and expectations.

July 2013
Manea Senior College

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