

Manea Senior College

**2018**

# **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.



# ***2018 Enrolment Handbook***

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# College Ethos and Vision

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## **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 innovative, independent learners, highly regarded by community, industry, employers, our precinct partners, health and medical organisations and other educational institutions.

## **Mission Statement**

Manea Senior College transitions young adults in their final years of secondary schooling into successful, innovative, respectful, courageous and dedicated young adults. The College empowers young adults to advance in their careers and lives by creating a learning environment built on high standards, trust, respect, support, flexibility and accountability.

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 co-location with South Regional TAFE and Edith Cowan University to maximise its adult ethos and the opportunities for collaboration and partnerships 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 professional 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 focused, 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.

# Welcome to Manea Senior College

For independent minded, motivated, bold 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.

Located in Bunbury, Manea Senior College (MSC) opened its spectacular facilities in February, 2009. 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 totally 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 education 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 Regional TAFE, 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 become:

- The first secondary school in Western Australia to establish a Health and Medical Specialist Program;
- The first school in the region to pay up to \$1000 per student to cover the cost of VET training qualifications;
- The first regional secondary school to become an independent public school;
- The first regional school to win the Best Public Building Architects award;

The College has already had several students achieve an Australian Tertiary Admission Ranking (ATAR) of 99+ and has had students complete Year 12 with Certificate IV qualifications. 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?*

## Our Students

All students at Manea Senior College are regarded as and interact with staff as young adults. Manea Senior College students have our 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 choice to 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.

# STUDENT PATHWAYS

Manea SC is a young adult work environment with professional workplace standards. Our aim is for students to choose to enrol in a course that best suits their interests, abilities and future pathways. Students past academic performances will be used in determining *appropriate course selections*, which requires students to provide their Year 9 NAPLAN results and most recent school 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 2018/2019 WACE achievement standards for graduation, students **MUST** achieve an ATAR (university entrance score) and/or complete a Certificate II or above by the end of Year 12. Manea SC offers a university pathway and specific vocational training pathways for students. Students **must** choose one or a combination of both pathways.

## University Entry Pathway (ATAR)

Students undertaking a university entry pathway at Manea are required to 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 ATAR courses. Students in this pathway are expected to undertake a minimum of 2-3 hours of home based study per ATAR course per week.

To remain in their selected pathway students must attain a minimum score of 55 across at least 4 ATAR 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/s or Vocational Pathway (where available)*

## Vocational Training Pathway (VET)

Students choosing a vocational training pathway will generally spend 2 days studying at their training organisation and the other 3 days at Manea SC studying four courses. Students in this pathway are expected to undertake 1-2 hours of home based study per WACE course per week. This pathway also involves students participating in work placement as part of their training and some circumstances may require students to complete work placements on weekends, during holidays and after school hours.

At Manea Senior College students have access to the following training pathway options:

*Manea Training Pathways (MSC)* – this arrangement involves Manea students accessing training pathways that have been negotiated independently by Manea Senior College with external training organisations (1-2 days per week).

Students may also enrol in a recognised training qualification not established by Manea and discuss with us the possibility of how this would fit into our timetable.

*Pre-Apprenticeship in Schools Program (PAIS) and VET in Schools - South Regional TAFE, and Bunbury Regional Trade Training Centres (BRTTC):* 1 - 2 days per week. These programs are accessible to all secondary students across the Greater Bunbury area, including Manea students.

Points to note:

- *Pathways are competitive and places limited. There are set entry requirements for courses and as such students will need to meet the required standards.*
- *In some instances students may miss a class or two as a result of the days of their training program and are required to be responsible for catching up on lessons.*
- *Students are expected to take responsibility for organising their work placements and for communicating with their training organisation and Manea VET Coordinator.*
- *Workplace Learning is linked to VET Pathways and may occur during school holiday periods if not accessible during the school week.*
- *Students who are not satisfactorily progressing towards their WACE may need to repeat Year 11.*
- ***Students who do not complete their chosen vocational course may not achieve the WACE at the end of Year 12.***

## 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 where space exists. Relevant background and police checks are required.

## Accountability

As part of the workplace approach at Manea we seek to teach our students about being responsible and accountable for their actions in all facets of College life. Part of this process involves students obtaining sign off from staff each semester, indicating that they have sufficiently completed the academic and attendance requirements for each course (*ie: they have completed their job*). Successful completion allows students to progress in their courses and at the end of the year is used to determine the final completion date. Where students do not complete the sign off process successfully, they may be required to remain at the College until all requirements are met and may also be ineligible for Manea SC extracurricular activities.

# CODE OF CONDUCT

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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 expectations of the College workplace.

In developing the Manea Senior College Code of Conduct, we have worked collaboratively and aligned our approaches with those from the South Regional TAFE 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, an explanation 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. Please note that absences for family vacations constitutes an unapproved absence.

A phone call/email/text to the College or communication from the parent/caregiver is acceptable as an explanation of absence. Details to verify the person communicating will be requested. 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 TAFE or other training providers*

The South Regional TAFE and other training providers aim to prepare students for the workplace. Accordingly, if they are unable to attend classes, students are expected to notify their 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, Violence, Harassment and Assault*

Manea Senior College works collaboratively to maintain a workplace free of conflict. 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. We have had outstanding success in achieving this.

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. 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 ECU, TAFE 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,

Such 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 Student Services or the Associate Principal.

#### **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...)**

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

## **MOBILE PHONES**

We recognise that mobile phones have become an integral part of everyday life and are a great asset if used appropriately. The use of mobile phones is governed by Education Department policy, which essentially states that "*mobile phones are not to be turned on during class times*". Whilst we allow students to have their phones at the College any use that impacts classes, causes distraction, affects productivity and/or breaches the Code of Conduct will be treated seriously. The use of phones and other electronic devices must 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.

## **DRESS CODE**

**TOTALLY WORKWEAR** are the sole suppliers of the College Uniform. Their contact details are below:

103 Forrest Avenue, Bunbury WA 6230  
Phone 9721 1061



#### **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**

**ALL tops and bottoms are provided by TOTALLY WORKWEAR in Bunbury. They are our sole supplier.**

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, dress standard shorts or skirt (knee length).

**Footwear:** Enclosed BLACK footwear MUST be worn.

**Physical Education:** (Note: students must change for Physical Education) black shorts, College PE shirt with logo, joggers.

**NB: The College logo is the only dominant marking allowed.**

**Denim/Jeans:** The Department of Education stipulates through legislation that:  
"Denim items must be excluded from all school dress codes and uniforms except where a school has been granted a general exemption..."

### **MAKE-UP and JEWELLERY**

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

### **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 TAFE and vocational training 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: TAFE 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.

### **TAFE/Training Provider CLASSES**

Students are required to dress according to specific training provider 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 Student Services and a suitable change of clothing may be provided.



# STUDENT INTERNET AND COMPUTER USE

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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 students 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.

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 personally owned devices) is expected from all students for the duration of their enrolment at Manea Senior College. 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. The Internet is provided to students who agree to act in a responsible and considerate manner. General College rules for conduct and communication apply at all times

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.

The following is a sample of unacceptable computer and internet activities:

- Allowing others to use your network account.
- Revealing your password to anyone for any reason.
- Accessing pornographic or unacceptable material.
- Downloading files, games, video clips, or programs not considered part of the educational program of the College.
- Using personal storage facilities (cd's, memory sticks, removable HDD's etc) inappropriately.
- Divulging personal information (name, address, phone number etc) across the internet.
- Using obscene, threatening or disrespectful language.
- Violating copyright laws.
- Engaging in any illegal activity.
- Employing the College resources for any commercial purpose.
- Interfering with the setup of the computers.
  - Harassing, insulting, or attacking others; 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 of the internet or mobile devices, will be dealt with according to the College Code of Conduct, regardless of the time of the offence.

Manea Senior College and the Department of Education randomly monitor information sent across the network, and where appropriate will take steps to make users accountable for inappropriate use. Misuse of internet and computing resources is a breach of the College Code of Conduct and consequences will be applied, which may include:

- Discussion of breach and formal warning
- Loss of privilege to use computing resources
- Referral to administration
- Referral to authorities/police for legal processing
- Financial charges for damage and/or excessive download usage

Manea Senior College reserves the right to inspect any and all files stored on the network and within work spaces. All internet traffic and all saved data is subject to investigation and examination.

# ASSESSMENT POLICY

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## Overview

Manea Senior College is responsible for implementing and managing procedures to allow you a fair and equitable opportunity to complete your 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 a young-adult responsibility.

### 1.0 Documents

You must obtain from your subject teacher a Course Outline and clear Assessment Structure. These documents will outline the type of assessments you will have and their weightings. These will be made available for you on **Moodle**.

### 2.0 Student responsibilities

There are certain responsibilities expected from you at Manea Senior College that adhere to the ethos of being a young adult:

- complete all subject/course requirements by the due date

- maintain a good record of attendance, conduct and progress

- maintain a folio of evidence for each subject/course studied and to make it available whenever required (some teaching staff may store these folios at the College)

- 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.

Students who do not meet these expected responsibilities may be deemed at risk.

### 3.0 Changing Subject

Course transfer will only occur in exceptional and justifiable circumstances as permitted by the Principal.

Year 11 - This College will only consider changes in exceptional circumstances; you must have parental/guardian approval and be negotiated through the relevant Manager Academic Performance. Changes will only occur between Monday Week 2 Term 1 and Friday Week 4 Term 1. Course changes will not occur after this period.

Year 12 – This College will only consider changes in exceptional circumstances; you must have parental/guardian approval and be negotiated through the relevant Manager Academic Performance. Unlike Year 11 a change may be possible until Friday Week 7 Term 1. After this period no changes will occur.

If you wish to change a course you will need to go to

Student Services or the Manager Academic Performance and obtain a Course Change Request Form. Have your parent/guardian complete and sign this form. Return the completed form to the relevant Manager Academic Performance. 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. It is your responsibility to catch up on any work that may be given to you by your new subject teacher.

### 4.0 Due Date

In your Course Outline and Assessment Structure there will be a Due Date for each assessment; this includes in-class assessments. The purpose is to 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 and is your responsibility to manage your task completion.

A Due Date should include the date and time the assessment is due. For example: 24th February Period 2 OR 3rd March 9.00am.

### 5.0 Absent from scheduled assessment tasks

If you are absent from class when an assessment (ie. assignment/oral presentation/test) is due you must contact the College on the day of your absence by telephone call or email from your parent/guardian. An acceptable explanation for your absence is needed during this time.

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 may be allocated for that assessment at this point. For other assessment types your teacher will follow Section 6.1 – General. Your teacher has the discretion to determine the next course of action. Wherever possible, advance notification of absence will be of benefit to you.

You are expected to discuss your absence with your class teacher immediately upon return to the College with regards to the missed assessment.

### 6.0 Late Work

#### 6.1 General

If you are present at College yet chooses to not submit an assessment on the 'Due Date':

- your parent/guardian will be notified by phone/email of the situation
- it is your responsibility to organise a way of completing this task within three days of the due date
- a 10% deduction per day for up to three days will apply (eg. If a task is worth a total of 50 marks then 5 marks/day will be deducted from the allocated mark)
- a zero will be awarded for that assessment task if you choose not to submit the task after three days
- you will be required to attend College to complete the outstanding tasks before your Clearance Form can be signed

#### 6.2 Absent Teacher

If the teacher is absent when you wish to submit an assessment you must do this at Student Central. You

will receive a receipt indicating submission of the task. If you fail to keep this receipt as proof of submission zero will be appointed to that task and process for re-submission may occur.

### **6.3 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 Semester 1  
AND/OR

until you have been signed off by the College at the end of the year. This may involve remaining at the College until the end of the school year in December.

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.

### **6.4 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 Central, with supporting evidence for an extension to your class teacher.

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 VET - Manea Senior College Delivered Certificate Qualifications**

This information here only applies if you are completing a VET course here at the College. It does not extend to any VET course that you attend outside of the College at another venue or RTO.

You may qualify for one (1) re-assessment per each assessment event when:

7.0.1 you have made a reasonable attempt to complete the assessment satisfactorily AND you have submitted the original assessment by the due date or made prior arrangements with the teacher for a delayed submission;  
OR

7.0.2 you have met the conditions of 7.2 Absent from scheduled assessment tasks (acceptable explanation ie: medical certificate) in the College Assessment Policy and requested to re-submit the assessment.

In the case of a re-assessment opportunity, your teacher will give you a due date for your second attempt.

Should you NOT achieve a satisfactory result on the second attempt, you will need to re-enrol (R) in the unit. This will involve additional course costs and in some cases this may require enrolling in an external organization to complete the unit/s.

\*In certain situations a re-assessment is not possible: please refer to your assessment instructions.

The teacher may give permission as per 8.5.3 based on extenuating individual circumstances of the non-submission on a case by case basis.

### **8.0 Cheating, Collusion and Plagiarism**

Cheating is regarded as an action which provides an unfair advantage in the completion of an assessment. Actions include, but are not limited to:

- Gaining a copy of an assessment prior to its release for completion.
- Gaining information specific to an assessment which could reasonably be expected to provide an unfair advantage in completion.
- Talking during a silent assessment (tests and examinations).
- Bringing prohibited materials (notes, cheat sheets etc.) into the exam.
- Using mobile phones or other telecommunications and/or information technology not approved for use during an assessment.
- Presenting a response to an assessment which is not your own work.

If a student is shown to have cheated in any assessed work or in examinations they will receive zero for that assessment and will have breached the College Code of Conduct.

Collusion is when a student submits evidence that is not their own work for assessment. A student may have an opportunity to re-submit that work piece; if so this will occur within three days of notification and the maximum late penalty will apply. A zero will be awarded for that piece of work if the student does not re-submit.

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 the student's, but is presented as such will not be accepted. A student may have an opportunity to re-submit that work piece; if so this will occur within three days of notification and the maximum late penalty will apply. A zero will be awarded for that piece of work if the student does not re-submit.

### **9.0 Examinations**

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

### **10.0 Students with Special Needs**

Candidates who have a temporary or permanent disability, illness and/or specific learning disability that could disadvantage them in timed assessments may be given the opportunity to sit a test/examination under special conditions. You should inform the relevant Manager Academic Performance of your needs as early as possible. You will be case managed by the Student Support Coordinator and subject teachers to determine the appropriate course of action and appropriate

strategies that will allow you the best opportunity for success.

### 11.0 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:

- 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.
- 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.

### 12.0 Right of Appeal

You have the right to appeal against the College assessments. If you have a concern for an appeal against the given grade/mark you must have your parent/guardian contact the relevant Manager of Academic Performance. A letter outlining the process of your Right of Appeal will be given to you.

## MENTOR PROGRAM

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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.

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. It is critical that all student absences have been explained by a parent/guardian.

## COLLEGE CHARGES

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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 on or before December 1<sup>st</sup>. To support students and parents, payment plans can be negotiated through the Manager Corporate Services. 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

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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 SRT 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 at 3:10pm. However, depending on the course students have selected (including vocational training courses), 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.

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 Student Central 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

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### School Bus Services

#### **PUBLIC TRANSPORT BUS SERVICE Green and White Buses**

TransRegional (services provide by Swan Transit)  
- Phone: 9796 9500

The Public Transport network provides services in the following areas: Australind, Millbridge, Eaton, Clifton Park, Pelican Point, Vittoria Heights, Glen Iris, Bunbury, East Bunbury, South Bunbury, Carey Park, Withers, Usher, College Grove, Dalyellup and Gelorup.

Visit [www.transregional.wa.gov.au](http://www.transregional.wa.gov.au)

#### **ORANGE SCHOOL BUS SERVICE**

For Students travelling from outside the Public Transport Network

Students intending to travel via School Bus Services (Orange Bus Services) will need to apply online. If you currently travel on an Orange Bus you will need to update your details and advise that your new school is Manea Senior College.

Please note that Orange School Bus Services provide transport or transport assistance for students travelling from outside the Public Transport network.

Apply online at [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au)

Be sure to make arrangements for bus travel early or you may miss out.

## VISITORS TO THE COLLEGE

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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. All visitors are required to wear identity badges.

## INFORMATION PRIVACY AND SECURITY

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### **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, Facebook page, 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.

## USE of TAFE, ECU and OTHER LOCAL FACILITIES

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Manea Senior College students have the opportunity to combine their school programs with a wide range of training courses, up to a Certificate IV, or in certain circumstances, Diploma level. Students are able to access the pathways provided by the South Regional TAFE, Bunbury Regional Trade Training Centres (BRTTC), various other private training organisations, and Edith Cowan University (ECU).

Students will use the facilities available at South Regional TAFE and ECU Bunbury. As these venues are combined with Manea in the same precinct, students will be able to walk to these facilities. This privilege is extended to students based on the premise that the code of conduct will be upheld across the precinct and continued use of TAFE and ECU facilities remains at the discretion of both partners.

Training courses that are not conducted in the Manea precinct will require students to organise their own transport to and from these venues. This includes transport to their work placement sites.

Physical Education students will make use of the local facilities and will be transported 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.

*August 2017*



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