



Manea Senior College

**2020**

# **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.



# 2020 Enrolment Handbook

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## OUR APPROACH

Manea Senior College (MSC) is an independent public school in Bunbury, specialising in senior schooling in the South West Region of Western Australia.

MSC is a highly innovative and reflective organisation, and has an established reputation for offering Year 11 and 12 students an education that enables them to achieve outstanding results and to transition into life beyond College. This is achieved through a learning environment that is specialised for young adults and built on the foundations of strong relationships, mutual trust, respect, support and individual accountability. We are highly flexible and focus on the individual needs of our students.

Manea students are treated as young adults, and are central to what MSC does and stands for. At MSC we have a strong moral purpose to provide students with quality teaching and learning opportunities as well as life experiences that enable them to transition into the adult world.

Each year the College welcomes around 250 new students to MSC. Our students undertake many different pathways or 'jobs' so that they use their final years of senior school to create post school opportunities for themselves. About 50% of our students undertake the rigours of an ATAR pathway, while others undertake a VET pathway and some do both.

Year 11 in particular is a year of opportunity at MSC, a chance to explore what Manea has to offer and for students to determine their pathway into Year 12 and beyond. This provision of opportunity at MSC is extended to financial support for VET focused students to access nationally recognised training qualifications as a part of their final years of schooling.

The College operates under a young adult, work related environment where relationships are built using a first name basis. All students are regarded as, and interact with staff as young adults and have our trust and respect. MSC is based on a professional workplace culture, where positive and productive behaviours are acknowledged, valued and celebrated.

At Manea Senior College, all staff have an important role or 'job' to play; wanting to make a difference to the lives of young people and being a positive role model. This means knowing our students, individually and collectively; knowing the content and how to teach it; and providing opportunities for all students to grow and learn, academically, socially and emotionally. As a team, staff and students are required to uphold the corporate image of Manea Senior College by wearing the uniform. Staff are also expected to have a flexible approach to working hours, participate in surveys and self-reflective practices to gain feedback on their performance. MSC staff value feedback from all members of the College community and recognise that education is a partnership that requires input from parents, the community, as well as students. Our role is to develop the skills and life experiences for students to become responsible and independent young people. As such staff are provided with the resources, support, environment and training to do their job.

We adopt this same approach with our students. They are treated more like employees in that they have access to all parts of the College, its facilities, staff, tutors and equipment such that they too can do their 'job'. For our students this means completing their courses (ATAR and/or VET/Training) to the best of their ability; actively participating in their learning; completing and submitting all work/tasks as indicated by their managers

(teachers/staff); adhering to our workplace expectations in terms of attendance, dress and workplace conduct; as well as seeking support and assistance when required. Students, like staff, are involved in performance review meetings, goal setting meetings, and surveys as a part of their 'job' at MSC.

**Accountability:** Part of this process involves students obtaining sign off (completing a clearance form) 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 workplace requirements have been met. This may also result in some students being ineligible for extracurricular activities, as they have not completed their 'job'.

Manea students are coached, encouraged and supported to make pro-active adult choices, take ownership and responsibility for their decision making and how it affects their future. To enable our students to do their 'jobs' well, MSC provides the resources, support and environment to do so.

Students are afforded a more mature working environment and as such, are presented certain flexibilities and privileges to support their transition to life after school.

Most importantly, students, like staff, are accountable for their 'jobs' and overall performance. 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. This means that students need to track and be actively aware of their progress,

complete work, meet deadlines and be accountable for their actions and results.

MSC attracts students from a range of schools, including significant numbers from catholic and independent schools and students from over 30 different local, interstate and overseas schools. Manea serves a special role in the South West, catering for students across the entire region, making us a truly regional College. The College has an extensive range of courses and training qualifications for students to select from, which can be completed in a young adult, university style, disruption free, learning environment designed for young adults.

For innovative, respectful, courageous and dedicated young adults in their final years of secondary schooling, Manea Senior College has become the school of choice in the South West Region.

### **Our Values**

Every student enrolling at Manea has the trust of the Manea Senior College staff. It is expected that the trust given to the students will assist them in meeting the four core values guiding the cultural practices at Manea. These values are reflective of what students will be expected to uphold in society as adults.

- Choice
- Respect
- Responsibility
- Success

## **STUDENT PATHWAYS**

MSC 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 use alternative delivery methods. (eg: online learning).

### **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 a C grade across (at least) 4 ATAR courses at the end of Year 11. If this is not achieved, a student may need to consider 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 MSC 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**

We 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.

## **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 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, contact from a parent/guardian is required. This can be via SMS, email, phone or written note.

Students who are out of College grounds without authorisation will be considered to be in breach of the College Code of Conduct.

### **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. For absences of three consecutive days or more, the College requires a medical certificate. Please note that absences for family vacations constitute an unapproved absence.

A phone call, note or email 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 each day.

### **Attendance at Training Organisations (VET)**

Our associated training providers aim to prepare students for the workplace. Accordingly, if they are unable to attend classes, students are expected to notify their lecturer of any absence. 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. The VET Coordinators monitor both attendance and subsequent level of participation and achievement.

### **Attendance at Work Placement**

Should students have work placement and not be able to attend, both the workplace and College is to be advised and an explanation provided as per normal attendance procedures.

### **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.

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. Incidences of violence will not be tolerated and serious consequences will be enforced. Videoing any form of physical altercation will attract similar penalties. 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 Student Services. 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 actions 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, and other non-curriculum related activities such as the Leavers Dinner and Cadet Camps. 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 Principal.

## **Students 'On Notice'**

Students who regularly breach the College Code of Conduct will be placed 'On Notice' and their parents/care givers notified. The College uses the term 'On Notice' which is equivalent to the DoE term 'Loss of Good Standing'. Such situations will result in individual plans being established, privileges removed and very close monitoring of students by staff, with a view to improving overall performance at the College.

## 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 DoE 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:



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**

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

At Manea Senior College, computing resources are used to educate, inform, assist and communicate. The [Bring Your Own Device \(BYOD\) Program](#) encourages students to bring their own portable computing device to College every day. The aim is to support students and enhance their learning experiences both in and outside of the classroom. Mobile technology devices, so prevalent today, have increasingly become everyday teaching and learning tools used by both teachers and students. BYOD has transformed the classroom by creating new opportunities, flexibility for learning that ensures richer, more collaborative learning experiences.

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.

### **Use of College resources**

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. The Internet is provided to students who agree to act in a responsible and considerate manner. General College rules for conduct and communication always apply

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.

All staff and students are accessing the Department of Education System and are bound by Department of Education rules of use. 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 or BYOD 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.

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

## **ASSESSMENT POLICY - OVERVIEW**

Manea Senior College is responsible for implementing and managing procedures to allow students a fair and equitable opportunity to complete your chosen subjects. At the beginning of the year students will be inducted into the College, whereby our Assessment Policy is explained in detail. You and your parent/guardian will always have access to the Assessment Policy through Moodle. You may print a copy of the Assessment Policy on the understanding that only the policy found live in Moodle will be used by teachers to make determinations from.

We have highlighted a few key areas below from our policy for you to understand what we expect of you as a young adult:

### **5.0 Absent from scheduled assessment tasks (ie. tests)**

The first assessment task missed by you for each course can be covered by a parent/guardian phone call or email explaining your absence. The second, and all subsequent missed assessment tasks for that course, will need to be covered with a Medical Certificate.

### **6.3 Failure to submit work**

Non-submission of assessments is not accepted at Manea. If you are absent on the day an assessment is due, you are still required to email your teacher to provide evidence that you have completed the assessment. Without a medical certificate you will be required to submit the assessments in order to complete your Clearance Form, but no marks will be awarded for this. 'Completion' will be determined by the teacher and will require you to make a 'genuine attempt'. This is a non-negotiable requirement.

### **7.0 VET - Manea Senior College Delivered Certificate Qualifications**

This information here only applies if you are completing Cert III Design Fundamentals or Cert III Sport and Recreation (Aquatics) delivered onsite at the College. It does not extend to any VET course that you attend outside of the College at another venue or RTO. A full outline concerning expectation and assessment requirements is provided at the beginning of the course. A Cert III course is delivered with rigour and has a high workload component.

You may qualify for one (1) re-submit for 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. 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 may require enrolling in an external organisation to complete the unit/s.

## **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 on or before December 1st. 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**

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 South Regional TAFE 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**

### **Driving and Parking**

Parking across our Education Precinct is at a premium and subsequently students are encouraged to use public transport to access the College.

Limited parking is available but cannot be guaranteed – up to 15 bays for students onsite. Parking is monitored by the City of Bunbury and fines are issued to those parking without permits or parking incorrectly.

## 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, Dalzellup 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**

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**

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 (Student Express), Yearbook, Website, Facebook page, Snapchat, 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**

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.

## **STAY IN TOUCH**

E: [manea.sc@education.wa.edu.au](mailto:manea.sc@education.wa.edu.au)



[facebook.com/manea.sc](https://facebook.com/manea.sc)

Web: [www.maneasc.wa.edu.au/Home.aspx](http://www.maneasc.wa.edu.au/Home.aspx)

Ph: [\(08\) 9721 0600](tel:(08)97210600)

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