

Manea Senior College

2024

# ENROLMENT Handbook

MSC prepares students for life, developing in them the capabilities and skills that will help them succeed. Our goal is to develop young adults who are 'capable and connected', with an emphasis on learning for life.



# 2024 Enrolment Handbook

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## OUR APPROACH

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

We have an established reputation for offering Year 11 and 12 students an education that enables our young adults to achieve to the best of their ability and to transition into life beyond College. Our students achieve outstanding results through a learning environment built on the foundations of strong relationships, trust, respect, support and individual accountability.

Each year we welcome around 250 new students to Manea. Year 11 in particular is a year of opportunity, a chance for students to explore what we have to offer and for students to determine their pathway into Year 12 and beyond.

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. Students at Manea can access ATAR and general courses, professional learning opportunities, as well as nationally recognised training qualifications, and are extended financial support to access these qualifications. We have a strong moral purpose to provide students with both quality teaching and learning opportunities, as well as life experiences that enable them to transition into the adult world.

So what makes Manea different? At Manea we are 'preparing students for life'. Central to our understanding of supporting young people to transition to the adult world is the belief that our students are treated as young adults, and it is this belief that informs each facet of our daily practice.

Our students are coached, encouraged and supported to make pro-active adult choices,

and to take ownership and responsibility for their decision making and how it affects their future.

Our approach is based on a **professional workplace culture**. All students are regarded as young adults and develop working relationships with staff based on trust and respect. We expect our students to make adult choices and to be responsible for those choices. Everyone at Manea interacts on a first name basis in an environment where positive and productive behaviours are acknowledged, valued and celebrated.

Students are treated more like **employees** in that they have access to all parts of the College; its facilities, staff, academic support and equipment such that they too can do their 'job'. For our students, this means being responsible and accountable for their actions in all facets of College life including completing their courses (ATAR, General 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 conduct; and seeking support and assistance when required. Students, like staff, are involved in performance review meetings, goal setting, surveys and professional learning as a part of their 'job' at Manea. As a team, staff and students are expected to uphold the corporate image of Manea by wearing our uniform.

All our staff have an important role or 'job' to play; we want to be positive role models and make a difference to the lives of young people. 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.

Our staff participate in surveys and self-reflective practices to gain feedback on their performance. We 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. As such our staff are provided with the resources, support, environment and training to do their job.

Importantly, we seek to balance the increased expectations we have of our young adults with increased quality in the delivery of our services, and increased support to assist students in upholding their end of the bargain. In this way, we hold ourselves accountable to a higher standard to enable our young people to hold themselves to a higher standard. This quality assurance arrangement ensures that it is clear to both students and staff what is expected and required of them, and allows our students to become the young adults they imagine themselves to be.

At Manea, we are *'preparing students for life'*.

## **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 inform all of our interactions and the *decisions* we make.

- 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 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 at least 5 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 3 hours of home based study per ATAR course per week.

To remain in their selected pathway, students should attain a minimum of C grades across (at least) 4 ATAR courses at the end of Year 11 to continue on their pathway for Year 12. If this is not achieved, a student may need to consider one of the following:

- Explore alternate entry pathway options to university via the College
- Change to a more appropriate course/s or Vocational Pathway (where available)
- Consider repeating Year 11

### **Training Pathway**

Students choosing a 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 eagerly sought after and places are limited. There are set entry requirements for courses and as such students will need to meet the required standards.
- In some instances, a student 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**

At Manea Senior College we prepare students for life, developing in them the general capabilities and skills that will help them succeed. Our goal is to develop young adults who are 'capable and connected', with an emphasis on learning for life.

A cornerstone of our approach is our workplace culture, adopting a first name basis and treating students as young adults, with a strong emphasis on working relationships and accountability. This approach prepares students for what they will experience when they move to higher education, training and employment, thereby developing independent, responsible young people better equipped for the next phase of their life.

All staff and students form part of the Manea Team, one built upon four core values:

- Choice
- Respect
- Responsibility
- Success

Every student enrolling with us has the trust of the staff, and it is expected that the trust given to students will assist them in meeting these core values which guide the cultural practices at our college. These values inform all of our interactions and the decisions we make.

### **\*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.

### **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
- Belong

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 the College have enrolled on the basis of their future pathways and willingness to commit to all aspects of the College. Our students have the privilege of studying in a young adult learning environment. This means that students have the trust of the staff, a higher degree of freedom, and in return, high expectations, with a requirement to be self-disciplined and responsible for their own actions.

### **Student Charter**

Manea Senior College is an adult learning environment with workplace expectations. We encourage you to develop appropriate habits and behaviours that foster your development and reflect the workplace expectations of the College. At Manea, students have both responsibilities and opportunities.

We also ask you to recognise that within this context, we are still a school and our staff all have a duty of care for you. Therefore:

- If you are absent, this must be supported with parent permission and, as an enrolled student, this includes if you turn 18 whilst enrolled.

- You are not able to leave the College without approval
- Your parents/carers will be communicated with regarding your academic progress, missed assessments, medical issues and other important issues as they arise.

### **Workplace Expectations**

There are high expectations for participation in College life. Our approach is based on a professional workplace culture and as such you are expected to:

- Recognise the systems, processes and procedures that exist within the College and adhere to them.
- Participate actively and constructively in the learning experience.
- Be aware of your course requirements and your own individual academic progress.
- Contact your teachers if you are absent, miss an assessment or miss (or are likely to miss) a deadline for submitting work.
- Engage with the Learner Responsibilities Framework (LRF) and Learner Passport (LP).
- Recognise that cheating, plagiarism and fabrication or falsifications of data/information is not acceptable.
- Adhere to the established College dress standard.
- Embrace and recognise diversity.
- Treat all staff, students and visitors with respect and courtesy.
- Engage in College life and contribute to or participate in College activities. *We encourage your representation on College committees and participation in decision making.*

### **Personal Choice and Responsibility**

- You have choice. Actively engage with what it is that you have chosen to do and take opportunities to extend your learning.
- Be independent.
- Be responsible for yourself and your actions. Be conscious of the impact of your behaviour or choices on others.



- The College operates under a first name basis for all staff and students.
- You have the right to access all areas of the College. Use College facilities and services in an honest and responsible manner.
- Do not leave without informing someone (approval may not always be granted). If you leave, you are required to sign out. Parent/carer consent is required.
- If there is a problem or an issue, act responsibly to resolve it.
- The consumption of alcohol, tobacco products, illegal substances or being in the company of those who are, is unacceptable and will attract significant consequences.
- Adhere to the mobile phone policy. All mobile devices are to be “*off and away*” during class and study periods, unless you have the permission of staff - for learning purposes only.

### **Code of Conduct – Workplace Expectations**

Whilst the College has a young adult ethos and approach to education, there are Department of Education policies that we are required to follow and implement. The following information relating to our Code of Conduct is provided for the Manea Senior College Community.

#### **Attendance**

Students are expected to meet a 93% attendance rate at Manea Senior College. It is a legal requirement that any absence needs to be explained 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. A phone call, SMS, written note, email or notification through our Compass App to the College from the parent/caregiver is acceptable as an explanation of absence. Explanations should be forwarded to the College on the day of the absence or at the latest, within three days of return. For absences of three consecutive days or more, the College requests

a medical certificate. Please note that absences for family vacations usually constitute an unapproved absence.

#### **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 call, notification through our Compass App or written note. Students must sign out via Student Services of the front office. Students who are out of College grounds without authorisation will be considered to be in breach of our Code of Conduct.

#### **Lateness**

Students are expected to arrive on time for all classes and events. Students who arrive late on College days are required to provide an explanation and sign in at the front office.

#### **Attendance at Work Placement**

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

#### **Attendance at training organisations (TAFE, Trade Training Centres)**

Our associate training organisations aim to prepare students for the workplace. Accordingly, 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 the College. Our VET Coordinators monitor both attendance and subsequent levels of participation and achievement.

#### **Bullying, violence, discrimination and Harassment**

We work collaboratively to maintain a workplace free of conflict. All workplaces, including ours, believe 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 technologies 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.

### **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 it over to them and are required to immediately refer the student/s to the Student Services Manager or College Administration. 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 any other substance while on 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 as excursions, camps, and events. Such action will result in consequences being imposed. This may include suspension and police involvement.

Please note that our students are governed by the DoE policy in relation to smoking. This includes when students are at ECU, TAFE or on work placement.

### **Theft and Vandalism**

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

## **MOBILE PHONES**

Whilst we recognise that mobile phones have become an integral part of everyday life, our

approach is to ensure that class time is free from distraction and to promote the productive use of class time for educational purposes. The use of mobile phones is governed by DoE policy. **Not seen nor heard** - mobile phones are to be 'off and away' during ALL class time, including study, professional learning and at times when students may need to leave class (toilet, collect printing/copying, attend a meeting etc). The use of phones and other electronic devices can only be used under direct staff instruction.

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

### **Extra-Curricular Activities**

Students are expected to maintain a 90+% attendance rate and uphold our *Code of Conduct* in order to be invited to events such as the College Ball, Country Week and other non-curricular excursions such as events and various 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 our *Code of Conduct* will be placed 'On Notice' and their parents/guardian will be notified. The College uses the term 'On Notice' which is equivalent to the DoE '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.

**Please contact the College for further specific information in relation to any of our policies.**

## **LEARNER RESPONSIBILITY FRAMEWORK (LRF)**

At MSC we have established our LRF that describes for students the expectations associated with their studies and their role as an active learner. This enables students to reflect on their own performance and assists in identifying areas for improvement. The LRF has



4 main areas outlined next:

## PREPARE

- My device is charged & ready to go
- I am managing my time outside of College
- I am ready to go with a positive attitude
- I have pre-read class material & completed my homework
- I am organised with emails, calendars, meetings & due dates

## ACTIVATE

- I participate & engage with learning
- I collaborate with my peers productively
- I am an active contributor to discussions
- I am thinking for myself

## OWN IT

- I connect with my teachers & peers
- I check Moodle regularly for resources
- I take responsibility for my learning
- I practise, research & consolidate when I don't understand something

## REFLECT

- How am I going?
- Am I learning from my mistakes
- What's next? Where to from here?
- What learning strategies work for me?
- What will I do about something I don't understand?

*\*\*College Reports: when we formally report on student progress we will also report on the areas of the LRF above.*

## DRESS CODE

### UNIFORM CONCEPTS

NELL GRAY

**UNIFORM CONCEPTS are the sole suppliers of the College Uniform.** Their contact details are:

4/118 Spencer Street, South Bunbury WA 6230

Phone: 9270 4664

#### **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, charcoal grey bottoms, black jacket/jumper and black footwear.

**Tops:** White, collared button up shirt; College jacket, jumper (black) – all with College logo

**Bottoms:** Charcoal grey dress pants, shorts or skirt with College logo.

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

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

*NB: The College logo is the only dominant marking permitted and garments are not to be altered.*

**Denim/Jeans:** The Department of Education stipulates through legislation that:

*“Denim items (regardless of colour) 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 professional workplace environment.

### **Camps/Excursions**

Students attending camps and/or excursions are expected to wear College dress, where appropriate and as directed by staff.

### **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: Training/VET students will be required to supply their own. For students undertaking Manea courses these will be supplied by the College.
- Students not adhering to these requirements will be prevented from attending these classes.

### **TAFE/BRTTC/VET 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 is unable to adhere to the dress code, they must report to Student Services and a suitable change of clothing may be provided.

## **STUDENTS ONLINE** **POLICY & PROCEDURES**

### **Online Services Account**

Manea Senior College provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

The Department's online services provide students with access to individual email and calendar accounts; the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school; online teaching and learning services such as Connect, web-conferencing and digital resources; online file storage and sharing services; and these online services at locations other than school.

The Department of Education requires parental permission for students under the age of 18 to use Online Services. Students 18 and over may sign their own form. The College will request consent at the time of enrolment.

At Manea Senior College, online services 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.

### **Online Services Acceptable Use Agreement**

All workplaces are governed by Telecommunication Laws relating to internet and computer usage. The Manea Senior College Online Services – Acceptable Use Agreement, establishes technology use guidelines and secures a commitment for best use practices.

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 online services (including the internet and personally owned devices) is expected from all students for the duration of their enrolment at Manea Senior College.

General College rules for conduct and communication always apply.

All students accessing the Department of Education-provided online services are bound by **rules of use** which are agreed to at the time of enrolment. 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 (USB 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 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.

## Third Party Online Services

As part of the Student Online in Public Schools Policy, we are required to advise parents of ALL third party applications that are used by the College. A Third Party Service is a vendor, website or software application that is external of the Department of Education. Manea uses these services to provide functions such as school or student management (eg: attendance), teacher administration (marks, reporting), student learning content or activities, communication tools and so forth. They are designed to enhance the learning experiences of students and assist in the management of the College.

Some services require parental consent – which we will request upon enrolment, or as services become available. For further details on each Third Party Service used by Manea Senior College please visit our website:

<https://www.maneasc.wa.edu.au/third-party-services/>

## 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 about assessments.

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 in-class assessment tasks (ie. Tests, in-class essays)**

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. Missed in-class assessments need to be completed on the day of your return to the College.

### **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.

## **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 SC 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 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 grounds is enabled by students wearing uniform and College identification.

## **TRANSPORT**

### **Driving and Parking**

Parking across our Education Precinct is limited and cannot be guaranteed – up to 15 bays for Year 12 students onsite. Subsequently students are encouraged to use public transport to access the College.

Parking is monitored by the City of Bunbury and infringement notices/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, CareyPark, 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 & 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 child 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 college programs with a wide range of training courses, up to a Certificate IV, or even 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 Education 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 SRTAFE 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 CLASSES

Physical Education students will make use of the local facilities and will be transported by bus driven by the class teacher. Facilities accessed include:

- Southwest Sports centre (SWSC)
- Bunbury Tennis Club
- Hay Park grounds
- Bunbury Indoor Beach Volleyball
- Local primary schools – St Joseph's CPS, St Mary's CPS, South Bunbury PS, Bunbury PS & Bunbury Baptist College.
- Koombana Bay

Students are required to travel with the class even when excused from participating.

**PE Attire required** – shoes, sporting attire including college sports shirt.

Students must be changed before and after classes in normal college uniform (except before 1st period and after last period).

**Medical details** are required to be updated as required by parent/guardian.

### **Certificate III Sport and Recreation (Aquatics)**

- students enrolled in this training course will be participating in swimming activities at SWSC and/or Koombana Bay and it is a requirement of the course to participate in ALL lessons. Students enrolled in this course need to be competent swimmers and able to swim at least 50 -200m in a recognised stroke without stopping.

## STAY IN TOUCH & INFORMED

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

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



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

Ph: [\(08\) 9721 0400](tel:(08)97210400)

### Compass

**COMPASS** a system that allows parent and students to access up-to-date information about Manea Senior College. It includes many features, including the ability to:

- Monitor attendance and enter an explanation for absence or lateness
- Communicate with teachers and update your family contact details
- View student timetables and the College calendar
- Book parent-teacher conferences
- Pay and provide consent for events, excursions and school fees
- Receive College updates and important information
- PLUS, in these COVID times the College can communicate with you quickly as required.

Once a student commences the new school year with Manea parents and students will receive login details via email so you can access you Compass Portal. Accounts will not be active until a student commences.

\*We strongly suggest that parents and students download the Compass School Manager app (icon below) onto your phone from the App Store or Google Play Store to make things even easier for you.

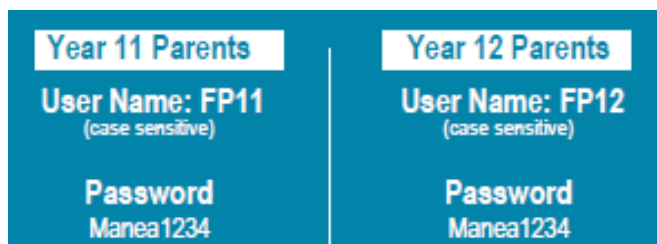


### Moodle @ Manea

Moodle is our online student learning management system which encourages students to take ownership of their learning with 24/7 access to topic and assignment schedules, resources and teacher contact details. Parents have real time access to subject information.

#### Parent Logon to Moodle:

<https://www.msinternal.wa.edu.au/moodle/login/index.php>



*Updated: May 2023*