

—❤️—❤️— **I'M GOING TO MANEA** —❤️—❤️—



COLLEGE

INDUCTION

MANUAL



**THIS IS
MINE**

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WELCOME TO MANEA SENIOR COLLEGE!

Hey there! Welcome to Manea Senior College, where we're all about preparing you for life beyond school.

We're an independent public school in Bunbury, and we specialise in senior schooling for the Southwest Region of Western Australia. Plus, we're the only school in WA offering the Health and Medical Specialist Program!

OUR PURPOSE

At Manea, we focus on four key areas to help you succeed:

- **Preparation for Life Beyond College:** We're not just about academics. We want to help you develop the skills, values, and independence you'll need in the future.
- **Treated as Young Adults:** Here, you're respected and given responsibility. You'll make informed choices and take ownership of your decisions.
- **A Glimpse into Workplace Expectations:** Our environment mirrors workplace principles, giving you a head start in understanding conduct, collaboration, and motivation.
- **A Pathways Approach:** We offer various pathways to help you create post-school opportunities, whether it's through ATAR, VET, or other programs.



Principal, Rod Rykers, Deputy Principal, Grant Walton and Front Desk Guru, Angela Gray.

TASK: Please read and complete all sections of this workbook.

DUE DATE: Complete all the quizzes and activities over the Christmas break and bring the whole book with you on your **first day** at MSC. You will then drop it into the box in Reception on Level 1.



WHAT MAKES MANEA DIFFERENT?

Manea is unique because of our contemporary facilities, flexible learning, and a young adult ethos. We treat you like adults and expect you to take responsibility for your actions. You'll have access to all parts of the College, including facilities, staff, and academic support.

At Manea, you'll get lots of support to make smart choices and take charge of your future. Everyone here goes by their first name, and we really value and celebrate positive behaviour.

You'll be part of a team with access to all the College's facilities, staff, and support. This means you'll need to be responsible for your actions, like doing your best in your courses (whether it's ATAR, General, or VET/Training), participating in class, finishing and handing in all your work on time, following the rules about attendance, dress, and behaviour, and asking for help when you need it. Just like the staff, you'll also take part in performance reviews, surveys, and professional learning. Together, we all work to keep Manea's great reputation by wearing our uniform proudly.

We believe that to grow into an adult, you need to be treated like one. That's why we treat all our students as young adults, and this is a big part of everything we do here.

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

OUR VALUES

Our community is built on four key values:

- **Choice:** Make proactive adult choices and understand how they affect your future.
- **Respect:** Value yourself, others, and the environment.
- **Responsibility:** Be organised and self-motivated.
- **Success:** Strive for your personal best and embrace opportunities.

EXPECTATIONS What Do We Expect?

At Manea, you'll have the freedom to make your own decisions, but with that freedom comes responsibility. We expect you to:

- Conduct yourself with maturity and self-discipline.
- Engage fully in your learning and complete all tasks.
- Adhere to our workplace expectations in terms of attendance, dress, and conduct.
- Communicate - seek support and assistance when needed.

We expect a lot from you, both in how you behave and how much effort you put into your work. We believe in you and know you can do great things!

COMMUNICATION

At Manea we use several methods to keep in touch, Microsoft Teams: For class updates and missed lessons. COMPASS: For attendance, timetabling, and events and Email: For communicating with staff and checking important updates.

MICROSOFT TEAMS

Manea Senior College uses Microsoft Teams to communicate. You will be expected to use Teams to chase up missed lessons, review, study and find out what your classes are doing. We will show you how to set this up once you start at Manea.

COMPASS

COMPASS is the College's operating system for attendance, timetabling, and events, including excursions. You are expected to use it to check notices, class schedules and daily events.

Once you start at Manea SC, we will give you instructions on how to download the COMPASS App so that:

- You can access your daily schedule.
- You can view news items
- Your parents can get access to excursions, consent and permissions.

EMAIL

Emails are a key method of communication in the College. You will be expected to use emails from your student account and to communicate with staff, and will need to check them regularly. Email protocols are important to learn, practice and get right.

Key points

- Put the subject in the subject bar so people know what it is about before opening it.
- Start an email by saying "Hello."
- There is no reason you should have an assignment or assessment late without a teacher knowing about that (email them!)
- Use punctuation.
- Read each email before you send it, to ensure it makes sense.
- Send it to one (1) person – not ten, asking them all to do the same thing.
- Check your emails regularly.

QUIZ TIME

List three (3) things that make Manea Senior College different.

1. _____
2. _____
3. _____

What are our four (4) core values?

1. _____
2. _____
3. _____
4. _____

DID YOU KNOW?

THE COLLEGE OFFERS
A 'REACH'
STUDY SKILLS
PROGRAM.

Find out more here



THE TIMETABLE

WACE, YOUR TIMETABLE & PROFESSIONAL LEARNING

The Western Australian Certificate of Education (WACE) is what you'll earn at the end of Year 12 if you meet the requirements. Here's a quick rundown:

Complete 20 semester units (10 year-long courses) over two years.

Complete at least 10 units (or 5 year-long courses) in Year 12

Achieve C Level Passes for 14 out of 20 units.

Pass OLN A in Numeracy and Literacy (or have prequalified in Year 9 NAPLAN)

PROPOSED YEAR 11 TIMETABLE STRUCTURE					
Session	Monday	Tuesday	Wednesday	Thursday	Friday
8:40am	Check Compass + Emails	Check Compass + Emails (Year 11 Meeting A)	Check Compass + Emails	Check Compass + Emails	Check Compass + Emails (Year 11 Meeting B)
1 9:00am – 10:20am	Grid line 1	Grid line 2	Grid line 5	Grid line 3	Grid line 4
BREAK: 10.20AM - 10.30AM					
2 10:30am – 11:50am	Health & Medical Specialist or Professional Learning	Grid line 1	Grid line 6	Grid line 4	Grid line 3
LUNCH: 11.50AM - 12.20PM					
3 12:20pm – 1:40pm	Health & Medical Specialist or Professional Learning	Grid line 2	Grid line 5	Grid line 3	Grid line 6
BREAK: 1.40PM - 1.50PM					
4 1:50pm – 3:10pm	Grid line 2	Grid line 1	Grid line 6	Grid line 4	Grid line 5
BREAK: 3:10 - 3:20PM					
After hours 3:20 – 5:20pm	Music – Jazz (Australind SHS)		Dance (Manea SC)	Dance (Manea SC) Music-Jazz (Australind SHS)	

Our timetable is unique, with six lines grouped into three classes of 80 minutes each. You'll choose six courses, and VET students will have specific days for training and work experience.

UNIQUE TIMETABLE

The timetable at Manea Senior College is pretty unique. Even though you've spent a lot of time looking at it and picking your courses, here's what you need to know:

- There are six lines, split into three classes of 80 minutes each.
- You will pick the equivalent of six courses.
- Some VET courses take up two lines, so if you choose one of those, you only need five courses.
- Six courses equal 18 periods. The two extra periods are for Professional Learning on Mondays.
- Professional Learning classes cover different tasks, programs, or study time (for those at College on Mondays).

MORE STUFF ABOUT TIMETABLES

PROFESSIONAL LEARNING

Professional learning appears as a block on Mondays (period 2 and 3) for all Year 11 & 12 students who attend on a Monday.

Professional learning is your chance to decide how to use your time. You can study, form study groups, check in with staff, finish coursework, get organised, plan, prioritise, or even grab a snack – but it's not "free time." You need to stay engaged and take control of your learning.

There are also various activities – some mandatory, some optional – designed to help you grow as a learner. So, each week, you might not have both periods to do whatever you want, and you'll need to plan around that.

- ATAR students come to school five days a week.
- VET students usually come three days a week, with one day for training and one day for work experience.
- Each VET course is different. Some are one day a week, others are during regular class time (like CIII Design).
- VET courses and work experience happen on Friday afternoons. If you have a class then and you're at VET training or work experience, you'll miss that class and need to catch up on any missed work. Since Friday classes will have fewer students, there might not be a lot of new work, but you still need to catch up.
- Try to get to College before 8:40am to network, check emails, talk to staff, and make appointments.

Professional Learning activities might include:

- Programs like the Health and Medical Specialist Program (HMSP) and Environmental Science (EV)
- Year meetings and information sessions
- Guest speakers and assemblies for events like NAIDOC and ANZAC Day
- Tutoring with staff
- Study skills workshops
- Mental health training
- Innovation Academy, Storm Chasers, Out on Country
- Clubs like Music, Showcase, Art, Dungeons and Dragons, mountain biking, gym training
- Country Week selections and training
- Supervised study for those who need it or those who aren't using the PL time effectively – students are closely supervised in this arrangement.

QUIZ TIME

How long are each of the classes (periods) at MSC?

30 min 45 min
60 min 80 min
90 min 1 hour

List the three (3) main methods of communication used at MSC

1. _____ 2. _____
3. _____

Do you have much practice using any of these communication systems?

Circle: Yes or No

If Yes, which one/s _____

ATAR PATHWAY

If you're on the ATAR pathway (four or more ATAR courses), you'll need to be committed and dedicated. Study is self-directed, and you'll need to manage your time effectively. Balance is crucial, so make sure to plan your study time around other commitments.

STUDY: THE CONCEPT AND THE ACTION

If you're on an ATAR pathway, you can choose one grid line as a study period. But study isn't just for ATAR students; it's something everyone can do when you're not in class or getting direct instruction from teachers.

Study is all about self-directed learning. At Manea, we want to help you develop important skills for both now and after college, like time management, self-motivation, self-direction, organization, and planning. You learn these skills by actually doing them!

We know life can be busy with lots of pressures and commitments, like bus travel, sports, gym, part-time jobs, family time, and hanging out with friends. Finding balance and setting boundaries is super important.

No one expects you to sit down and just work non-stop for an hour during study periods (though that works too!). It's okay to take breaks, eat, manage time with friends, build relationships, work in groups, and talk to teachers. The key is to stay focused.

Not many schools give you the chance to decide how to use your time best, so don't waste or misuse this privilege. We're also seeing how well you can self-regulate and behave without disrupting others. That's why you have access to all areas of the College – to find the best place for you to work.

REACH STUDY SKILLS

The other consideration is that study is a planned exercise. We will be inducting you into REACH Study Skills Program during Monday Professional Learning periods so that you learn the structure and effective techniques of study.

Want to take a look now?



IT'S REALLY EASY TO MAKE APPOINTMENTS

All of our services are accessible to all students and almost all are a self-referral process. To make an appointment you can:

- Email the staff member.
- See staff in Student Central or Student Services to make a time with a person.
- GO and see a teacher in staff studies or after class and discuss a suitable time.
- Come downstairs and check in with the Front Office or Deputy or Principal and make a time.

What days do students have Professional Learning (PL)? _____

What periods of the day is PL scheduled on? _____

List three (3) PL activities that you could be interested in giving a try.

1. _____

2. _____

3. _____

At MSC, we have a

**GIVE IT
A GO - GET
INVOLVED**

kinda attitude!

VOCATIONAL EDUCATION & TRAINING (VET) PATHWAY

About half of our students undertake VET courses. These courses often involve one day of training per week and a second day for work experience. You'll need to organize your work experience, but our VET coordinators are here to help. There is a VET Coordinator for each year group and both are located in the rear offices in Student Central.

TRAINING DAYS

- VET students usually work with an outside agency or a Registered Training Organisation (RTO). Our VET coordinators handle the arrangements with these RTOs and organize work experience.
- Most VET training courses are one day a week, with another day set aside for work experience.
- Often, RTOs hold their courses off-site. If you're in an off-site course, you'll need to find your own transport to the location on those days. You don't need to come to Manea on those days.
- If your RTO is on-site (like BRTTC courses or CIII Basic Health Care) you're technically not attending Manea that day, but you still need to act like a Manea student.
- If you're absent from training, the RTO will let us know, and you'll be marked absent.

FLEXI TIME (FLEXIBLE TIME)

Flexi time happens when you've finished your VET course requirements.

These courses usually last for three terms. Once you've completed both work experience and your coursework, you can apply to be signed off and if

approved you do not have to attend College on those days. You can use that time for part-time work, home study, or other activities. This usually happens in Term 4 for most students, but only when signed off by the College Administration.

Courses at Manea (like CIII Sport and Recreation and CIII Design) last until the end of Term 4, which is around week 5 or 6 of term.

VET TRAINING COSTS & COURSE CHANGES

Each course has a significant cost. We expect 50% payment before the course starts and the final balance before the end of Term 1.

- VET training typically runs for three terms each year. Most VET training is subsidised up to \$1,000 per course per year.
- **Usually, students cannot complete two VET courses in one year because it might affect their course credits for WACE.
- Changes are generally not possible after a course starts, and students and parents are still responsible for the full cost of the course.
- Even if you no longer want to do a course or it's no longer part of your goals, we expect you to commit to and complete the course.
- If you want to change courses, make an appointment with the VET Coordinator as soon as possible to discuss.

WORK EXPERIENCE

Some courses require work experience. It's your job to organise this, but our VET coordinators can help with advice, contacts, and support. If you haven't organised work experience or made a plan with the VET team by week 4 of Term 1, you'll be marked absent on those days.

Most work experience lasts for a set number of hours, usually 55 or 110 hours. You'll also need to complete a workplace journal.

COMMUNICATE WITH US SO WE CAN HELP

COURSE CHANGES

You may be able to change courses or pathways at Manea Senior College, but there are some conditions:

- Your course selections or pathways should help you achieve WACE by the end of Year 12 and be one of the following:
- An ATAR pathway (see WACE Requirements)
- A VET or Training pathway (completing at least one certificate course over Year 11 & 12)
- An approved alternative pathway

Course changes depend on:

- There being enough room in the courses you want to switch to
- Meeting and discussing the change with a Manager of Academic Performance (MAP) or Deputy Principal
- Your parents being aware of and signing off on the change and any associated costs.

REVIEWING CHANGES

Course changes will only be allowed at the discretion of the Manager of Academic Performance and Deputy Principal after reviewing your courses, performance, pathways, or other factors.

COMPLAINTS & CONCERNS

Manea is a safe place for everyone, but sometimes conflicts or disagreements happen. If you feel unheard or have an issue with another student or staff member, you can talk to Student Services or the College Administration.

Try to discuss your concerns with the teacher first and look for a solution. If that doesn't work or you're not happy with the response, talk to someone in Student Services or our Managers of Academic Performance. You can also see the Deputy Principal or Principal.

Remember, this process isn't about punishment. If you're worried about the behaviour of a staff member, student, or teacher, it's unlikely there will be consequences for that person. Our goal is to resolve issues through a restorative manner, finding a solution together.

SAFETY CONCERNS

If you or someone you know is at risk or feels unsafe, it's your responsibility to tell Student Services. If you think someone is acting inappropriately, let Student Services or the College Administration know.

The policy outlines your responsibilities and is an important document for you to read and be familiar with. Check Microsoft Teams on your device when you are signed up.

MISSED ASSESSMENTS

If you are absent for an assessment you will need to supply evidence (e.g. medical certificate) and then arrange with your teacher to do the assessment as soon as possible. More information will be available once you start your courses.

ASSESSMENT POLICY

ADULT LEARNING ENVIRONMENT

Student VOICE

We want to hear your feedback about how your classes are going. This will be through surveys, “check-ins,” and observations. We always want to improve our College and need your help to do that.

We also want to hear positive feedback for our hard-working staff. Don’t hesitate to recommend or leave a positive comment for your teachers.

STUDENT CODE of CONDUCT

We expect you to:

- Participate actively in college life.
- Treat everyone with respect.
- Be responsible for your actions.
- Adhere to the mobile phone policy (phones off and away during class).

Manea Senior College is an adult learning environment with workplace expectations. We want you to develop good habits and behaviours that help you grow and reflect the College’s standards. At Manea, you have both responsibilities and opportunities. Remember, we’re still a school, and our staff have a duty of care for you. So:

- If you’re absent, you need parent permission, even if you’re 18.
- You can’t leave the College without approval.
- Your parents/carers will be informed about your academic progress, missed assessments, medical issues, and other important matters.

WORKPLACE EXPECTATIONS

We have high expectations for participation in College life. You are expected to:

- Follow the College’s systems, processes, and procedures.
- Participate actively and constructively in learning.
- Treat all staff and students with courtesy.
- Be aware of your course requirements and your academic progress.
- Contact your teachers if you’re absent, miss an assessment, or might miss a deadline.

- Engage with the Learner Responsibilities Framework (LRF).
- Avoid cheating, plagiarism, and falsifying data/information.
- Follow the College dress code.
- Embrace and recognise diversity.
- Treat everyone with respect.
- Engage in College life and participate in activities. We encourage you to join College committees and decision-making processes.

PERSONAL CHOICE AND PERSONAL RESPONSIBILITY

- You have choices. Engage with what you’ve chosen to do and take opportunities to extend your learning.
- Be independent.
- Be responsible for yourself and your actions. Be aware of how your behaviour affects others.
- Treat others with respect. We use first names for everyone.
- You have the right to access all areas of the College. Use the facilities and services responsibly.
- Don’t leave the College without informing someone (approval may not always be granted). Sign out if you leave.
- If there’s a problem, act responsibly to resolve it.
- The consumption of alcohol, tobacco products, or illegal substances, or being with those who are, is unacceptable and will have serious consequences.
- Follow the mobile phone policy. Phones should be “off and away” during class and study periods unless you have permission for learning purposes.

STUDENT WELLBEING

At Manea SC student wellbeing is a top priority, fostering an environment where every student feels valued and included.

WORPLACE EXPECTATIONS

LEARNER RESPONSIBILITIES FRAMEWORK

Every classroom is different, but we all follow a common understanding of best practices for teaching and learning. At Manea SC, we promote the Learner Responsibility Framework and ask you to:

Prepare: Be ready to work.

Activate: Engage with your learning.

Own it: Take responsibility for your learning.

Reflect: Look at what you can improve and understand better.

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 my emails, due dates and other responsibilities

ACTIVATE

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

OWN IT

- I connect with teachers & peers
- I check Teams regularly for resources
- I take responsibility for my learning resources
- 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?



LEARNER RESPONSIBILITIES

Choose Success

ATTENDANCE & ABSENCES

Most Manea students have an attendance rate over 90% during their two years here. That's what we expect. If you're sick or injured, stay home and get well, but check COMPASS and Teams, and follow up with teachers via email.

LEAVING COLLEGE AND SICK NOTES

Even though we promote an adult working environment, students under 18 are still the legal responsibility of their parents/guardians. So, if you're absent or need to leave:

- We need parent permission – via COMPASS.
- Sign out at the front desk if you leave and sign back in when you return.
- If you're not supposed to be here but want to study (like in Term 4 after your VET course is finished), sign in as a visitor.

• If you're away for more than a couple of days and might have missed an assessment, provide medical evidence.

• Inform us if you need to be away for an appointment or other reason.

UNEXPLAINED ABSENCES

If your parents/guardians haven't explained all your absences, you won't be cleared to leave at the end of the year. So, keep on top of this.

Unapproved Vacations

We understand that life is complex, and families can't always plan travel around school holidays.

If you take time off during term (an unapproved vacation), inform us and your teachers ahead of time and make sure you catch up on the work. This is your responsibility.

LUNCH

- During lunch, you can access our College Cafe (2nd floor), the TAFE Cafe, and the ECU Cafe.
- To leave the site, sign out using your smart rider card ID at the COMPASS Kiosks on the ground floor (front office). Register your card at the kiosk first.
- Sign back in when you return to College.
- If you fail to sign in or out, or return late, you might lose this privilege.
- Behave appropriately at TAFE or ECU.
- TAFE asks that you return to Manea as soon as possible after making your purchase.
- In Term 1, we have a manual sign-in at the front desk for those waiting for their cards.

CAFE

- Our cafe is open all day.
- You can manage when you eat rather than having a set lunch time.
- This helps manage the number of people accessing the cafe at lunch.
- You can access it during study or any breaks.
- You might be able to leave class if your teacher gives permission.

TOILETS + BATHROOMS

These facilities are provided for you and are regularly cleaned. **They are always accessible.**

Manea has more students who identify as female than male, but there are enough resources for everyone. Apart from specific gender toilets on the 2nd and 3rd floors, there are disabled accessible toilets on each level, including a universal toilet in Student Services.

- Use toilet facilities appropriately.
- Toilets and bathrooms are not places to meet friends, hang out, or do your makeup.
- Please don't act inappropriately, as this affects others and those who have to clean up.

BINS

We work with Bunbury City Council to operate the sustainability four-bin system. Please sort your waste into the right bin:

GREEN: All paper, biological, or food waste.

PURPLE: Cans, milk cartons, and drink containers.

YELLOW: Clean, recyclable waste.

RED: All non-recyclable rubbish.

PARKING

There's limited parking on site for both staff and students, with only 15 spots for students. So:

- Only Year 12 students can park at Manea Senior College.
- You need to apply for a parking permit, register it, and display a yellow permit on your dashboard or window.
- Our car parks are patrolled by the City of Bunbury, and you might get fined if you park outside the guidelines.
- Parking is available at ECU (outside Level 3), and you can apply for this once you have a Manea permit. It costs about \$120 for the year.
- Parking at TAFE, the hospital, or on the gravel outside the College is not allowed. If you park there, you risk getting fined by ECU or TAFE.

UNIFORM

Our uniform is inclusive and offers a variety of garments that aren't gender-based.

Just like any workplace, there's a high expectation to follow the dress code for both staff and students. This helps promote a team concept, corporate identity, and inclusiveness. If you can't wear the uniform on any day, get a dress pass from Student Services.

Our uniform provider is Uniform Concepts, located in Bunbury and Busselton.

MOBILE PHONES

The WA Department of Education's policy on mobile phones is clear: they must be "Off and Away" during school.

At Manea SC, we consider a few factors that allow you to have your phones at College:

- Safety: The distance people travel and the need for communication with parents and guardians.
- Communication: Using phones appropriately during breaks to communicate with staff, students, or workplaces via email and COMPASS.
- Payments: Most students need electronic means to access banking and accounts for purchasing from our Cafe.

This policy puts the responsibility of managing your phone on you. It's about the trust we give you and the respect we expect from you in managing this important resource as a privilege.

- Phones must be "off and away" during class. Not seen, not heard. This includes study periods, although you may listen to music if the phone is away.

NO! NO!

Alcohol, Drugs, Vaping, and Illegal Substances

- These items – and the tools used to consume them – are not allowed on college grounds for any reason.
- If you're found consuming alcohol, drugs, or other substances, it will first be treated as a medical or health issue. If you're unfit to attend College, you'll be placed in the care of your parents or guardians. There may also be disciplinary consequences.
- Possessing illicit items will result in significant consequences, including suspension from College and being placed "On Notice" (see below).
- Supplying these items to others will result in the most severe consequences and may involve Police intervention.



- If your phone is seen or heard, you'll be asked to put it away. You must comply, or the phone will be confiscated for the day.
- If we continue to see the phone, it will be confiscated for the day.
- Some students may have a documented plan to access their phone in class. If you think you need this, see Student Services.
- There are regular "phone-free" days at Manea to help you learn the benefits of being "present" and "disconnected." Any phones visible on those days will be confiscated immediately.

GOOD STANDING

ON NOTICE (Good Standing)

- Any student who breaches the Code of Conduct will be placed "On Notice" and parents/guardians will be informed.
- While "On Notice" you won't have the privileges extended to a Manea student, like leaving the site for lunch. It also prevents you from attending excursions not directly linked to classroom activities or assessments, such as Country Week and the Year 12 Ball.
- You'll remain "On Notice" until the matter is resolved with the College.

CONSENT

Acting appropriately at College means understanding and respecting the rights of others. Always recognize people's boundaries and seek their consent in everything.

Everyone has the right to say, "no."

Sexual activities of any kind are not allowed at College, even with consent, because they're not appropriate in a workplace setting.

Remember, under the law, a person cannot give sexual consent if they are under 16.

COLLEGE EVENTS & ACTIVITIES

Country Week: is during the last week of Term 2. It is a huge week at Manea, and we usually close classes for that week as most are affected by students being at Country Week.

Be aware that VET Courses still run during this week. Trials for all teams are held early – Week 4 Term 1 - and there is a significant commitment to training after that if you are selected.

In addition to CW there are also other opportunities for students to explore including: Sporting carnivals (school and interschool), The Arts Showcase held at BREC, Committees, Volunteering + Community Service projects, 'Rock on Friday' musician/vocals band, Duke of Edinburgh Award, Out on Country expedition, and much more.

MENTAL HEALTH

Your mental health is super important to us. We offer a supportive environment, mental health training, and events to promote well-being. You are part of the Manea team, and we're here to support you.

Being part of the Manea Team means:

- We accept and welcome everyone.
- You can identify as who you want to be and be accepted.
- You commit to being your best and acting as a Manea Senior College student. You're part of the team.

We regularly check in and hold events to promote good mental health and support each other. This includes:

- Providing a supportive environment.
- Having Student Services available for more directed support if you need it.
- Having a Student Executive to advocate for you and represent you.
- Offering Mental Health training.
- Promoting key messages about consent, protective behaviours, and making good choices.
- Using restorative justice rather than just consequences.
- Celebrating event days like Wear it Purple, RUOK? Day, and Free Dress days.

Self-reflection and building individual resilience are really important too. We look at your potential, not just past performance. Everyone has strengths, and knowing yours and keeping them in perspective is a great way to support your mental health.

SUCCESS LOOKS DIFFERENT TO EVERYONE

Our approach embraces diversity, ensuring that each individual can achieve success on their own terms, regardless of pathway,

EXPECTATIONS

ACTIVITY 1

You have read the **Our Purpose and Our Values** sections. Now we'd like you to **think about our expectations of you.**

We have listed some flexibilities below that are based on trust we give to our students.

For each example, think about how you might behave in a way that reflects the College's purpose and values.

IF I AM TRUSTED TO.....	WHAT WILL I DO?
Go anywhere in the College.	
Access the cafe all day.	
Call a staff member by their first name.	
Be left to study unsupervised.	
Leave the Manea site for lunch to TAFE & ECU.	
Access my phone out of class during breaks.	
Use the bathrooms in privacy.	
Access classrooms at lunch.	
Access the basketball court.	
Wear the Manea uniform.	
Leave the College site as needed for an excursion or for a meeting to represent the College.	
Attend work placement.	
Sit with others who are focussed on work and reaching their goals.	

In the space below **make yourself a basic study plan**, taking into account all of your commitments and activities outside of college.

Google: Study Plan to get some idea of what this might look like for you.

STUDY PLAN

ACTIVITY 2

STRENGTHS

ACTIVITY 3

Your Strengths. Find the *VIA Character Strengths Survey* to complete. Scan the QR code or search <https://www.viacharacter.org>



Use your survey results to complete the table below.

MY TOP 5 STRENGTHS	WHAT DOES IT MEAN?	WHAT DOES IT SAY ABOUT ME?
1.		
2.		
3.		
4.		
5.		

QUIZ TIME

What colour bin does food waste go in?

What privileges can be taken away if a student is 'On Notice'?

Fill in the blanks If your phone is seen or _____, you'll be asked to put it _____.

You must comply, or the phone will be _____ for the _____.

If you are thinking about changing a course, what do you do?

This survey is to provide information that will support your teachers in getting to know you, understanding your goals, and supporting you as you enter Manea Senior College.

This isn't about making judgments, and nothing you share here will affect your enrolment at Manea - it's really just that we want to support you in making the most of your time here. The better we know you, the better we can help you to transition into both senior schooling and your new College.

PROFILE

ACTIVITY 4

MY NAME IS _____

Tell us more about you

Do you play sports?	
Do you have a part time job?	
Have you done any work experience?	
Do you have any pets?	
Do you play a musical instrument?	
Do you support an AFL team?	
What is your future goal?	
What motivates you to do well?	

<p>Have you represented your sport or club at State or Regional level?</p>	
<p>What are you good at?</p>	
<p>When you think back on your past achievements, what are you most proud of and why?</p>	
<p>What would you most like to improve about your schooling?</p>	
<p>Have you had a significant event that impacted on schooling (that you wish us to know about)?</p>	
<p>How would you describe yourself?</p>	
<p>Why did you choose Manea?</p>	
<p>What do you like about Manea (so far)? What do we do well?</p>	
<p>Have you completed any of the following:</p> <p> <input type="checkbox"/> Teen Mental Health First Aid Training <input type="checkbox"/> Consent/Respectful Relationship education <input type="checkbox"/> Any other mental health programs <input type="checkbox"/> Elevate Study Skills <input type="checkbox"/> Keys4Life (pre-driver program) <input type="checkbox"/> Duke of Edinburgh (yes/no/started but not completed) </p>	

