



Manea Senior College

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.



Enrolment Handbook

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OUR PURPOSE

Manea Senior College is an independent public school in Bunbury, specialising in senior schooling in the Southwest Region of Western Australia. We are also the only provider in WA of the Approved Specialist Program - the Health and Medical Specialist Program.

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

At Manea, our purpose is to 'prepare students for life'. We have a focus on 4 key areas:

• PREPARATION FOR LIFE BEYOND COLLEGE

Manea is dedicated to preparing students not just for academic success but for life itself. The focus is on developing skills, values, and independence that will serve them well in the future.

• TREATED AS YOUNG ADULTS

At Manea, students are treated with respect and responsibility. They are empowered to make informed choices and take ownership of their decisions, fostering maturity and self-discipline.

• WORKPLACE EXPECTATIONS

Manea offers a unique environment that reflects the principles of workplace expectations. Students get a head start in understanding how conduct, collaboration, organisation, and motivation set them up for future success.

• A PATHWAYS APPROACH

Manea strives to provide quality teaching and learning experiences, as well as other opportunities that enable personal development and skill building for the future. Students can access a range of pathways that enable them to create post school opportunities for themselves and work towards the Western Australian Certificate of Education (WACE), with courses at general and university pathway level, nationally recognised qualifications and endorsed programs that enhance the student experience.

So, what makes Manea different?

Manea Senior College has contemporary facilities, and the College promotes flexible learning, a young adult ethos and workplace expectations that prepare students for life after college.

Our students undertake many different pathways 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 and professional learning opportunities, as well as nationally recognised training qualifications. Students are extended financial support to access these qualifications. We have a strong moral purpose to provide students with both quality teaching and learning opportunities and life experiences that enable them to transition into the adult world.

Our students are mentored, encouraged, and supported to make pro-active adult choices, and to take ownership and responsibility for their decision-making about how it affects their future.

Our approach is based on a culture of a young adult environment with workplace expectations. 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 part of a team 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 work. 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, just like our staff, are involved in performance review meetings, surveys, and professional learning as a part of their expectations at Manea. As a team, staff and students are expected to uphold the outstanding reputation of Manea by wearing our uniform.

To become an adult, you first need to be treated like an adult. We firmly believe that to support young people in their transition to the adult world, it is imperative that we treat our students as young adults. This guiding principle is in every aspect of our daily practice.

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

OUR VALUES

The culture at Manea Senior College is reflective of a young adult environment with workplace expectations, where positive and productive behaviours are acknowledged, valued, and celebrated. The Manea Community is characterised by four key values

- Choice, Respect, Responsibility and Success.

CHOICE: Manea students are coached, supported, and encouraged to make proactive adult choices, to take ownership of their decision making, and to understand how their choices affect their future. At Manea, students conduct themselves with maturity and self-discipline, and their choices reflect these qualities.

RESPECT: At Manea, we produce global citizens who care for their environment and value the opinions and experiences of others. Respect for self, others and the environment are essential attributes, allowing the Manea Community to operate in a highly focused, cooperative manner.

RESPONSIBILITY: The Manea Community values personal conduct characterised by high levels of responsibility. Manea students are organised, self-motivated learners and conduct themselves according to this approach.

SUCCESS: Manea students learn that success looks different for each individual and extends beyond grades and academic achievement. They are motivated to embrace opportunities and push their limits, striving for their personal best. Students are expected to engage in opportunities and to challenge themselves to try new things.

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 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)

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.
- *VET in Schools TAFE and Bunbury Regional Trade Training Centres (BRTTC):* 1 - 2 days per week. A range of programs are accessible to 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 because 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 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 based on 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 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, Vaping, Alcohol, Drugs

The College has obligations to implement safe systems of work to prevent persons from being exposed to hazards.

Like 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, vapes, 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. 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* 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.

Code of Conduct – Good Standing – ‘On Notice’

Manea Senior College has a core purpose, to prepare students for life after school. Manea Senior College seeks to develop the capacity of its students to equip them with the transferable skills needed to empower young adults to choose their place in the global community, which includes managing their behaviour, managing conflict, and resolving issues as they arise.

Loss of Good Standing – Being ‘On Notice’

All students are understood to have ‘good standing.’ This an implied understanding that students have agreed to be members of Manea Senior College and support the expectations of the College and the Code of Conduct when they enrol.

A student who loses ‘good standing’ is not permitted to participate in extracurricular activities and can lose some privileges that are normally extended to that of any student at Manea Senior College, until the matter can be resolved.

The loss of good standing occurs where a student has:

- Breached the Code of Conduct and
- Has been unwilling to reflect upon, discuss and resolve this breach and
- Has not responded to the efforts of staff to resolve this issue, or
- There has been a significant breach that warrants an automatic loss of good standing.

In such cases, the decision for a student to be placed On Notice is made by the Student Services Manager, sometimes in consultation with the Deputy Principal and / or Principal.

When a student has been placed On Notice, the student and parent/carer will be informed in writing of this decision and

- The extent to which consequences will be applied
- The time frame for being On Notice
- The process of appeal and the steps required to have good standing reinstated

Once the student has undertaken the process to have good standing reinstated, they will be informed in writing and will be able to return to normal activities.

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 Teams 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

UNIFORMCONCEPTS

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 regard 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 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 Teams. You may print a copy of the Assessment Policy on the understanding that only the policy found live in Teams 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:

Absent from scheduled in-class assessment tasks (ie. Tests, in-class essays)

Students who miss an in-class assessment task need to email their teacher as soon as possible, complete a sickness misadventure form and provide valid documentation (eg medical certificate). Catch-ups are negotiated and a new completion time determined by the class teacher. This will be done as soon as possible on the student's return to college. A mark of zero will remain if the assessment is not completed within 7 days.

Failure to submit work

Non-submission of assessments is not accepted at Manea. If you are absent on the day a take-home assessment is due, you are still required to email your teacher to provide evidence that you have completed the assessment. Students seeking an extension must request this from their teacher at least 24 hours before the assessment due date and be prepared to provide supporting evidence. Penalties apply for late submission of take-home assessment tasks. As part of the college Clearance process, all assessments must be completed prior to clearance being granted.

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 contacting 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, Dalyellup and Gelorup.

Visit 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

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 can combine their college programs with a wide range of training courses, up to a Certificate IV, or even Diploma level. Students can 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.

STAY IN TOUCH & INFORMED

E: manea.sc@education.wa.edu.au

facebook.com/manea.sc



Web: 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.





Collection notice for enrolment

Purpose of collection

We, the Department of Education Western Australia (WA), collect your child's information to manage student enrolments in public schools. The information supports your child's school and contributes to an Australian education system which is fair for all students. This is done under the *School Education Act 1999* and the *School Education Regulations 2000*.

Note: In this document, 'parent' and 'you' include a child's parent or carer, the adult responsible for a child's day to day care, or a person enrolling on their own behalf.

Information collected for enrolment

When you enrol your child in a public school, you'll need to provide the following personal details and documents:

Child information

- Full name, date of birth, and gender
- Residential address and family living arrangements
- Whether the child identifies as Aboriginal or Torres Strait Islander
- Language background and languages spoken at home
- Current immunisation status
- Previous schools attended and educational history
- Learning, behavioural or other personal needs
- Health and medical conditions (including Form 1: Student health care summary)
- Australian citizenship or visa details

Parent information

- Name and relationship to your child
- Residential address and contact details
- Languages spoken at home
- Level of education, qualifications and occupation

Additional information

- Name and contact details of people the school can contact in an emergency
- Court or care orders or parenting plans, if applicable

Why this information is collected for enrolment

Your information is used to:

- assess and manage enrolment applications
- confirm student identity
- communicate with students and families
- support student learning, health and wellbeing, behaviour and safety
- enable students to take part in state, national and international assessments and reporting, including the
 - NAPLAN in Years 3, 5, 7 and 9
 - Pre-primary Australian Early Development Census (AEDC)
 - secondary Online Literacy and Numeracy Assessment (OLNA)
 - Nationally Consistent Collection of Data (NCCD) on school students with disability
 - any other mandated assessments and reporting
- manage student identifiers like the WA Student Number (WASN) and SmartRider cards
- inform educational policy, planning, strategy, and research
- provide support, services, programs and funding to meet your child's needs.

If we do not collect this personal information, it may put a student at risk and make it harder to provide the right education plans and support. It may also mean we cannot meet our legal responsibilities.

How we use and share enrolment information

We only use and share your child's enrolment information for the purpose it is collected and when the law allows or requires it.

We may share your child's enrolment information with:

- another WA public school when your child changes schools, such as when:
 - your child transfers from Year 6 to Year 7
 - they participate in a school-arranged alternative education program
- their new non-government school or interstate school, if you provide permission
- government agencies for health, welfare and/or legal compliance, and child protection laws.

The personal information we collect is stored locally, within Australia, in our Student Information System and follows our Information and Communication Technologies policies.

Personal information is collected, managed, and disposed of following our Records Management policy and the *State Records Act 2000*.

Your rights – access and correcting enrolment information

You can contact your child's school if you:

- want to see or update the enrolment information you provided
- have concerns about how your child's enrolment information is being used or stored.

Updates to personal information provided throughout a student's schooling are considered part of a student enrolment record.

More information

To learn more about how we protect your information, visit our website's page about [Privacy](#).